



# DEVELOPMENT SERVICES

## Residential Improvements Permit Application

To apply online please visit our online [portal](#). All mechanical, electrical, and plumbing work will require separate additional permits.

**Date:** \_\_\_\_\_ **Owner Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **San Antonio, TX** \_\_\_\_\_

<input type="checkbox"/>	<b>Addition</b> _____ sq.ft.	<b>Permit Fee</b>	<input type="checkbox"/>	<b>Deck</b> _____ sq.ft.	<b>Permit Fee</b>
<input type="checkbox"/>	<b>Shed</b> _____ sq.ft.	<b>0-500 sq.ft \$150.00</b>	<input type="checkbox"/>	<b>Carport</b> _____ sq.ft.	<b>\$160.00</b>
<input type="checkbox"/>	<b>Garage</b> _____ sq.ft.	<b>501-1,000 sq.ft \$425.00</b>	<input type="checkbox"/>	<b>Patio/Porch Cover</b> _____ sq.ft.	

**Inspections Required:** A Letter of Inspection Report from a licensed foundation engineer is required to be on file at the completion of the project. See [IB 226](#) for sample letter. A Framing inspection will be required (Please Note: an engineer’s report for the framing inspection may also be required and will be determined by the inspector in the field). If space is insulated, an insulation report/inspection is required. Once complete with above-mentioned inspections, a final inspection is required.

**General building Setback Requirements:** (As determined by current property zoning classification)

<u>Repair Type</u>	<u>Front</u>	<u>Side</u>	<u>Rear</u>	<u>Permit Required</u>
<b>Room Addition</b>	10 ft.	5 ft.	20 ft. (attached)/ 5 ft. (detached)	All additions require a permit
<b>Shed</b>	N/A	5 ft.	5 ft.	More than 300 sq. ft.
<b>Garage</b>	N/A	5 ft.	20 ft. (attached)/ 5 ft. (detached)	All garages require a permit Street entry requires 20’ from property line to garage door
<b>Deck</b>	10 ft.	5 ft.	20 ft. (attached)/ 5 ft. (detached)	More than 300 sq. ft. <b>OR</b> more than 30” above grade <b>OR</b> Attached to dwelling <b>OR</b> serves a required exit door See <a href="#">IB 151</a> for additional information.
<b>Carport</b>	10 ft.	5 ft.	20 ft. (attached)/ 5 ft. (detached)	All carports require a permit Street entry requires 20’ from property line to garage door
<b>Patio/ Porch Cover</b>	10 ft.	5 ft.	20 ft. (attached)/ 5 ft. detached)	More than 300 sq. ft. <b>OR</b> attached to dwelling

- Please note this application is subject to a processing fee and a 6% surcharge of total permit fee
- Projects exceeding 1,000 sq.ft. or single story will require plan review-**do not use this form**

**Registration Holder:** \_\_\_\_\_ **City Registration #:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_ **Delegate:** \_\_\_\_\_  
**Homeowner Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Escrow # (if applicable):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Work Summary:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**The scope of work submitted on this permit application constitutes the only work which is allowed to take place. Any additional remodeling, modifications, or other work outside this scope will result in additional review. This may require plan submittal and additionally assessed fees.**

I have read the complete application and know the same to be true and correct and hereby agree that if the permit is issued all provisions of the City Ordinance will be complied with whether herein specified or not. It is incumbent upon me, the applicant, to verify the existence of any CC&Rs that may be applicable to my project. (See [IB 234](#) for additional information) I understand that the permit belongs to the property owner, I am an authorized agent, and that this permit is valid for 6 months from the date of issuance.

**Applicant Signature:** \_\_\_\_\_

\_\_\_\_\_ **(Initial) Homeowners Only:** I understand that by initialing here and my signature below, I attest that I own and will own (occupy or rent) this residence for a period of 12 months after the completion of this project per City Code 10-115 (a)(1). I am requesting a homeowner’s permit to remodel my home and will be responsible for all inspections as required by Development Services.

