

**Balcones Heights
3300 Hillcrest
San Antonio, Texas 78201
210-735-9148 ext 246
Fax: 210-735-9409**

Development Services Guidelines

Dear Customer/Developer:

Welcome to the City of Balcones Heights, we look forward to working with you. This package is intended to provide homeowners, developers, builders, contractors, architects, and engineers information relative to development, construction, and reconstruction of property in Balcones Heights. The following includes City Regulations and requirements for application of building permits and plan review. Permits will not be processed for any reason on Wednesdays due to Municipal Court.

Construction Codes, State Laws and City Ordinance have been adopted and apply to construction within Balcones Heights. They provide the *minimum* requirements to safe guard life, health, public welfare and public property as they related to these safe guards by regulating and controlling the design, certification, construction, alteration, modification, repair, equipment use, occupancy, location, maintenance, removal and demolition of all buildings, structures or appurtenances thereto. Codes adopted are as follows:

Building Code:	International Building Code, 2009 with amendments
Residential Code:	International Residential Code, 2009 with amendments
Mechanical Code:	International Mechanical Code, 2009 with amendments
Plumbing Code:	International Plumbing Code, 2009 with amendments
Gas Code:	International Fuel Gas Code, 2009 with amendments
Electrical Code:	National Electric Code, 2008 with amendments
Existing Buildings:	International Existing Building Code 2009, with amendments
Fire Code:	International Fire Code 2009 with amendments National Fire Protection Association life Safety Code 101 (NFPA 101)
Energy Code:	International Energy Conservation Code 2009 with amendments
Property Maintenance:	International Property Maintenance Code 2009 with amendments
Health:	Texas Food Establishment Regulations

**Texas Engineering Practice Act
Texas Clean Air Act
National Pollutant Discharge Elimination System
Texas Pollutant Discharge Elimination System
Texas Department of Highways and Public Transportation
Waste Management: (210)648-6006**

When Do I need a permit?

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the 2009 International Building Code, or to cause any such work to be done shall obtain the required permit.

Included in this are the following:

- 1. Structural**
- 2. Roofing-new and reroof**
- 3. Plumbing-including excavation and or/trenching of water, sewer, and or gas service systems: water heaters and water softener systems.**
- 4. Electrical**
- 5. Mechanical**
- 6. Fire suppression sprinklers and stand pipes**
- 7. Lawn irrigation systems**
- 8. Swimming pools above and in ground type; and spas**
- 9. Fences- new installation and or replacement**
- 10. Signs**
- 11. Paving**
- 12. Accessory buildings- includes storage sheds, greenhouses, gazebos, bath/pool houses**
- 13. Decks**

What is needed for a permit?

Contractor Registration:

All contractors are required to be licensed, registered, insured and/or bonded with the City of Balcones Heights. The bond must be issued to the City of Balcones Heights and for the amount of \$1,000,000.00. The bond must be current and shall remain on file with Development Services for the duration of the license and prior to the issuance of any construction permits.

Contractor's Registration:

Annual Fee:

Concrete for Flatwork	\$75
Irrigator	\$75
Sign Contractor	\$75
Fire Sprinkler	No Fee
Energy Plans Examiner, Architect, Engineer	\$75
General Contractors	\$75
HVAC	\$75
Plumber	No Fee
Electrician	\$75
Fire Alarm	No Fee
Pool Contractor	\$75
Fence	\$75

Sign Electrician

\$75

Permit Application Requirements:

A.) Residential Development

- 1. Complete Permit Application**
- 2. Two complete sets of construction plans to include:**
 - A. full dimensioned site plan**
 - B. Required sidewalks, curb cut and driveway locations**
 - C. MEP plans**
 - D. Engineer sealed foundation plan**
 - E. Roof Truss plan**
 - F. Residential Check Report**
- 3. Flood Plain Certificate, if located within a flood plain or special flood hazard area**
- 4. Application for accessory permits to include a pool, fence, irrigation system, storage shed, construction trailer, green house, gazebos, etc.**

B.) Multi Family and Commercial Development

- 1. Complete Permit Application**
- 2. 2 complete sets of construction plans to include:**
 - A. Full Dimensioned Site Plan**
 - B. Parking Plan**
 - C. Engineer Sealed foundation plan**
 - D. Engineer Sealed MEP plans**
 - E. Architectural Sealed Design Plans**
 - F. Civil Drawings if applicable**
 - G. Roof Truss Plan**
 - H. Fire Sprinkler/Alarm Plan, if applicable**
 - I. Landscape Plan, if applicable**
 - J. Irrigation Plan, if applicable**
 - K. Comm Check**
 - L. Plan Review Fee**

ASBESTOS SURVEY AND A.D.A. REQUIREMENTS:

For renovation or demolition of public buildings and/or commercial buildings there is an asbestos survey report required by Senate Bill 509 effective January 1, 2002. If the contractor/owners has any question regarding the survey they can call the Texas Department of Health's asbestos program in Austin, Texas at 1-800-572-5548. On commercial renovations (\$50,000.00) and new construction the contractor or owner must verify that the individual has submitted their facility for Texas Accessibility standards review, as applicable, with either the Texas Department of Licensing and Regulation, a registered accessibility specialists, or an independent contract provider working on behalf of TDLR. A number for TDLR is (512-463-3211 ARCHITECTURAL BARRIERS DIVISION) SENATE BILL 484. EFFECTIVE DATE JUNE 17, 2001.

Fee Schedule:

Please refer to ordinance 2008-25 for fee schedule (also attached to this document)

Any work that is started prior to obtaining a permit will be charged a double fee.

