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## CURRENT BUILDING CODES

### The City of Seguin has adopted the following codes:

2005 National Electric Code

2006 International Existing Building Code

2006 International Fire Code

2006 International Energy Conservation Code

2006 Int'l Plumbing code

2006 Int'l Mechanical Code

2006 Int'l Building Code

Texas Architectural Barriers Code

American Disabilities Act (when required)

City Flood Ordinance & Fema Guidelines

City Zoning Ordinance

City Sign Ordinance

City Landscaping Ordinance

City Dumpster Screening Ordinance

New Landscape Irrigation Ordinance

\*Some of the above referenced codes have locally adopted amendments more stringent than the referenced code requirements.

Copies may be purchased at the permit window.

**Revised 1-12-09**

## WHO NEEDS A BUILDING PERMIT

Any owner, authorized agent or contractor who desires to construct, enlarge, alter, repair, move, demolish, roof, re-roof or change the occupancy of a building or structure, install fence or to cause any such work to be done shall first make application to the Building Official and obtain the required permit for the work.

The following work does not require a permit:

- Painting
- Minor repairs to a person's residence\*
- Uncovered slabs (i.e. patio, driveway\*\*)
- Siding Installation

\* Work on a homestead, including new construction, may be done by the property owner with the proper permits and in accordance with all required codes and city ordinances. If you hire out any phase of the building process, the contractor must be licensed with the City of Seguin.

\*\* Any street connection will require a permit from the Public Works Department.

## HOW TO APPLY FOR A BUILDING PERMIT

Applications for building permits are made at the Building Inspection Department at City Hall.

In addition to a completed application, in duplicate, the following material is required:

- For all new construction and additions, a plot plan with dimensions from all property lines and location and size, if known for all utilities.
- Floor plan including electrical, plumbing and mechanical fixtures.

If you have any question, Building Inspection staff will be glad to assist you.

\*Application for Electric, Water and Wastewater are to be completed by a licensed contractor and should accompany the building permit application.

## LICENSES REQUIRED

Building Contractor	Initial:	\$125.00
	Renewal	100.00
Fence Contractor	Initial:	\$125.00
	Renewal	100.00
State Electrical Contractor Certificate of Insurance		NO FEE
Master Electrician Certificate of Insurance		NO FEE
Mechanical Registration	Initial	\$ 5.00
	Renewal	5.00
Moving Contractor	Initial	\$100.00
	Renewal	75.00
Pool Contractor	Initial	\$100.00
	Renewal	75.00
Sign Contractor	Initial	\$125.00
	Renewal	100.00
Electrical Sign Contractor (TESL)Certificate of Insurance		NO FEE

## **BUILDING PERMIT**

Based on the total cost of construction.

Contact Building Inspections Department or Building Official.

Plan Check Fee = ½ of building permit fee (in addition to the total permit cost), to be paid at the time of application submittal.

## **SWIMMING POOL PERMIT**

Based on cost of construction

Contact Building Inspection Department or Building Official.

## **FENCE PERMIT**

**\$25.00**

## **HOUSE MOVING PERMIT**

\$100.00

## **DEMOLITION PERMIT**

\$50.00

## **CODE COMPLIANCE INSPECTION**

\$30.00

## **BUILDING PERMIT PROCESS**

Building permit applications, site plans and construction plans are reviewed by Building Inspections in the Department of Planning and Codes.

Planning staff verifies compliance with zoning and platting ordinances. (Please read Zoning/Land Use Section)

Building Inspection will review building, mechanical, electrical, plumbing and A/C plans for compliance with local and national codes, floodplain compliance and assess impact fees.

The Utility Department will review application plans for water, wastewater and electrical service; water tap locations and other utility services. All commercial wastewater users will be required to complete a Wastewater Survey prior to issuance of a building permit.

The City Engineer will review drainage plans for all commercial and subdivision developments.

In addition, commercial developments require Fire Department review, and in the case of food establishments, Environmental Health Supervisor review.

Permits for residential new home construction or remodeling, on a legal or platted lot, with no variance request, can expect to be approved in as few as five (5) days.

Commercial permits typically take longer due to the extent of utility, drainage and access reviews. Staff will work with applicants to insure that these permits are processed as quickly as possible. Department staff will contact applicants for any information that is needed.

All developments that require access to a State roadway require Texas Department of Transportation (TXDOT) approval.

In order to facilitate communication, between City Staff, applicants and other utility providers, construction coordination meetings may be scheduled as needed. City staff may place applicants on the agenda for these meetings, or applicant may request to be placed on the agenda by contacting the Building Official.

When all necessary building and utility applications and plans have been approved, and required fees paid, Building Inspections will issue the building permit.

## **TAP FEES**

### **¾” Water Tap:**

\$305.00	Laid in Place
\$515.00	New Service
\$774.00	*Impact Fee (City of Seguin) (Standard Residential Meter Size)
\$1,262.00	*Impact Fee (SSLGC)

### **4” or 6” Sewer Tap:**

\$110.00	Laid in place
\$470.00	New Service
\$1,213.00	*Impact Fee (City of Seguin) (Standard Residential Meter Size)

## **ELECTRICITY**

Installation charges for City electric:

(1)	Connect, reconnect	\$ 25.00
(2)	Temporary Loop	\$ 260.00
(3)	100 Amp, new single phase service	\$ 280.00
(4)	200-Amp, new single phase service	\$ 320.00

Fees do not apply to commercial, industrial applications or three-phase services.

