PERMIT PROCESS

Check Zoning before beginning project.

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Check if Contractor is registered, licensed, & insured!

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Complete a Permit Application in MyGovernmentOnline.org and upload a digital copy of plans (If required).

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Inspector will review & approve or deny application. If approved, - Permit may be paid & issued.

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Homeowner/Contractor initiates work.

↓

Go to your permit in MyGovernmentOnline.org to schedule the required inspections

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City Inspector conducts inspection

↓

Approved? / Denied?

↓

Yes: (Approved) – You may continue with your project.

NO: (Disapproved)
You must make ALL required corrections as noted by the Building Inspector before proceeding. In addition, a reinspection fee of $60.00 MUST BE PAID PRIOR TO SCHEDULING THE REINSPECTION.

PERMIT FEES

FOR ADDITIONAL INFORMATION

VISIT THE CITY WEBSITE:

www.shavanopark.org

DEPARTMENTS > PERMITS

TO VIEW THE FEE SCHEDULE.

TO REGISTER – GO TO:

www.MyGovernmentOnline.org

1-866-957-3764 – HELP DESK



ATTENTION ALL CONTRACTORS!

All Contractors must register annually with:

MyGovernmentOnline.org
1-866-957-3764 – HELP DESK

in order to apply for permits in the City of Shavano Park. No registration fee shallbe assessed to licensed Plumbers, Septic Installers, Electricians or Fire Sprinkler/Alarm Contractors. The annual registration fee is $60.00.

EMERGENCY REPAIRS:

in the event an emergency repair is required; itwill be the responsibility of the Contractor to apply in MyGovernmentOnline.org for a permit application to the City of Shavano Park by the next business day.

City of Shavano Park

Development Services
210-493-3478, Ext. 200

HOMEOWNER INFORMATION FOR REMODELING PROJECTS

HOME PROJECTS NOT REQUIRING PERMITS

1. Painting.
2. Wallpapering.
3. Floor covering - wood, tile, carpeting, etc.
4. Replacing rotten wood when less than 20%percent of exterior surfaces are involved.
5. Guttering.
6. Replacement windows of the *same size* or window screens.
7. Window guards or burglar/security bars.
8. Storm doors and windows.
9. Awnings.
10. General roof maintenance not to exceed 10% of the total surface.
11. Landscaping - decorative rock/brick work.

ELECTRICAL

1. Replacement of lamps.
2. Connection of approved portable electrical equipment or approved permanently installed receptacles.

GAS

1. Portable heating, cooking, or clothes drying appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable fuel cell appliances that are not connectedto a fixed piping system are not interconnected to a power grid.

MECHANICAL

1. Portable heating, cooking, or clothes drying appli-ances.
2. Portable ventilation appliances.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any minor part that does not alterapproval of equipment or make such equipment unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors or 1 horse power (746 W) or less.
8. Portable fuel cell appliances that are not connectedto a fixed piping system and are not interconnectedto a power grid.

REQUIRED PERMITS

1. Building: i.e., New Build/Remodeling/Additions.
2. Plumbing: i.e., Hot Water Heaters
3. Electrical (New Construction must be Solar Ready).
4. Mechanical/HVAC installation or modification.
5. Fencing.
6. Irrigation/back-flow.
7. Septic Systems - Conventional & Aerobic Systems.
8. Demolition.
9. Driveway/Sidewalk/Flat-work of any kind.
10. Re-roofing i.e., over 10% of total roof area.
11. Sports Courts.
12. Swimming Pool/Spas/Water Features.
13. Patio/Outdoor Kitchens,
14. Any Outdoor Shed, Accessory Bldg., Stable, Kennel,Green House or Cabana.
15. POD Permits - Required

REQUIRED PLANS

NOTE: Please check all zoning guidelines and ordinances prior to commencing any large project.

1. Site Plan: Required if pouring additional slab toexisting foundation.
2. Floor Plan: Required if increasing the squarefootage of existing home.
3. Elevation Plan: Required if pouring additionalslab to existing foundation.
4. Electrical Plan: Required if adding circuits or upgrading existing service.
5. Foundation Plan: Required if pouring additionalslab to an existing foundation. Must be engineered.
6. Plumbing Plan: Required if adding to current system.
7. Heating/Air Conditioning: Required if adding orupgrading existing unit or units.
8. Landscaping & Tree Preservation Plan: Requiredif removing or trimming existing trees.
9. Irrigation Plan: Required if installing or up- grading current sprinkler system, and back-flow(must be RPBA (if hooked up to an Aerobic sewer system)
10. Fire Alarm & Sprinkler: Required if installing anew or upgrading a current system.
11. Septic Systems: - Conventional or Aerobic -plansmust be signed and stamped by a Registered Septic Engineer.