



ENGINEERING DEPARTMENT
10 COMMERCIAL PLACE, BLDG #2
 SCHERTZ, TEXAS 78154
 (210) 619-1800, FAX (210) 619-1849

DEVELOPMENT PERMIT APPLICATION

JOB ADDRESS/INTERSECTION :			COUNTY:
ZONING:	BLOCK:	LOT:	SUBDIVISION:
OWNER NAME:	ADDRESS, CITY, ST. ZIP:		PHONE/EMAIL:
CONTRACTOR:	ADDRESS, CITY, ST. ZIP:		PHONE/EMAIL:
CONTRACTOR CONTACT PERSON :	DESCRIPTION OF WORK:		PHONE/EMAIL:
ENGINEER PRIMARY CONTACT:	ADDRESS, CITY, ST. ZIP:		PHONE/EMAIL:
SITE PLAN APPROVAL YES <input type="checkbox"/> NO	APPROVAL DATE: / /	FEMA FLOOD? YES NO	

PLAT APPROVAL YES <input type="checkbox"/> NO <input type="checkbox"/>	APPROVAL DATE: / /	PLAN MAP YES NO
CLASS OF WORK: CHECK ALL THAT APPLY :		FEMA MAP ID #
RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> NON-COMMERCIAL <input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> ADDITION <input type="checkbox"/>		
OTHER <input type="checkbox"/> PLEASE EXPLAIN _____		

NOTICE

THIS APPLICATION FOR PERMIT SHALL BECOME NULL AND VOID WITHIN 6 MONTHS OF ISSUANCE. ANYONE HOLDING AN UNEXPIRED PERMIT MAY APPLY FOR AN EXTENSION, IN WRITING. PERMITS ARE NON-TRANSFERABLE FROM ONE PERSON TO ANOTHER. EXTENSION OF THIS PERMIT SHALL BE FOR UP TO ONE MONTH AFTER ORIGINAL EXPIRATION DATE.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER FEDERAL, STATE OR LOCAL LAW REGULATING CONSTRUCTION OR PERFORMANCE OF CONSTRUCTION. **A \$200.00 FINE WILL BE IMPOSED IN VIOLATION OF WORKING WITHOUT A PERMIT. PERMITS NOT POSTED ON SITE WILL BE ASSESSED A 50\$ INSPECTION FEE.**

_____ SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT	_____ DATE
_____ PRINT NAME OF CONTRACTOR OR AUTHORIZED AGENT	_____ DATE
_____ SIGNATURE OF OWNER OR AUTHORIZED AGENT	_____ DATE
_____ PRINT NAME OF OWNER OR AUTHORIZED AGENT	_____ DATE

FOR DEPARTMENT USE ONLY

PLAN APPROVAL DATE: _____

PERMIT NUMBER: _____

PERMIT FEE: _____

VIOLATION FEE: _____

TOTAL AMOUNT DUE: _____

_____ APPLICATION ACCEPTED BY	_____ DATE
_____ CITY ENGINEER OR HIS/HER DESIGNEE	_____ DATE

FOR DEPARTMENT USE ONLY - VERIFY ALL OF THE FOLLOWING HAVE BEEN APPROVED

DEVELOPMENT PERMIT CHECKLIST*	<input checked="" type="checkbox"/>
PUBLIC INFRASTRUCTURE CONSTRUCTION PLAN APPROVAL	<input type="checkbox"/>
TRAFFIC IMPACT ANALYSIS DETERMINATION FORM	<input type="checkbox"/>
SUBSURFACE EXPLORATION AND PAVEMENT ANALYSIS REPORT	<input type="checkbox"/>
TREE SURVEY AND PRESERVATION / MITIGATION PLAN	<input type="checkbox"/>
UTILITY APPROVAL FORM / ENGINEER'S REPORT ON UTILITIES	<input type="checkbox"/>
COPY OF APPROVED FINAL PLAT	<input type="checkbox"/>
QUANTITIES AND ESTIMATED COST OF IMPROVEMENTS	<input type="checkbox"/>
APPLICABLE FEES AND LICENSES	<input type="checkbox"/>

PUBLIC IMPROVEMENTS	CONSTRUCTION COST
MISC. / SWPPP	
DRAINAGE	
WATER	
WASTEWATER	
STREETS	
SUBTOTAL	
1% OF SUBTOTAL	
TOTAL PERMIT FEE	

* MINIMUM \$200.00 FINE WHEN IN VIOLATION OF WORKING WITHOUT A PERMIT.

STARTING DATE:	COMPLETION DATE:	EXPIRATION DATE:
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Development Permit Process

1.) All Development Applications are to be submitted at the permit window in the Inspections Division at the City of Schertz City Hall.

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SCHERTZ, TX 78154

2.) Applications will only be accepted if all items on the Application Checklist located on the Permit application are included in the submittal. These items are:

- Public Infrastructure Construction Plan Approval
- Traffic Impact Analysis Determination Form
- Subsurface Exploration and Pavement Analysis Report
- Tree Survey and Preservation/Mitigation Plan
- Utility Approval Form/Engineer's Report on Utilities
- Copy of Final Admin Approved Plat and Site Plan
- Quantities and Estimated Cost of Improvements

A transmittal form is required for each submittal, including:

- **Project Title, Date and Submittal number.**

Include a CD with all submitted documents in soft copy form

3.) The applicant will be notified within 7 business days of the receipt of a **completed application** or receipt of any additional information requested if the permit will be approved or denied.

4.) Approved permits will be issued at the Pre-Construction meetings. One set of scaled plans stamped "Approved for Construction" will accompany the permit. This set of plans shall remain on-site while work is being performed. **The permit must be posted on the SWPPP information sign.** The permit is non-transferable from one person to another and expires 6 months from the date of issuance. One extension may be applied for in writing prior to expiration of original permit, and approval shall be at the discretion of the City Engineer or his/her designee.

No applications will be approved unless a Final Plat of the property on which the work is to be performed has been approved by the Planning and Zoning Commission. Any conditions set forth as part of such approval shall apply.

5.) Identify the expected date on which construction will begin to:

Pre-Construction meetings may be scheduled with:

Drainage Manager: Larry Busch, CFM, E.I.T. (210-619-1802)

larry.busch@schertz.com

Inspections may be scheduled with:

Inspections Contact: Eddie Diggs (210-619-1833)

ediggs@schertz.com

Plans/Permit Approval-Engineering:

Cecilia Palomo, CFM, E.I.T. (210-619-1824)

cpalomo@schertz.com

6.) No work shall be performed on site prior to inspection of all SWPPP requirements except establishment of any health and safety standards required by any other applicable law or ordinance. **Stop Work orders** will suspend permits and re-inspection fee along with construction standards compliance will be required in order to reinstate the permit. Periodic inspections of site will be performed by City personnel. A monthly inspection will be required on-site to include the Contractor, Permit Holder and/or Owner.