

City of Hondo

Building Permit Checklist

New Commercial Construction

No building or accessory structure shall hereafter be erected or constructed within the corporate limits of the City, and no existing building or accessory building within said corporate limits shall hereafter be structurally altered or an addition added thereto, unless a building permit has been issued.

All applications for building permits shall be accompanied by building plans, design and construction specifications and plat plans specifically showing and accurately locating the proposed improvements upon the land in such manner to accurately show the property lines and the number of feet such improvements are situated from said property lines on all sides.

Contractor/Authorized Agent will coordinate with Code Compliance/Building Inspection Department to ensure proper documentation is submitted with Building Permit Application.

- Construction Plan (3 each)
 - o Building design and construction specifications
 - o Mechanical, electrical and plumbing construction specifications
 - o Sealed Engineered MEP Plan required for floor area greater than 5,000 sq. ft.
- Site/Plat Plan (3 each)
 - o Indicate boundary lines and dimensions of property, available utilities, easements, roadways, sidewalks, fire lanes, public right-of-ways, topography, floodplains, location of existing and proposed buildings, number of parking spaces, vehicle ingress/egress, setbacks, lot coverage, location of signs, vicinity map, north point scale, name of development, drainage.
 - o Property Survey - Include legal description - Lot, Block, Subdivision
- Sealed Engineered Foundation Plan (3 each)
- Geotechnical Survey/Soil Test (if applicable)
- Energy/Comcheck Report (if applicable)
- Flood Elevation Certificate (if applicable)
- Asbestos survey and findings (if applicable)
- Permits required (if applicable)
 - o Building (submitted by general contractor/property owner)
 - o Electrical (submitted by Master Electrician with Electrical Contractors license)
 - o Mechanical (submitted by Mechanical Contractor)
 - o Plumbing (submitted by Responsible Master Plumber with Plumbing Contractor License)

Prior to start of construction project, the contractor/authorized agent shall identify and accurately stake the property pins and delineate the perimeter of the proposed project within the property to ensure compliance with front, sides, and backyard setback line requirements for that zoned district.

Failure to submit the required documentation can result in delays with issuance of permit(s). Construction projects must meet the minimum standards of the 2012 International Building Codes, 2012 NFPA 101 Life Safety Code and 2011 NFPA 70 National Electric Code.