

COMMUNITY DEVELOPMENT SERVICES DEPARTMENT  
108 SECOND STREET - P.O. BOX 209  
PLEASANTON, TEXAS 78064  
(830) 569-3867 – S.A. LINE (830) 281-8501 – FAX (830) 569-5974

### **WHEN IS A BUILDING PERMIT REQUIRED?**

A person, firm or corporation shall not erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, convert, demolish, equip, use, occupy or maintain a structure or building service equipment without first obtaining a permit from the Community Development Department. This regulation applies to all structures or improvements, residential, commercial or industrial, temporary or permanent. The issuance of a permit does not relieve the person doing any work from obeying all state and local building codes and ordinances.

### **WHO CAN OBTAIN A PERMIT?**

A homeowner resident may obtain a permit for his/her residence. Home Improvement or General Contractors, properly licensed, and may also obtain permits. General Contractors must obtain permits for commercial work. Master Plumbers and Master Electricians may obtain permits for work they are doing for any project.

### **HOW DO I OBTAIN A BUILDING PERMIT?**

Complete and submit a building permit application to the Community Development Services Department. (Application forms may be obtained from the Community Development Services Department or downloaded at [pleasantontx.org](http://pleasantontx.org).)

RESIDENTIAL – Submit two (2) sets of architectural plans to include:

- Type of proposed construction.
- Type of foundation.
- Square footage of improvement.
- Elevation of improvement.
- Distance to property lines and any existing structures.
- Electrical, mechanical, plumbing plan, if applicable.
- Site plan including existing structures, property lines proposed construction, drainage plans, grading plan, and any existing utility lines, Right of ways and easements.

SECONDARY BUILDINGS – Detached garage, greenhouse, pool house, carport, tool/storage shed) submit two (2) sets of plans to include:

- Type of proposed construction.
- Type of foundation.
- Square footage of improvement.
- Elevation of improvement.
- Distance to property lines and any other structures.
- Electrical, mechanical, plumbing plan, applicable.
- Site plan including existing structures, proposed construction, drainage. If no site plan is available a drawing to scale will be accepted.

COMMERCIAL – Submit four (4) sets of architectural sealed/stamped plans to include the same requirements as residential, in addition to the following:

- Driveway approach/access plan.
- Parking plan with handicap parking identification.
- Asbestos inspection report, if applicable.
- Site development permits and plans

Additional information may be requested during plan review and as it may apply to the proposed project.

Plans must be drawn to scale, dimensioned and of sufficient clarity to be legible.

### **HOW LONG DOES IT TAKE TO OBTAIN A BUILDING PERMIT?**

The amount of time varies based on the complexity of the project.

A residential addition, enclosure or remodel can be issued within two or three working days.

Plan review for new construction:

- Residential – 1 to 2 weeks.
- Commercial – 2 to 4 weeks, provided review by civil engineer is not required.

### **WHAT IS THE COST OF A BUILDING PERMIT?**

Most permit fees are based on the value of entire project.

Plan check fee based on square footage of structure.

### **ARE INSPECTIONS REQUIRED?**

Yes. Depending on the type and complexity of the project, there may be several inspections.

Permits are good for one (1) year; work must start within six (6) months.

All commercial projects that include partial or total demolition of any walls, floors, ceilings or insulation must have an asbestos survey to accompany the permit application. It is the responsibility of the owner or contractor to inform the State about the results of the survey and any abatement to be done.

Set Backs: Residential: 25' Front 5' Side and Back, Commercial: 25' Front 10' Side and Back. Sign setback is 15' all set backs are from Property Lines.

# CITY OF PLEASANTON-SITE DEVELOPMENT/BUILDING PERMIT/DEMOLITION

**City of Pleasanton has adopted 2012 IBD. Also submit all plans, specifications, license information, or any other pertinent information.**

