

**APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT  
Public - Commercial – Industrial**



**\*SUBMIT THIS APPLICATION WITH TWO (2) SETS EACH OF:  
PLOT PLAN, BUILDING PLAN AND SPECIFICATIONS TO THE  
PERMIT DESK AT CITY HALL.**

**Did you remember to include:**  
Sewer Service Application?  
Water Service Application?  
Wastewater Discharge Application?

**\*ALLOW A MINIMUM OF FIVE (5) WORKING DAYS FOR REVIEW**

Date: _____ Time: _____ Application # _____	<b>LOCATION:</b>	Zoning District: _____ Subdivision: _____ Lt: _____ Blk.: _____ Lt. Size: _____	<b>OWNERSHIP:</b> Private [ ] Public [ ]
	Address: _____		
	Floodplain <b>YES NO</b> 500yr _____ 100yr _____ Floodway _____		
	<b>Base Flood Elevation</b> or Engineers " <b>No Rise Certificate</b> " attached <b>YES NO</b>		

**TYPE OF IMPROVEMENT:**

- a. NEW BUILDING [ ]
- b. ADDITION [ ]
- c. ALTERATION [ ]
- d. REPAIRS [ ]
- e. DEMOLITION [ ]
- f. SWIMMING POOL [ ]
- g. FOUNDATION [ ]

**COST OF IMPROVMENT:**

- IMPROVEMENT ONLY \_\_\_\_\_
- ELECTRIC \_\_\_\_\_
- PLUMBING \_\_\_\_\_
- HEATING & A/C \_\_\_\_\_
- GAS \_\_\_\_\_
- OTHER \_\_\_\_\_
- TOTAL COST** \_\_\_\_\_

**DESCRIPTION OF CONSTRUCTION:** \_\_\_\_\_

**Office Use Only**

**Non-Residential Building Types**

- 318 [ ] Amusement & recreational buildings
- 319 [ ] Churches
- 320 [ ] Industrial Buildings
- 322 [ ] Service Stations
- 323 [ ] Hospitals/Institutional garages
- 324 [ ] Office, bank, professional buildings
- 325 [ ] Public works & utility buildings
- 326 [ ] Schools, educational buildings

- 327 [ ] Stores/mercantile buildings
- 328 [ ] Other non-residential buildings (portable buildings / carports / canopies)
- 329 [ ] Structures other than buildings (roofing / foundations / swimming pools)
- 437 [ ] All other building/structures (alterations / additions)
- Demolition & Razing of Building**
- 647 [ ] Three & four family buildings
- 648 [ ] Five or more family buildings
- 649 [ ] All other building/structures

**CONSTRUCTION TYPE** (See notes Tables 601 and 602)

( ) **(I A – Protected)** Structural frame elements, bearing walls, nonbearing walls and partitions, floor construction and roof construction to be of noncombustible materials. Roof 1-1/2 hours – Exterior Bearing Walls 3 hours - Floor/Ceiling 2 hours - Structural Frame or Interior Bearing walls 3 hours - Partitions Non-rated

( ) **(I B – Unprotected)** Structural frame elements, bearing walls, nonbearing walls and partitions, floor construction and roof construction to be of noncombustible materials. Roof 1 hour – Exterior Bearing Walls 2 hours - Floor/Ceiling 2 hours - Structural Frame or Interior Bearing walls 2 hours - Partitions Non-rated

( ) **(II A –Protected)** Structural frame elements, bearing walls, non-bearing walls and partitions, floor construction and roof construction to be of non-combustible materials. Roof 1 hour – Exterior Bearing Walls 1 hours - Floor/Ceiling 1 hour - Structural Frame or Interior Bearing walls 1 hour - Partitions Non-rated

( ) **(II B –Unprotected)** Structural frame elements, bearing walls, non-bearing walls and partitions, floor construction and roof construction to be of non-combustible materials. Roof non-rated – Exterior Bearing Walls non-rated - Floor/Ceiling non-rated - Structural Frame or Interior Bearing walls non-rated - Partitions Non-rated

( ) **(III A –Protected)** Exterior walls to be of non-combustible materials – Fire-retardant treated wood framing permitted within assemblies of 2-hour rating or less, Interior building elements of any material permitted by code. Roof 1 hour – Exterior Bearing Walls 1 hours - Floor/Ceiling 1 hour - Structural Frame or Interior Bearing walls 1 hour – Partitions non-rated

( ) **(III B -Unprotected)** Exterior walls to be of non-combustible materials – Fire-retardant treated wood framing permitted within assemblies of 2-hour rating or less, Interior building elements of any material permitted by code. Roof non-rated – Exterior Bearing Walls 2 hours - Floor/Ceiling non-rated - Structural Frame or Interior Bearing walls non-rated - Partitions Non-rated

( ) **(IV –Heavy Timber)** Structural frame elements, bearing walls, non-bearing walls and partitions, floor construction and roof construction to be of non-combustible materials. Roof Heavy Timber – Exterior Bearing Walls 2 hours - Floor/Ceiling Heavy Timber- Structural Frame Heavy Timber - Interior Bearing walls Heavy Timber or 1 hour - Partitions Non-rated

( ) **(V A –Protected)** Any Materials allowed by code. Roof 1 hour – Exterior Bearing Walls 1 hours - Floor/Ceiling 1 hour - Structural Frame or Interior Bearing walls 1 hour – Partitions non-rated

( ) **(V B -Unprotected)** Any Materials allowed by code. Roof non-rated – Exterior Bearing Walls non-rated - Floor/Ceiling non-rated - Structural Frame or Interior Bearing walls non-rated - Partitions Non-rated

**AREA IN USE**

First Story: \_\_\_\_\_ Sq. Ft.      Second Story: \_\_\_\_\_ Sq. Ft.      Other Stories \_\_\_\_\_ Sq. Ft.

