

**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:**

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

**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:**

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

<b>Sign Electrician</b>	<b>\$75</b>
<b>Security Alarm</b>	<b>\$75</b>

**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**