JOB ADDRESS 1.					
LEGAL 2 DESC.	LOT No.	BLOCK	TRACT		
PROPERTY OWNER 3		MAIL ADDRESS	CITY / STATE / ZIP	PHONE	
COMPANY NAME 4		MAIL ADDRESS	CITY / STATE / ZIP	PHONE LICENSE/REGISTRATION NO.	
CONTRACTOR NAME 5		MAIL ADDRESS	CITY / STATE / ZIP	PHONE LICENSE/REGISTRATION NO.	
ARCHITECT OR DESIGNER 6		MAIL ADDRESS	CITY / STATE / ZIP	PHONE LICENSE/REGISTRATION NO.	
ENGINEER 7		MAIL ADDRESS	CITY / STATE / ZIP	PHONE LICENSE/REGISTRATION NO.	
USE OF BUILDING 8					
9 NATURE OF WORK: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REMOVAL <input type="checkbox"/> OTHER					
10 ARCHITECTURAL BARRIER REGISTRATION FORM? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, WHY?					
11 INSTALLATION/CONSTRUCTION/DEMOLITION OF DESCRIBE:					
VALUE OF PROJECT (OTHER THAN NEW RESIDENTIAL) \$ _____					
NEW RESIDENTIAL (SLAB SQ FT x \$70: \$ _____)		<b>PROPERTY INFORMATION</b>			
<b>SPECIAL CONDITIONS:</b>		Please provide as much of the following as you are able. Attach additional sheets if needed.			
PERMIT EXPIRES ON: _____ (SEE "NOTICE").		Occupancy Type			
		Type of Construction			
		Total Size Of Building	_____ sq. ft. ; <input type="checkbox"/> N/A (outdoor feat./device)		
		Min. Bldg. Setback	_____ ft. Front ; _____ ft. Side ; _____ ft. Rear		
		No. of Stories/Height(ft)	_____ / _____ Feet		
NOTIFICATION: <input type="checkbox"/> TCEQ ; <input type="checkbox"/> TDSHS ; <input type="checkbox"/> OTHER: _____		Max Occupancy Load			
ASBESTOS SURVEY COMPLETED? <input type="checkbox"/> Yes <input type="checkbox"/> No	APPLICATION ACCEPTED BY:	Approved for submittal by:	Rating of Fire Walls	_____ hours <input type="checkbox"/> N/A	
			Existing Protection Systems	<input type="checkbox"/> Alarm ; <input type="checkbox"/> Sprinkler System	
<b>NOTICE</b> SEPERARE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, AND MECHANICAL. THIS PERMIT BECOMES NULL AND VOID WITHIN ONE YEAR OF ISSUANCE IF WORK HAS NOT COMMENCED. ONE OR MORE EXTENSIONS OF TIME, FOR PERIODS NOT MORE THAN NINETY (90) DAYS MAY BE REQUESTED, IN WRITING, BEFORE SUCH PERMIT HAS EXPIRED. PERMITS ARE NON-TRANSFERABLE FROM ONE PERSON TO ANOTHER.  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 HEREIN OR NOT. I ALSO UNDERSTAND THAT THE ISSUANCE OF SUCH PERMIT MAY REQUIRE PERIODIC INSPECTION, AND THAT SUCH INSPECTIONS MAY NOT BE ANNOUNCED.			(Mark all that apply)	<input type="checkbox"/> Standpipe: Class: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> N/A	
			Vehicle Impact Protection	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
			Separation Distance (outdoor feat./device) <input type="checkbox"/> N/A	_____ ft. to nearest structure _____ ft. to nearest property line	
			<b>DEPARTMENTAL USE ONLY (FEES)</b>		
CONCEPT PLAN/MEETING	\$ _____	SEWER EDU'S	\$ _____		
FINAL PLAT	\$ _____	SITE DEVELOPMENT 1	\$ _____		
INFRASTRUCTURE PLAN	\$ _____	SITE DEVELOPMENT 2	\$ _____		
PARK LAND	\$ _____	BUILDING PERMIT	\$ _____		
WATER EDU'S	\$ _____	BACK FLOW	\$ _____		
PLAN REVIEW FEES: \$ _____					
SIGNATURE OF PROPERTY OWNER _____		DATE _____			
NOTES:					
SIGNATURE OF CONTRACTOR _____		DATE _____			
<b>WORK STARTED WITHOUT PERMIT: \$</b>					
<b>TOTAL FEE: \$</b>					

A PERMIT OR COPY MUST BE POSTED ON JOB SITE

VALIDATION:  CK. # \_\_\_\_\_  M.O.  CASH  CREDIT/DEBIT

ISSUED BY: \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_