

## **PERMIT APPLICATION: What you need to know.**

- 1) Ensure your address is in Castle Hills, San Antonio, Texas 78213. (see Map)
- 2) **There is a Castle Hills subdivision in Lewisville, Texas that is not us.**
- 3) We can take credit card payment over the phone, we do not have online payment processing at this time. **There is a 5% additional fee for credit card.**
- 4) Visa, Mastercard or Discover accepted only. We cannot accept American Express.
- 5) **New Construction, Remodel, Accessory or Addition permits require a plan review. See permit application for plan submission options.**
- 6) A Plan Review takes 10 – 14 business days.
- 7) **Work started without a permit will incur a double fee.**
- 8) Inspections are **required** in the City of Castle Hills. You must call us, by 3:45 pm the day before, to schedule inspections. **210-293-9675.**
- 9) Our permits window is open **Monday-Thursday from 8:00am – 4:00pm and Friday from 8:00am – 3:00pm.**
- 10) You can email ([permits@castlehills-tx.gov](mailto:permits@castlehills-tx.gov)) or fax your permit application to **210-342-4525.**
- 11) Permits are typically issued for **30 days** for electrical, mechanical, plumbing. If more time is needed, please let us know at the time the permit is being processed.
- 12) Remodel, accessory or addition permits are typically issued for **6 months**. If more time is needed, please let us know at the time the permit is being processed.
- 13) There is no fee to register as a contractor. We will need copies of the driver's license for the principle of the company, State Masters license, and any other licensing (backflow, irrigation) as appropriate. A certificate of insurance naming the City of Castle Hills, 209 Lemonwood Dr, as a certificate holder is required.
- 14) **We require the Master's license holder to pull permits.**
- 15) Sign the permit application. Unsigned applications will not be processed.
- 16) We third party building inspectors, but call us for inspections. **210-293-9675.**
- 17) **Contractor work hours are M-F 8:00am to 5:00pm, Saturdays 9:00am to 4:00pm. NO working on Sundays or City Holidays.**

Thank you for your business in Castle Hills!

## PERMIT APPLICATION

**THIS IS NOT A PERMIT--WORK IS PROHIBITED UNTIL A PERMIT IS ISSUED.**

Date \_\_\_\_\_ Permit Number \_\_\_\_\_

**USE OF PROPERTY:** Residential Commercial **Project Type** \_\_\_\_\_

**Address Where Work Will Be Performed** \_\_\_\_\_  
(Must enter address here)

Property Owner Name \_\_\_\_\_  
(Homeowner Name or Business Name)

Owner Address \_\_\_\_\_  
(If different from address above—no PO Boxes)

Owner Telephone(s) \_\_\_\_\_ Email: \_\_\_\_\_

**General Contractor** \_\_\_\_\_  
(If Applicable) (GC Business name and Business Owner name)

GC Address \_\_\_\_\_ Email \_\_\_\_\_  
Street (no PO Boxes) City Zip

GC Office Phone # \_\_\_\_\_ GC Cell \_\_\_\_\_

**SubContractor** \_\_\_\_\_  
(Contractor Business name and Business Owner name)

SubContract Address \_\_\_\_\_  
Street (no PO Boxes) City Zip

SubContract Office Phone # \_\_\_\_\_ Contractor Cell \_\_\_\_\_

Email \_\_\_\_\_ Contractor Name \_\_\_\_\_  
(Required)

Trade License No. \_\_\_\_\_ License Expiration \_\_\_\_\_

**Name of person requesting permit** \_\_\_\_\_  
(Type or Print legibly)

**Total market value for this project is** \_\_\_\_\_  
(Dollar amount required)

**DESCRIPTION OF WORK TO BE PERFORMED UNDER THIS PERMIT - REQUIRED**

Use extra sheets and/or attach plats, surveys, plans, specifications, asbestos survey and related information and graphics.

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

**THIS IS A TWO PAGE APPLICATION – SEE PAGE 2 FOR CERTIFICATION STATEMENTS**

Signature of applicant \_\_\_\_\_ Date signed \_\_\_\_\_

**ELECTRONIC SUBMISSION OF PLANS IS REQUIRED**

Plans Received: \_\_\_\_\_

**Incomplete applications will not be accepted.**

## PERMIT APPLICATION

**By signature the permit application, I certify I am legally authorized to obtain this permit and I understand and agree that:**

