

## PERMIT PROCESS

Check if property is platted with Converse  
↓  
Check Zoning before beginning project.  
(Zoning map available online)  
↓  
Make sure your Contractor is registered.  
↓  
Submit completed Permit Application along  
with contract and plans to Permit Office.  
↓  
Review Process (1 Day up to 2 weeks)  
↓  
Permit approved / Posted  
↓  
Homeowner/Contractor initiates work  
↓  
Contact Permit Office to schedule required  
inspection (Phone, Email, and Online)  
↓  
City Inspector conducts Inspection  
(Tag left at jobsite)  
↓  
Approved? / Denied?  
↓  
Yes: (Approved) Notice issued by Inspector  
You may continue with the project  
OR  
No: (Disapproved) You must make all  
corrections as noted by the Inspector before  
proceeding. In addition, a reinspection fee of  
\$50.00 MUST BE PAID PRIOR TO SCHEDULING  
THE REINSPECTION.

## PERMIT FEES

Residential project fee is based on square  
footage  
Base fee \$50.00  
Building permit fee \$0.50 per square foot  
Plan Review fee \$0.25 per square foot  
Same day inspections \$100.00  
After regular business hours inspection requests  
(each inspection) \$200.00  
Site Development permit \$1,500.00  
Right of Way permit Excavation of > than 25 feet  
\$100.00  
Right of way permit Excavation between 25 feet to  
100 feet \$200.00  
Right of way permit Excavation between 100 feet to  
500 feet \$300.00  
Right of way permit Excavation 500 feet + \$500.00  
Right of way permit Road bores (each bore) \$200.00  
Right of way permit Manhole servicing (each) \$50.00  
Right of way permit Sewer line servicing (each)  
\$150.00  
Swimming Pools based of value of construction  
Re-Roof permit plat fee \$50  
Certificate of Occupancy \$150  
Demolition Permit \$150  
Moving Permit \$100  
Variance request \$150  
Plan review fee ½ the Building project fee  
Gas Permit \$30 base fee plus # of outlets  
Plumbing permit \$35 base fee plus # of fixtures  
Irrigation permits \$30 base fee plus # of heads  
HVAC/Mechanical permit \$35 base fee plus #  
components  
Electric permit \$35 plus fixtures, panels, etc.  
Working without a permit \$200 fine plus (X2) permit



# Homeowner Information

For any questions or concerns call:

Community Development Department

406 S Seguin

(210) 658-8285

Fax: (210) 659-3557

[WWW.CONVERSETX.NET](http://WWW.CONVERSETX.NET)

<b>No permit needed for:</b>
• Replacing Windows/Door
• Sheds below 200 sq ft (10x20)
• Pathway made with stone/decomposed granite
• No permit needed for landscaping
• Painting
• Drywall
• Replace cabinets
• Replace toilet/sink/shower pan/tub (so long as no plumbing work is being done)
• Replacing flooring
• Insulation
• Garage Sales

<b>Permits are needed for:</b>
• Deck/Patio
• Sunroom
• Enclose a Patio or deck
• Room Addition
• Outdoor Kitchen
• Flatwork/Driveway/Concrete Slab/Sideway
• Replacing the Roof
• Replacing the Siding
• Carport
• Swimming Pool
• Replace a Fence
• Shed 200 sq ft or larger
• Repair a water line
• Replace a PRV
• Install Solar Panels
• Electrical work
• Mechanical HVAC work
• Plumbing work
• Signs
• Retaining Wall



**CONTRACTOR'S:** All Contractors need to be registered annually with the City. Registration fees are below.

General Contractors \$75 renewal \$50  
Require application and Surety Bond

Trade Contractor Electric No Fee  
Require application, license, and Liability insurance

Trade Contractor Mechanical \$15 annual  
Require application, license, and Liability insurance

Trade Contractor Plumbing/Gas No Fee  
Require application, license, and Liability insurance

Trade Contractor Irrigation \$15  
Require application, license, and Liability insurance

Trade Contractor Sign \$50 renewal \$25  
Require application, license, and Liability insurance

Trade Contractor Fence \$50 renewal \$25  
Require application and Liability insurance

**EMERGENCY REPAIRS**

Where equipment replacements and repairs must be performed in an emergency situation, the permit application must be submitted by the next working business day to the Development Services Department.

**Required Permits**

Residential & Commercial:

- |                                 |             |
|---------------------------------|-------------|
| 1. Addition                     | Need plans  |
| 2. Alteration                   | Need plans  |
| 3. Repair                       | Need plans  |
| 4. New Construction             | Need plans* |
| 5. Demolition                   | Need plans  |
| 6. Foundation                   | Need plans  |
| 7. Swimming Pools               | Need plans  |
| 8. Flatwork/Driveway (concrete) | Need plans  |
| 9. Re-Roof                      |             |
| 10. Electric                    |             |
| 11. Mechanical (A/C)            |             |
| 12. Plumbing                    |             |
| 13. Gas                         |             |
| 14. Irrigation                  |             |
| 15. Signs (commercial)          | Need plans  |
| 16. Fence                       |             |
| 17. Patio/Decks                 | Need plans  |
| 18. Electric Solar              | Need plans  |

2 SETS OF PLANS NEEDED WHICH INCLUDES: SITE PLAN, CONSTRUCTION DOCUMENTS (DRAWINGS), ELEVATIONS, PLOT PLAN, AND MATERIALS.

\*Additional items are needed

Note: Please check zoning guidelines prior to commencing any project.