# Site Plan

Address: \_\_\_\_\_ Zoning: \_\_\_\_\_

- Addition
- Garage
- Shed
- Deck
- Carport
- Patio/Porch Cover
- Existing Structure(s)
- Property Lines

**Setback Measurements:**

Front: \_\_\_\_\_

Side(s): \_\_\_\_\_

Rear: \_\_\_\_\_

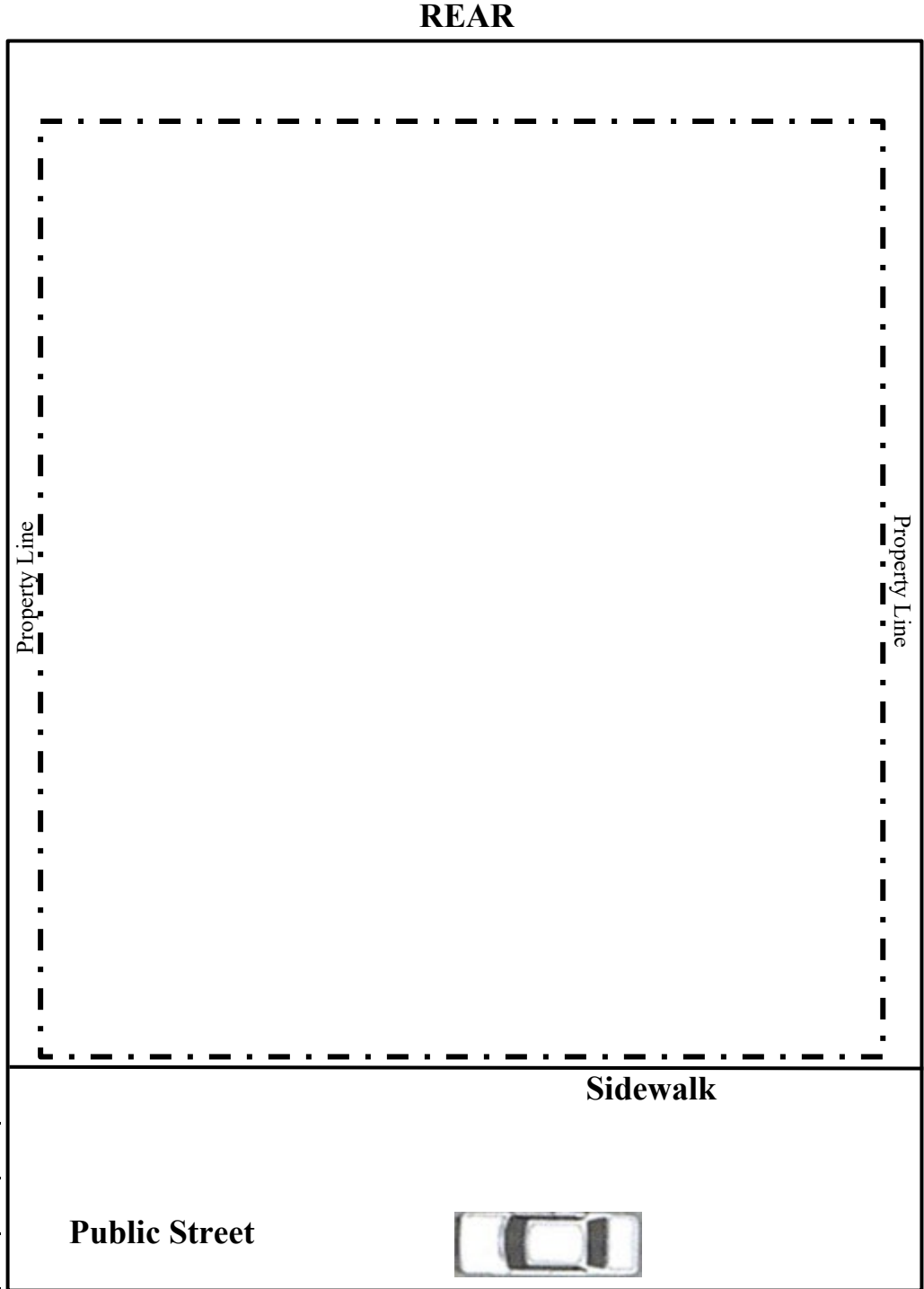
**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**FRONT**

I certify that the above site plan shows all improvements on this property to scale and that there will be no construction over easements. I also certify that I will build in compliance with current codes and ordinances.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

# Site Plan Example

Site plan must show lot size, location of proposed addition, existing structures, locations of easements, with distances to all adjacent property lines and other existing structures. Proposed addition must be clearly identified via label or color coding.