1. All work described herein and for which this permit is issued will be performed in accordance with all applicable:
  - a. codes, ordinances, and requirements of the City of Castle Hills;
  - b. state and federal laws as well as requirements of state and federal regulatory agencies; and
  - c. plans and specifications of manufacturers, architects, engineers, and/or qualified designers.Any conflict in requirements among the above entities will immediately be brought to the attention of the city for resolution.
2. Unless approved by the City, no portion of any building or structure undergoing repair, replacement, or construction may be used, occupied or inhabited until all work has been completed, all inspections passed, all requirements met, and a Certificate of Occupancy issued.
3. This permit shall become invalid unless work begins, continues without abatement, and substantial progress is continuously made on a timely basis so as to be able to complete the work by the permit expiration date. The Building Official may authorize one extension of the permit in the event of a good faith delay due to a confirmed occurrence such as inclement weather during a phase of the project vulnerable to adverse weather conditions. The extension request must be made in writing by the permit holder within two business days of the occurrence causing the delay and include details and documentation regarding the justifiable cause. If any permitted work is not complete upon the expiration or revocation of a permit, the entire project is declared a nuisance and must be removed or demolished within a maximum of sixty days from date of permit expiration or revocation and the site and/or structure restored to a condition, in the opinion of the City, that is equal to or better than what existed prior to beginning of work that is safe and in compliance with all other requirements of the City. A permit is not transferable; if the original permit holder is removed or withdraws from the job that permit expires and a new permit must be obtained before work may resume.
4. The permit fee is based on the market prices of goods and services. This permit reflects the total market value of the project. The City can consider such information as current costs of commodities and labor, an arm's length fair market value contract, actual current invoices for purchases, or the valuations published by the International Code Congress. Volunteer labor, donated goods or products, free services or materials, and similar criteria that do not reflect costs under existing market conditions shall not be used in determining valuation. The final determination of value shall be at the sole option of the City.
5. I must have in my possession a satisfactory inspection report from the City before proceeding with any phase of work and/or construction that was dependent upon completion of a prior phase. I will contact the City to request any required inspection before 4:00 PM at least one business day prior to the date of inspection. No inspections are made on weekends or City holidays. Failed inspections will result in a \$75 fee which must be paid prior to requesting a subsequent inspection.
6. Refunds: The first \$25 of permit fees are not refundable. Up to 50% of fees above the non-refundable \$25 may be refunded if all of the following are met:
  - A. a written request for cancellation of the permit is delivered (a postmark will not satisfy the delivery requirement) to the Building Permit Office, 209 Lemonwood, Castle Hills, TX 78213 within five business days of permit issuance;
  - B. no work has begun;
  - C. the City has not incurred costs related to the permit greater than 50% of the fee; and
  - D. in the event the City has incurred costs greater than 50% of the fee, all of the costs incurred will be withheld by the City and the remainder, if any, will be refunded.
7. If the permit is not paid for and picked up by the beginning of the tenth calendar day after verbal, written, or electronic notification by the City that the permit application has been approved, this application will be void and a new permit application will be required. City notification is effective upon verbal contact with an applicant or representative; leaving a telephonic message with a person or on a machine at a number given by applicant; sending an e-mail, electronic message, or facsimile message; or the date of the postmark on a City envelope.
8. **Any material misrepresentation associated with this permit and its accompanying data or failure to comply with any applicable city, state, or federal requirement will result in the permit being canceled and voided and will subject me to legal action.**

**THIS IS A TWO PAGE APPLICATION FORM--SEE PAGE ONE FOR REQUIRED SIGNATURE**

**YOU NEED A PERMIT FOR (INSPECTION REQUIRED WHERE INDICATED):**

**\*\*\*Any work started without a permit incurs a double fee!\*\*\* CALL 210-293-9675**

ADDITIONS -- INSPECTION

- SHED, POOL/SPA, GARAGE, CARPORT

ANY CONCRETE POUR/FOUNDATION OR FLATWORK REPAIRS -- INSPECTION

BEVERAGE (LIQUOR LICENSE COMMERCIAL)

CERTIFICATE OF OCCUPANCY (COMMERCIAL & RESIDENTIAL) -- INSPECTION

CURB CUTS/DRIVEWAYS -- INSPECTION

DECKING -- INSPECTION

DEMOLITION -- INSPECTION

DUMPSTER

ELECTRICAL WORK -- INSPECTION

ESTATE OR GARAGE SALES

FENCE -- INSPECTION

FOOD LICENSE (FOOD TRUCKS, RESTAURANTS)

GARAGE (CONVERSION OR ADDITION) -- INSPECTION

IRRIGATION/BACKFLOW -- INSPECTION (REQUIRES A LICENSED IRRIGATOR/BACKFLOW SPECIALIST)

MECHANICAL (A/C AND DUCTWORK) -- INSPECTION

NOISE PERMIT

PET LICENSE (NO MORE THAN 4 PETS ALLOWED PER HOUSEHOLD)

PLUMBING -- INSPECTION

POOLS/SPA -- INSPECTION

- ELECTRICAL FOR POOL PUMPS

ROOFING /RE-ROOF -- INSPECTION

REMODEL WORK (BUT NOT COSMETIC WORK) -- INSPECTION

- ELECTRICAL, PLUMBING, HVAC/MECHANICAL, WATER HEATERS

SIGNS (BOTH TEMPORARY AND PERMANENT) -- INSPECTION

SOLICITOR

SPECIAL EVENT PERMIT

STRUCTURAL (WALLS, BEAMS) -- INSPECTION

TREE TRIMMING OR REMOVAL (**NO OAK TRIMMING FEBRUARY 1<sup>ST</sup> TO JULY 1<sup>ST</sup>**)

WATER HEATER / WATER SOFTENER -- INSPECTION

WINDOWS AND DOORS REPLACED -- INSPECTION

ELECTRONIC PLANS SUBMISSION FOR REVIEW ARE HIGHLY SUGGESTED. ROLLED PAPER PLANS MAY RESULT IN A DELAY IN REVIEW.

Visit [www.cityofcastlehills.com](http://www.cityofcastlehills.com) for more information on permits, permit fees and our codes of ordinances.

