

# CITY OF BANDERA

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511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (210) 761-7352

## Commercial Permits

**The City of Bandera follows 2018 IBC. Refer to our 2040 Comprehensive Plan and Codes & Ordinances for Zoning information and Building Regulations.**

**ALL CONTRACTORS MUST BE REGISTERED WITH THE CITY OF BANDERA.**

[Contractor registration](#) forms are available on our website or can be picked up at City Hall. Permits will not be issued to un-registered contractors.

### **COMMERCIAL PLAN REVIEW AND PERMITTING PROCEDURES:**

New Construction, Additions and Major Remodel require a pre-application meeting. The [request form](#) is available on the [permitting page](#) of our website: [www.banderatx.gov](http://www.banderatx.gov) Contact the Permitting Admin to schedule.

Permit application, construction documents and application fee are submitted to the city. Submittal documents should be complete to expedite plan review (if applicable) and permit issuance.

City staff will review the application, obtain any basic missing information & assign a permit number. The Code Enforcement Officer & City Administrator approve the application.

The application and plan documents will be sent to Plan Review, as necessary.

**ALLOW AT LEAST 10 BUSINESS DAYS FOR PLAN REVIEWED PROJECTS TO BE APPROVED.  
The City does not guarantee the turn-around time for approval.**

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. **Permits will only be released to the contractor on record or their designee.**

Call the office at 830-522-3126 to schedule all inspections.

### **FEES:**

Application Fee:	\$0.00
Plan Review Fee:	3 <sup>rd</sup> party actual cost – New construction and Major remodels or additions
Inspection Fee:	\$30.00 per hour for basic permits
Inspection Fee:	\$600.00 – Includes interim and final inspections for New Construction, Addition or Major Remodel
Trade Permits:	Refer to the 2024 – 2025 Fee Schedule



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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.**

**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

Site address: \_\_\_\_\_

Is project valuation over \$10K Yes No

If yes, list project valuation & square footage \$ \_\_\_\_\_ sf \_\_\_\_\_

Is this property in a flood plain? Yes No If yes, additional documents will be required by the City Engineer

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

**Project Description:** \*Work requires interim and/or final inspection. Call 830-522-3126 to schedule inspections.

\*Addition/Remodel \_\_\_\_\_

\*HVAC (Install or Replace) \_\_\_\_\_

\*Solar Panel \_\_\_\_\_

Demo \_\_\_\_\_

\*Mechanical \_\_\_\_\_

Other \_\_\_\_\_

\*Electrical \_\_\_\_\_

\*New Construction \_\_\_\_\_

\*Window Replacement \_\_\_\_\_

\*Foundation \_\_\_\_\_

\*Plumbing \_\_\_\_\_

\*Gas Test \_\_\_\_\_

\*Roof (New/Repair) \_\_\_\_\_

Description of Work (be specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Property Owner Information**

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Physical address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email: \_\_\_\_\_

Contact person (if different from property owner)

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

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

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: \_\_\_\_\_

Other / General Work

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:**

Place Type: \_\_\_\_\_

Character District: \_\_\_\_\_

Permit #: \_\_\_\_\_

Does this require 3<sup>rd</sup> party plan review?    Yes    No

If yes, project #: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_