\*For other rates contact Public Works at 401-2405

## **UTILITY, BUILDING AND CAPITAL RECOVERY FEES**

### **CAPITAL RECOVERY (IMPACT FEES)**

The City of Seguin has adopted water and wastewater capital recovery fees for development. The fees are to help fund the improvements in the water/wastewater facilities made necessary by new development

Capital Recovery fees are separate from water and sewer tap fees. Capital Recovery fees are based on meter size. Single family living units requesting a ¾” meter are generally assessed a \$774 fee for water and a \$1,213 fee for sewer. The fee may be lower depending on the date of the subdivision plat. Other Capital Recovery fees will be assessed in accordance with the Capital Recovery fee schedule. The Schertz/Seguin Local Government Corp. began assessing water impact fees for new development. A Single-Family living unit requesting a ¾” meter will be assessed a \$1,262.00 fee. Staff can provide fees for larger meter.

### **UTILITY INSPECTION FEES**

- Plumbing: \$10.00 Base fee + fee based on number and types of fixtures.
- Gas: \$5.00 Base fee + fee based on types of inspections.
- Mechanical (A/C, Heat): \$10.00 Base fee + inspection fees based on valuation of unit.
- Electrical: Based on square footage

## **APPLICATION FOR UTILITIES**

Applications are made with the Permitting Clerk (Building Inspections). A completed application(s) is required. If work is to be performed by a contractor they must be licensed with the State of Texas. These include plumbing, mechanical and electrical contractors.

Utility applications are reviewed by Building Inspections and Utility Administration Staff determines the appropriate service and establish fees.

The applicant is then notified and should make payment with the City and make application for monthly billing.

- Only City staff is authorized to connect or disconnect City utility service.
- If the location is serviced by a private utility provider, utility service must be coordinated with that utility. (i.e. GVEC, Spring Hill, GBRA)
- A completed application with all association documentation is required for utility permit.

If the location is not within 300’ feet of an existing sewer line, and you wish to install a septic system, contact the Environmental Health Supervisor at (830) 401-2432 for permitting requirements.

## **INSPECTIONS REQUIRED**

Inspections are necessary to protect the public from substandard construction practices and to enforce building codes and local ordinances.

During the construction process, the project will be inspected for building, plumbing, mechanical, electrical and zoning setback compliance. Inspections are requested by calling the Building Inspection Department at 401-2435. You must have your building permit number available in order to schedule an inspection.

Inspection can usually be scheduled within twenty-four (24) hours. However, staff shortages or emergencies may extend this time.

When all required inspections have been approved, a Certificate of Occupancy will be issued.

## **VARIANCES AND APPEALS**

Variations from the strict application of the Zoning Ordinance are requested by contacting the Planning Department, in accordance with Section 35, Seguin Zoning Ordinance.

Appeals from an administrative decision or from a ruling from a Board or Commission, in the administration of the Zoning Ordinance are made by contacting the Planning Department in accordance with Section 35, Seguin Zoning Ordinance.

Variations and appeals require a public hearing before the Zoning Board of Adjustment. The fee is \$100.00 (non-refundable).

Variations from the strict application of the Building Code are requested by contacting the Inspection Department and are heard and acted on by the Construction Board of Adjustment and Appeals.

## **ZONING CHANGES**

Zoning changes are requested through the Planning Department. Zoning changes require a public hearing before the Planning Commission and the City Council. The Planning Commission meets the 2<sup>nd</sup> Tuesday of each month. In addition to the public hearing, zoning changes require two additional readings before City Council. The fee for requesting a zoning change is \$200.00 (non-refundable). Zoning changes are given careful consideration by Planning staff, Planning Commission and City Council.

## **ZONING/LAND USE**

Zoning is a method of ensuring that development corresponds with the land use plans of the City. Zoning also stipulates open space requirements in order to relieve congestion; establishes setback requirements to provide for adequate air circulation, light and fire/safety access; and provide for other development requirements that protect and enhance the quality of life. Seguin Zoning Ordinance was adopted by the City Council in 1989.

The Planning Department, in conjunction with Building Inspections, administers the Zoning Ordinance.

No building permit shall be issued for any structure located on a lot in any subdivision after the effective date of the Subdivision Ordinance (August 8, 1974) unless a plat has been approved and recorded in accordance with the provisions of the Seguin Subdivision Ordinance.

The Planning Department administers the Subdivision Ordinance. For further information on zoning and platting, please contact the Department of Planning.

## **CERTIFICATE OF OCCUPANCY REQUIRED**

The Certificate of Occupancy verifies that the project meets all required building codes and local ordinances. In many cases a Certificate of Occupancy is necessary for insurance or financing. A Certificate of Occupancy is required prior to occupancy and/or use of the structure or building.

## CITY CONTACTS

Building Inspections	401-2435
Economic Development	401-2476
Fire Marshall	401-2312
Health Inspection	401-2432
Planning/Zoning	401-2305
Police Administration	401-2341
Public Works	401-2416
Utilities Administration	401-2401
Utility Billing	401-2457

Applications for Permits, Utilities, Contractors Applications, the Zoning Ordinance and Subdivision Ordinance can be found and downloaded from **City's Website: [www.ci.seguin.tx.us](http://www.ci.seguin.tx.us)**

