

CITY OF BANDERA
P.O. Box 896
Bandera, Texas 78003

GENERAL INFORMATION FOR NEW STRUCTURES AND REMODELING

ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE INTERNATIONAL BUILDING CODE.

1. Before building permit is issued, two (2) complete sets of plans drawn to scale with a plat must be submitted illustrating where the structure will be situated in reference to any other structures and the property lines. For an addition to existing structure, that addition, existing structure and the property lines must be shown.

Area Requirements:

Residential:

Front Yard: 30' depth
Side Yard: 10' on one side and 5 feet on the other
Rear Yard: 20' depth
Total area of lot R-1 District-10,000 square feet

Commercial:

	B-1	B-2	B-3
Front Yard:	5'	25'	20'
Side Yard:	10'	10' ¹ / ₅ '	10'
Rear Yard:	10'	20'	10'
Total area of lot	6000 sq. ft.	6000 sq. ft.	6000 sq. ft.

2. The building permit fee must be paid when permit is issued.
3. A building permit must be posted at the building site prior to and throughout the entire construction time.
4. It is the builder's responsibility to request inspections as specified.
5. Plumbing, air conditioning and heating work must be done, or supervised, by persons having a Master's license for their respective trades.
6. The inspector will make his inspection within 72 hours of the time requested.
7. A Certificate of Occupancy must be on file at the City office prior to occupying the building.
8. Application for water, sewer, and garbage must be completed and returned with the building permit.

PROCEDURE FOR ISSUANCE OF BUILDING PERMIT

BEFORE BUILDING PERMIT IS ISSUED:

APPLICANT:

1. Completes application forms (including sub-contractors)
2. Submits evidence of current license, except as noted in Ordinances (COB Art. 7-I-2)
3. Submits two (2) sets of Contract documents, i.e. plot plan, foundation plans, flooring plans, structural plans, elevations, wall sections, details and specifications.
4. Submits cost of project.
5. Pays application fee.

CLERK:

1. Checks submitted application for contractor and sub-contractors names, contact phone, date of application, cost of project, explanation of work being performed and two (2) sets of plans as required.
2. Assigns number and records application before turning file over to Building Inspector.
3. Checks often with Building Inspector on status of open applications.

INSPECTOR:

1. Checks submitted documents.
2. Verifies cost of project and determines fee per Appendix "B".
3. Stamps the two (2) sets of documents with one of the following:
 - a. Approved
 - b. Approved with Modifications (marking modifications in red ink on both sets).
 - c. Not Approved (noting reasons for rejection)
4. Retains one (1) set of documents for office.

ISSUANCE OF PERMIT

CLERK:

1. Contacts applicant when permit is ready to be picked up.
2. Issues receipt for permit fee.
3. Issues Permit Certificate
4. Updates status (Paid, Denied, Variance, Etc.) on record sheet.

APPLICANT:

1. Displays the Permit Certificate where it is visible from street during the entire construction period.
2. Keeps and Approved set of documents on the jobsite at all times.

FAILURE TO OBTAIN PERMIT

1. Should construction be started before permit is obtained and fee paid, permit fee will be doubled.
2. Utilities will not be connected until building permit is issued.

CHANGES TO APPROVED PLANS

1. Changes must be approved in writing by the inspector and noted on the approved documents both at the job site and at the office.
2. All changes are subject to compliance with International Building Code and the City Ordinance