Plan Review

Plans are reviewed by the Fire Chief, Building Inspector and Development Services. Upon completion of plan review, you will be informed of the plan review status. If plans are approved you will be informed of procedures for permit issuance. If corrections are necessary, a set of plans will be returned to you specifying those corrections and the process for resubmittal.

Permits cannot be processed until all contractors are registered with the city. Permit fees are collected at the time of permit issuance. Approved plans shall be available on site during the construction project along with a copy of the approved permit.

A permit is authorization to proceed with work and shall not be construed as authority to violate, cancel alter or disregard any of the provisions of the codes and ordinances of the City. Plan changes shall be approved by staff prior to modification of the project. Issuance of a permit shall not prevent the building official or any other reviewing official of the City from requiring at any time a correction of errors in the plans or during construction.

Inspection Requirements:

Inspections must be requested and scheduled through Development Services at (210) 735-9148 ext 246.

The following are inspections required by the City of Balcones Heights. The number and order of inspections may vary based on the extent and type of project.

Foundation & Site Inspections:

Setbacks
Construction Loop
Excavation-forms-reinforcing
Soil Pipe In or Under slab
Underground Electric

Rough Inspections:

Finish wiring
Brick lug/lathe
Rough Plumbing
Heating and Air Conditioning
Water Line
Gas Service

**Sewer Line
 Top Out Plumbing
 Rough Electric Wiring
 Poly Seal
 Insulation**

**Final Inspections:
 Plumbing
 Heating
 Electrical
 Driveways-Sidewalks, etc.
 Building Certificate of Occupancy**

No building shall be occupied nor any change made to occupancy, nor shall any inventory occupy any building other than standard fixtures until after the building official and fire marshal have issued an approved certificate of occupancy. Where occupancy is pending any food/beverage establishment, authorization shall include inspection by the health officer.

For additional information or questions regarding the information provided herein, please contact Development Services at (210) 735-9148 ext 246

TABLE 3A

From \$ 0	To \$ 500.00	\$ 25.00	Flat Fee
From \$ 500.01	To \$ 2000.00	\$25.00	+ (\$ 3.05 Per \$ 100 Value)
From \$ 2000.01	To \$ 25,000.00	\$ 70.75	+ (\$ 14.00 Per \$ 1000 Value)
From \$ 25,000.01	To \$ 50,000.00	\$ 392.75	+ (\$ 10.10 Per \$ 1000 Value)
From \$ 50,000.01	To \$ 100,000.00	\$ 645.25	+ (\$ 7.00 Per \$ 1000 Value)
From \$ 100,000.01	To \$ 500,000.00	\$ 995.25	+ (\$ 5.60 Per \$ 1000 Value)
From \$ 500,000.01	To \$ 1,000,000.01	\$ 3235.25	+ (\$ 4.75 Per \$ 1000 Value)
From \$ 1,000,000.01	To → Unlimited	\$ 5610.25	+ (\$ 3.65 Per \$ 1000 Value)

- A. Vent/Hood Suppression System \$100.00**
This fee covers reviewing plans, witnessing the testing, and inspection of fire extinguishing systems in kitchen vent hoods and exhaust ducts.
- B. Fire Sprinkler Systems \$200.00+**
This fee covers reviewing plans, rough-in inspections, and witnessing the 2 hour hydrostatic testing of fire sprinkler systems. The fee is \$250.00 plus \$.50 per sprinkler head.
- C. Fire Alarm System \$200.00+**
This fee covers reviewing plans, rough-in inspections, and witnessing the fire alarm acceptance testing. The fee is \$200.00 plus \$.50 per initiating and/or alarm signaling device.
- D. Spray Booth System \$250.00**
This fee covers the reviewing of plans, witnessing the testing, and inspection of commercial paint/spray booth fire suppression systems.
- E. Underground Fire System \$200.00**
This fee covers reviewing plans, rough-in inspections, and witnessing the 2 hour hydrostatic testing on underground fire protection lines for fire sprinkler systems, fire protection standpipes, and fire hydrants installed on both public and private water systems.
- F. Smoke Control Systems \$175.00**
This fee covers witnessing the testing of building smoke control systems required by the building or fire code.
- G. Alternative Fire Protection Systems \$250.00**

This fee covers reviewing plans, rough-in inspections, and witnessing the acceptance testing of alternative fire protection and fire suppression systems.

- H. Fire/Smoke Damper \$2.00/ea.**
This fee covers the installation inspection of Fire, Smoke and Fire/Smoke dampers installed as required by the fire and building code.

OTHER FEES

- A. Re-inspection Fee \$30.00**
This fee will be assessed for each re-inspection required to bring a fire hazard related problem into compliance. This fee will also be assessed if a scheduled inspection is canceled within four hours of the scheduled time and date.

- B. System Retesting Fee \$75.00**
This fee is for witnessing a retest of any fire protection system or portion of a fire protection system which becomes necessary due to a previous system test failure.

- C. Rescheduling Fee \$75.00**
If a construction inspection is canceled within four hours of the scheduled time and date, a rescheduling fee shall be paid prior to conducting the rescheduled inspection.

OTHER PERMITS – NON-STRUCTURAL

- A. Swimming Pool Table 3A**
- B. Residential Fence Table 3A**

C. 3A	Flatwork, patios, driveway, sidewalk	Table
D.	Detached, residential accessory buildings over 600 sq. ft. (sheds, carports)	Table 3A
E.	Detached, residential accessory buildings under 600 sq. ft. (sheds, carports)	Table 3A
F.	Exterior Refinish (application of stucco, brick, rock, or other exterior finish)	Table 3A
G. 3A	Roofing (removal of and/or application on a new roof finish)	Table
H.	Landscaping	Table 3A
L.	Sign Permit	
	Street/Pole Sign	Table 3A
	Wall Sign	Table 3A
M.	Garage/Yard Sale	\$5.00/day