



303 W. Main

Kenedy, Texas 78119

(830) 583-2230 / Fax (830) 583-2063

Plan Review Submittal Check List

1. The person making this application acknowledges that no work or any operation may begin prior to approval of plans and issuance of an appropriate permit.
2. Submittal packages that are determined to be incomplete will not be processed for review nor issued a construction permit until the package is complete.

The plan submittal package shall contain but not limited to the following:

- Completed permit application.
- Three sets of construction documents, both civil and architectural, drawn to an appropriate scale, sealed by a licensed Architect or Engineer in accordance with the Texas Architect's and/or Engineer's Practice Act.
- Code Analysis Sheet (Occupancy classification, construction classification type, occupant load, fire load, fire flow requirements, building area)
- Plan Size shall not exceed 24" x 36", bound on left side, and rolled separately.
- Floor plan drawing to scale.
- Schedules to include but not limited to: door, window, interior & exterior finishes, electrical fixtures/devices, plumbing fixtures/devices.
- Plumbing drawings both domestic water and waste/vent. Separate drawings if fuel-gas systems are to be installed.
- Exterior elevations drawings.
- Reflective ceiling drawings.
- Wall/floor/ceiling section construction drawings
- HVAC drawings, including: fire & smoke damper locations, if required; Duct smoke detector locations if required.
- Electrical drawings, including: riser diagram and load analysis.
- Site plan, showing building location in relation to property lines & other structures.
- Certificates of elevation.
- Fire suppression system drawings.
- Fire alarm detection & notification drawings.



DEVELOPMENT SERVICES DEPARTMENT

303 WEST MAIN STREET

KENEDY, TEXAS 78119

PHONE # (830)583-2230 – FAX (830)583-2063

BUILDING PERMIT APPLICATION

Residential _____ Commercial _____

Civil Review Fee \$ _____
Architectural Fee \$ _____
Building Permit Fee \$ _____

Application Number: _____

1. Name of Applicant _____
Owner of the Property _____
Mailing Address _____
Telephone Contact _____

2. Location of Property Address _____

3. Property is located in the following zoning District (see below for guide)

_____ "A" _____ "MF" _____ "I" _____ "C" _____ "CBD"
_____ "SF" _____ "MH-1" _____ "MH-2"

4. Type of Improvement

a. New Building	_____	Building Cost	_____
b. Addition	_____	Electric Cost	_____
c. Alteration	_____	Plumbing Cost	_____
d. Moving	_____	Heating and A/C	_____
		Gas	_____
		Other	_____
		Total Cost	_____

Description of Construction: _____

Foundation: _____ Roof _____ Floors _____
Exterior Walls: _____ Interior Walls _____
No. of Bedrooms _____ No. of Bathrooms _____
Central Air _____ Central Heat _____

5. Provide site plan of proposed building showing the following:

Floor space _____ Sq. Ft. Height _____ Width _____
Length _____

6. Will this include alteration of a natural waterway or drainage course?

_____ yes _____ no

7. Will this include the placement of fill?

_____ yes _____ no

8. Debris/Disposal. A plan for debris/disposal and containment at the site must be presented and confirmed prior to issuance of a building permit.

_____ Container(s) already on site

_____ Container(s) to be delivered (Attach order/delivery Confirmation)

_____ Other (Explain) _____

FOR USE OF THE FLOOD PLAIN ADMINSTRATOR

Is property located within a special flood hazard zone?

_____ No _____ Yes (If yes, construction plans must be submitted with an elevation certificate prior to construction and after construction)

Flood Zone Code _____

Is the property located in an identified flood hazard area? _____yes _____no

Is the property located in an identified regulatory Floodway? ___yes ___no
Is additional information required? ___yes ___no
Are other Federal, State, or Local permits required? ___yes ___no
Are other City regulations applicable? ___yes ___no

**** APPLICANT WILL PROVIDE PLANS AND/OR SPECIFICATIONS OR SCOPE OF WORK OF THE PROPOSED CONSTRUCTION. THIS TO INCLUDE ANY SHOWING OF PLUMBING AND ELECTRICAL, IF APPLICAL TO THE CONSTRUCTION.**

****Separate permits are required for electrical, plumbing and HVAC. This permit becomes null and void if the work or construction authorized is not commenced within thirty (30) days or abandoned for a period of ninety (90) days at any time after work is commenced.**

SETBACK REQUIEMENTS:

Has the new construction/renovation comply with all setback requirements
___ yes ___no

If no will this construction/renovation be referred to the Board of
Adjustments: ___ yes ___no

I hereby certify that I have read and examined this application and know the same to be true and correct Provisions of the Standard Building Code as well as all laws and ordinances covering this type of work will be inspected. 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.

Property Owner

Signature: _____ Date _____

Building Official

Signature : _____ Date _____