**Foundation:** Concrete [ ] Wood [ ]      **Roof:** Metal [ ] Asphalt Shingles [ ] BUR [ ] Other [ ]

**Floors:** Concrete [ ] Wood [ ]      **Exterior Walls:** Masonry [ ] Wood [ ] Other [ ]

**Interior Walls:** Masonry [ ] Wood [ ] Sheetrock [ ] Other [ ]

**ENERGY COMPLIANCE**

Year of code (\_\_\_\_\_) IECC - Percentage better than code is (\_\_\_\_\_) **PROVIDE THE COM-CHECK FORM**

**REQUIRED PLAN REVIEW – If all items required are not submitted, the permit is denied until the required items are submitted.**

2 FULL SETS OF SITE PLANS WITH LOCATIONS OF ALL STRUCTURES ON SITE, MEASURED DISTANCES FROM PROPERTY LINES, ALL UTILITY EASEMENTS AND SERVICES, DRIVEWAYS AND SIDEWALKS. (\_\_\_\_\_) **INITIAL AND DATE PLEASE**

2 FULL SETS OF BUILDING PLANS WITH FLOOR LAYOUTS, PLUMBING, ELECTRIC, AND MECHANICAL DETAILS (\_\_\_\_\_) **INITIAL AND DATE PLEASE**

- Please indicate: Water Meter size requested \_\_\_\_\_ Irrigation Meter size requested \_\_\_\_\_

**APPLICATIONS and /or DESIGNS FOR: Sign and Date each requirement**

WASTER WATER SURVEY ..... (\_\_\_\_\_)

FIRE SERVICE ..... (\_\_\_\_\_)

WATER SERVICE ..... (\_\_\_\_\_)

IRRIGATION SERVICE ..... (\_\_\_\_\_)

SEWER SERVICE ..... (\_\_\_\_\_)

SEPTIC TANK PLAN ..... (\_\_\_\_\_)

TEXAS ACCESSIBILITY STANDARDS NUMBER (\_\_\_\_\_)   
 It the construction cost is greater than \$50,000.00

TEXAS DEPARTMENT OF TRANSPORTATION (\_\_\_\_\_)   
 Driveway permit and or Drainage approval

An asbestos survey has been conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the areas being renovated and/or demolished.      Yes \_\_\_\_\_      No\* \_\_\_\_\_

\*If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to renovation/demolition permit being issued by the City of Converse.

	NAME	ADDRESS	PHONE NUMBER
<b><u>PROPERTY OWNER</u></b>			
Email:			
<b><u>CONTRACTOR</u></b>			
Email:			
<b><u>ARCHITECT/ENGINEER</u></b>			
Email:			
<b><u>ELECTRIC</u></b>			
Email:			
<b><u>PLUMBER</u></b>			
Email:			
<b><u>HVAC</u></b>			
Email:			

**\*SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING AND HVAC. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITH 6 MONTHS OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS COMMENCED.** I hereby certify that I have read and examined this application and know the same to be true and correct. Provisions of the International Building Code as well as all laws and ordinances covering this type of work will be completed within specified herein or not. The Granting of a permit does not presume to give authority to violate or cancel the provisions of any City, State or Local Law regulation construction or performance or construction.

**APPLICANT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**↓DO NOT WRITE BELOW LINE – OFFICE USE ONLY↓**

SPECIAL APPROVALS	REQUIRED	NOT REQUIRED	APPROVED	APPROVED BY	APPLICATION NUMBER#
Building Inspections					_____
TAS/ADA					
Electric					
Sewer					
Water					
Mechanical					
Fire Marshal					<b>PLAN CHECK FEE</b> (1/2 of permit in addition to)
Fire Alarms					_____
Fire Sprinkler					<b>BUILDING PERMIT FEE</b>
					_____
Waste Water Survey					<b>APPROVED BY</b>  _____
Utilities					
Health Dept.					
Off Street Parking					
Landscaping					
Drainage/Erosion					
Zoning					

**CONVERSE MUNICIPAL ORDINANCE CHAPTER 8, ARTICLE III. BUILDING CODE, SECTION 8-103 SCHEDULE OF PERMIT FEES (k) NON-COMPLIANCE FEE-** WHERE WORK FOR WHICH A PERMIT IS REQUIRED IS STARTED OR PROCEEDED PRIOR TO OBTAINING SAID PERMIT, **A FEE OF \$200.00 PLUS THE FEES HEREIN SPECIFIED SHALL BE DOUBLED...** A FEE OF \$150.00 SHALL BE ASSESSED FOR PROCEEDING WITH ANY WORK WITHOUT HAVING AN APPROVED INSPECTION AT THE REQUIRED STAGE OF CONSTRUCTION. A FEE OF \$50.00 WILL BE ASSESSED FOR FAILURE TO SCHEDULE A FINAL INSPECTION WITHIN (5)- FIVE DAYS AFTER COMPLETING THE WORK DESCRIBED BY A PERMIT Chapter 8, Article 1, Section 8.2 Penalty may still be invoked at the discretion of the City of Converse with an a fine of not less than \$200.00 or more than \$2,000.00