



CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (830) 796-4247

Commercial Permits

COMMERCIAL PLAN REVIEW AND PERMITTING PROCEDURES

Step 1. Permit application (with an original signature), construction documents and fee (\$60) are submitted to the city. Submittal documents should be complete to expedite plan review (if applicable) and permit issuance.

Step 2. City staff reviews application, obtains any basic missing information & assigns a permit number. The Code Enforcement Officer & City Administrator approve the application.

Step 3. Application and plan documents are sent to Plan Review, if necessary.

ALLOW AT LEAST 10 BUSINESS DAYS FOR PLAN REVIEWED PROJECTS TO BE APPROVED. The City does not guarantee the turn-around time for permit issuance. We recommend the application be submitted well in advance of the proposed project start date, especially for in-depth projects.

Step 4. Contractors will be notified when a permit is ready to be issued. The permit must be signed for and the permit fee must be paid BEFORE the work can start. Work performed without a permit will incur a fine of 2x the initial permit fee.

Step 5. Once the job is complete, it is the responsibility of the contractor, resident, or property owner to call the office at 830-522-3126 for the final inspection.

CONSTRUCTION DOCUMENT SUBMITTALS:

Digital PDF files are preferred. Two copies of the completed set of construction documents are required for plan review, if submitted physically. Construction documents must be submitted along with a completed permit application.

-An additional set of plans will be required for fire sprinklered buildings

-An additional set of plans will be required for projects which require a health review

NOTE: Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

PROFESSIONAL LICENSE: Each drawing and document shall be sealed, signed, dated, and designated by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

REQUIRED DRAWINGS AND DOCUMENTS:

Drawings must be to scale, dimensioned and of sufficient clarity.

1. Site plan^(a) new building(s) or additions.
2. Finish outs "only:" Submit site plan, or key plan. Show building and location of tenant space within building.
3. Floor plans and roof plans
4. Exterior elevation
5. Door schedules, window schedules, hardware schedules
6. Construction details; interior elevation and interior finish schedules
7. Structural plans must include foundation plans, roof and flooring framing plans, wall section and details
8. Mechanical, electrical and plumbing site plans and schedules
9. Plumbing plans (including riser diagram)
10. Mechanical plans
11. Electrical plans (including riser diagram)
12. Certified Energy Compliance Report^(b)
13. Asbestos Survey (for renovation or demolition permits)^(c)
14. Texas Department of Licensing and Regulation architectural barriers project registration information^(d)

^(a)The plat must be approved and the site plan must be released by the Planning/Engineering Department before a permit will be issued.

^(b)US Department of Energy [www.energycodes.gov]

^(c)Texas Department of Health, Asbestos Program Branch [1-512-834-6600, www.dshs.state.tx.us.asbestos]

^(d)Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]

Outdoor Lighting Information

On February 6, 2018 the City of Bandera passed Ordinance 345 amending Chapter 3, Building Regulations, adding Article 3.08, Outdoor Lighting. The following are some key points of the ordinance. *The following is not the ordinance in its entirety. Please go to banderatx.gov Codes and Ordinance for more details.*

All nonconforming existing outdoor lighting, commercial and residential, shall be brought to comply with the ordinance within five (5) years of it being passed. (Sec 3.08.004)

All lighting installations commenced in accordance with this article must comply with the International Building Code. (Sec 3.08.013)

New lighting (Sec 3.08.003)

All new commercial outdoor lighting and any residential lighting that is attached to a building that requires a permit will conform with the ordinance.

Nonconforming existing lighting (Sec 3.08.004)

All existing outdoor lighting that was legally installed before the ordinance passed and that does not conform to the ordinance is considered legal nonconforming.

If more than 50% of the total value of the lighting has been destroyed, it is no longer considered legal nonconforming. The previous nonconforming lighting is to be removed and replaced with lighting conforming to the ordinance. The same rules are applied to a property that has been deemed abandoned for a continuous 6 months.

All commercial existing outdoor lighting that is part of a building permit for a major addition is required to be brought into conformance with the ordinance before the final inspections or issuance of a Certificate of Occupancy.

Lighting requirements

Shielding: All outdoor lighting shall be shielded so that the luminous elements of the fixture are not visible from any other property. (Sec 3.08.005)

Outdoor uplighting is prohibited unless the fixture is shielded by a roof overhang or similar shield. (Sec 3.08.005)

Outdoor lighting fixtures are not allowed to have light escape above a horizontal plane. (Sec 3.08.005)

Outdoor externally illuminated signs must conform with the ordinance and the sign ordinance. (Sec 3.08.006)

Up to two government flag poles per property are permitted to be lit with restrictions. (Sec 3.08.008)

Prohibited lighting (Sec 3.08.009)

The installation of:

- mercury vapor fixtures or lamps
- wall pack style fixtures for outdoor use unless the fixtures is rated by the manufacturer as full cutoff
- barn-light style fixtures for outdoor use unless the fixture includes a full opaque reflector instead of the standard translucent lens

Permitting (Sec 3.08.010)

All commercial building permit applications must include an outdoor lighting plan which includes:

- the location of all existing and proposed light fixtures
- specification sheets for all existing and proposed light fixtures
- acknowledgement that the applicant has received notification of this article

Exemptions (Sec 3.08.011)

Two notable exemptions from the ordinance are:

- holiday lights from November 15th to January 15th during hours from 6:00 am to midnight each day.
- lighting employed during emergency repairs of roads and utilities



CITY OF BANDERA Permit #: _____

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Commercial Permit Application

WORK CANNOT BE STARTED UNTIL THE PERMIT HAS BEEN PAID FOR IN FULL AND SIGNED FOR AT CITY HALL.

THE \$60.00 APPLICATION FEE IS DUE WHEN APPLICATION IS SUBMITTED FOR PROCESSING.

For permits that require inspections* contact the permitting department at 830-522-3126.

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

Project Information

Project address: _____ Zoning district: _____

Square Footage of project _____ Valuation of project: \$ _____

*Addition _____

Demo _____

*Electrical _____

*Foundation _____

*HVAC (Install or Replace) _____

*Mechanical _____

*New Construction _____

*Plumbing _____

*Solar Panel Installation _____

Other _____

Description of Work: _____

Is this property in a flood plain? Yes No If yes, please provide Flood Plain Certificate.

Is this a registered historical building? Yes No If yes, please provide approval letter from the Texas Historical Commission.

Property Owner Information

Name: _____ Phone number: _____

Physical address: _____

Mailing address: _____

Email: _____

Contact person (if different from above)

Name: _____ Phone number: _____

Email: _____

Permits will only be released to the Contractor to whom it is issued.

Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, and Backflow Tester.

General

Business: _____ Contact person: _____

Phone number: _____ Contractor license number: _____

Mechanical

Business: _____ Contact person: _____

Phone number: _____ Contractor license number: _____

Electrical

Business: _____ Contact person: _____

Phone number: _____ Contractor license number: _____

Plumber/Irrigator

Business: _____ Contact person: _____

Phone number: _____ Contractor license number: _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction of the performance of construction.

Signature of applicant: _____ Date: _____

FOR CITY USE ONLY:

BV Project #: _____ Approved by: _____ Date: _____