



Residential Minor Repair Permit Application

All work must conform to currently adopted International Residential Code and Unified Development Code. Separate permits are required for mechanical, electrical, and plumbing work.

Date: _____ **Owner Name:** _____

Address: _____ **San Antonio, Texas** _____

Repair Type: Permit Fee \$ 150.00 (Plus 3% Technological Fee and 3% Development Service Fee)

_____ (#) **Windows being replaced. Framing?** Y N (No permit required for broken glass replacement)

_____ (#) **New doors added or door openings modified- framing required** (No permit required for existing door replacement)

_____ (#) **Interior Walls added/modified/removed- framing required** (No permit required for painting or adding wallpaper)

Sheetrock replacement (No permit required for sheet rock repair, i.e. patching holes)

Siding Replacement (No permit required for installing new siding over existing siding)

Floor – Structural Repairs (No permit required for carpet, tile, wood/laminate flooring removal/replacement)

Interior Demolition Only (Separate permit will be required for interior remodel)

Garage Conversion

-Converting an existing, attached garage to living space within existing footprint - **Site plan required.**

Note: a detached garage conversion will require plan review- do not use this form.

PLEASE NOTE: If any exterior walls will be repaired/modified/replaced, a plan review will be required.

Inspections required

If framing is performed, a framing inspection will be required. Note: an engineer’s report may be required to satisfy the framing inspection and will be determined by the inspector in the field. If space is insulated, an insulation report/inspection is required. Once complete with the above-mentioned inspections, a final inspection is required.

Contractor/Homeowner: _____ Contractor ID #: _____

Registered Lic. Holder: _____ City Lic. Registration #: _____

Authorized Agent Name: _____ COSA AC #: _____

Escrow: Y N

Phone #: _____ Email: _____

Work Summary:

_____ **(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 the Development Services.

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. I understand that the permit belongs to the property owner and I am an authorized agent. The City of San Antonio only enforces City, State and Federal zoning and development ordinances and statutes and does not enforce covenants and deed restrictions (CC&Rs). It is imperative and incumbent upon you the applicant to verify the existence of any CC&Rs that may be applicable to your project. See [Information Bulletin 234](#) for additional information.” I, also, attest that I am aware that this permit is valid for 6 months from the issuance of the permit.

Applicant Signature: _____