

City of Schertz
Planning & Community Development
Residential Room Addition/Enclosure Permit Requirements

A building permit is required to ensure that the construction of the room addition or enclosure is structurally sound and safe. The following information has been compiled to assist residents who wish to construct a room addition or enclosure. This includes all alterations to a structure including, but not limited to, moving existing walls, erecting new walls, modifications to plumbing, gas, electrical or mechanical systems. Impervious coverage regulations apply to all structures on the property.

Permit Submittal Requirements are as follows:

- Building Permit Application
- Site survey showing easements, property lines and setbacks with proposed area noted by highlighting, cross hatch, or shading drawn to scale. Provide distances between proposed structure and all property lines, and between main and any other buildings/structures. Please contact the building inspections department if a site survey is unavailable for your property to discuss an alternative drawing.
- Floor plan of existing and proposed construction area(s).
- A plan/drawing that shows full framing details, elevations, insulation, doors, window, electrical, plumbing, gas and mechanical.
- Roof plan and details indicating how new roof will tie into existing roof.
- Engineering foundation plans are required per City Code of Ordinance, Chapter 18 Building and Building Regulations, Article III, Sec. 18-61 – Amendments. R106.1 Submittal Documents.
- Floodplain Permit application and materials list (if applicable).

Permit Fees:

- See [Permit Fee Schedule](#)

Inspections Required:

- Foundation
- Framing
- Final
- Insulation (if applicable)
- Felt (if applicable)
- Plumbing top-out and final (if applicable)
- Electrical rough-in and final (if applicable)
- Mechanical rough-in and final (if applicable)
- Gas rough-in and final (if applicable)

To request an inspection, please visit Schertz.com and under the “How do I” tab select “Request an Inspection”. Inspection requests received by 6:00 a.m. will be inspected the same business day. Any request received after 6:00 a.m. will be performed the next business day.

If you have any questions regarding these requirements, please contact the Inspections Division at 210-619-1750 during our regular business hours. Monday through Friday, from 8:00 a.m. to 5:00 p.m.

