

## PERMIT PROCESS

Check Zoning before beginning project.



Make sure your Contractor is registered



Submit completed Permit Application along with a signed copy of the bid proposal/contract and plans (if needed) to the Permit Office.



City Inspector will review & approve application. Permit is then issued.



Homeowner/Contractor initiates work



Contact Permit Office to schedule required inspections



City Inspector conducts inspections



Approved? /Denied?



**Yes: (Approved)**  
Notice issued by Inspector. You may continue with your project.

**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

PLEASE REFER TO THE CITY WEBSITE:

[WWW.SHAVANOPARK.ORG](http://WWW.SHAVANOPARK.ORG)

TO VIEW THE MOST CURRENT

FEE SCHEDULE.

## 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.
4. Replacing rotten wood when less than 20 percent of exterior surfaces are involved.
5. Guttering.
6. Replacement windows or window screens.
7. Window guards or burglar bars.
8. Storm doors and windows.
9. Awnings.
10. General roof maintenance not to exceed ten percent of total surface.
11. Landscaping including decorative rock or 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 connected to a fixed piping system are not interconnected to a power grid.

**EMERGENCY REPAIRS**—When emergency repairs or replacements must be performed, the permit application must be submitted to the Development Services Department by the next business day.

## MECHANICAL

1. Portable heating, cooking, or clothes drying appliances.
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 alter approval 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 connected to a fixed piping system and are not interconnected to a power grid.

## REQUIRED PERMITS

1. Building: i.e. Remodeling/Additions
2. Plumbing: i.e. Hot Water Heaters
3. Electrical (New Construction must be Solar Ready)
4. Mechanical
5. Fence
6. Irrigation
7. Demolition
8. Driveway/Sidewalk/Flatwork of any kind.
9. Re-roofing i.e. over 10%
10. Sports Courts
11. Swimming Pool/Spa/Water Feature
12. Patio/Outdoor Kitchens
13. Any Outdoor Shed, Accessory Bldg., Stable, Kennel, Green House or Cabana.

## REQUIRED PLANS

**NOTE:** Please check all zoning guidelines prior to commencing any project.

*Certain Projects may require plans such as:*

1. **Site Plan:** Required if pouring additional slab to existing foundation.
2. **Floor Plan:** Required if increasing the square footage of existing home.
3. **Elevation Plan:** Required if pouring additional slab to existing foundation.
4. **Electrical Plan:** Required if adding circuits or upgrading existing service.
5. **Foundation Plan:** Required if pouring additional slab to an existing foundation.
6. **Plumbing Plan:** Required if adding to current system.
7. **Heating/Air Conditioning:** Required if adding or upgrading existing unit or units.
8. **Landscaping & Tree Preservation Plan:** Required if removing or trimming existing trees.
9. **Irrigation Plan:** Required if installing or upgrading current sprinkler system.
10. **Fire Alarm & Sprinkler:** Required if installing a new or upgrading a current system.

**CONTRACTOR'S**—All Contractor's must register annually with the City of Shavano Park. No fee shall be charged to Plumber's and Septic Installers. The Annual registration fee is \$50.00.

