



956-361 3804 EXT.403

rvillarreal@cityofsanbenito.com

(Please type or print in BLACK or BLUE ink)

Please submit the application to:

400 N Travis St. San Benito, TX 78586

****If the approved permit is not paid within 60 days, it will expire, and you will need to resubmit the application for review.**

PLEASE ALLOW 14 BUSINESS DAYS TO REVIEW APPLICATION.

APPLICANT	<p>APPLICANT INFO:</p> <p>Company Name: _____ Phone: _____</p> <p>Address: _____ DL/ID# _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Contact Name: _____ Phone: _____</p> <p><input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other (explain) _____</p> <p>Email address: _____</p>																												
OWNER	<p>OWNER INFO:</p> <p>Owner Name: _____ Phone: _____</p> <p>Address: _____ DL/ID# _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Email address: _____</p>																												
PROPERTY	<p>PROPERTY INFO:</p> <p>Address # _____ Street Name: _____</p> <p>Lot # _____ Block # _____ Subdivision: _____</p> <p>Existing Use of Lots: _____ New Use: _____</p> <p style="text-align:right;">Project Value/Cost _____</p>																												
PROJECT	<p>_____ NEW _____ ADD _____ REMODEL _____ DRIVEWAY _____ ROOF _____ FENCE _____ DEMO _____ MOVE _____</p> <p>_____ POOL _____ SIGN _____ REPAIRS _____ OTHER* _____</p> <p>SCOPE OF WORK TO BE DONE: _____</p>																												
	<p>_____ Demolition/ Remodel/ New Construction</p> <p><i>Please contact Republic Services at 1-800-423-7316 as per Ordinance No. 2409-I-09-2021 for disposal of trash</i></p> <p>_____ An Asbestos Test Report is required prior to permitting of a Repair or Remodel of a Commercial Building.</p> <p>_____ Wind loads on every building or structure shall be determined in accordance with Section 1609 or ASCE 7</p> <p>Disposed by: Owner: _____</p> <p>Contractor: _____</p> <p style="text-align:center;">*A RE-INSPECTION FEE OF \$50.00 WILL BE ASSESSED AFTER SECOND INSPECTION IS DENIED</p>																												
	<p>FOR RESIDENTIAL BLDG USE ONLY</p> <p>No. of Units: _____ No. of BTHRMS _____ SQ. FT. Non-Living _____</p> <p>No. of BR _____ SQ. FT. Living _____ SQ. FT. Roof _____</p>																												
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<p>FOR SIGN USE ONLY</p> <p>Type of sign: _____ Size of SQ.FT. _____ Height: _____</p> <p style="text-align:right;">_____ ILLUMINATED _____ NON-ILLUMINATED</p>																													
<p>FOR FENCE USE ON MARK ALL APPROPRIATE</p> <table style="width:100%; border:none;"> <tr> <td>_____ Wood Privacy Fence</td> <td>_____ Wood Post & Rail Fence</td> <td>_____ Brick</td> </tr> <tr> <td>_____ Wood Semi-Privacy Fence</td> <td>_____ Chain Link Fence</td> <td>_____ Masonry</td> </tr> <tr> <td>_____ Wood Picket Fence</td> <td>_____ Coated Chain Link</td> <td>_____ Stucco</td> </tr> <tr> <td>_____ Wood Split Rail Fence</td> <td>_____ Vinyl Fence</td> <td>_____ With Lighting</td> </tr> <tr> <td>_____ OTHER-Show Separately</td> <td></td> <td></td> </tr> </table> <p>COMPLETED FENCE LENGTH: _____</p> <p>Fence regulations are on the last 2 pages of this application.</p>	_____ Wood Privacy Fence	_____ Wood Post & Rail Fence	_____ Brick	_____ Wood Semi-Privacy Fence	_____ Chain Link Fence	_____ Masonry	_____ Wood Picket Fence	_____ Coated Chain Link	_____ Stucco	_____ Wood Split Rail Fence	_____ Vinyl Fence	_____ With Lighting	_____ OTHER-Show Separately																
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The foregoing is a true and correct description of the improvement proposed by the undersigned applicant and the applicant states the he/she will have full authority over construction of same. The building permit shall not be held to allow or be an approval of any violation or modification of any provisions of City Ordinances, codes subdivision restrictions of State Law or be a waiver by the City of such violation. Alteration changes or deviations from the plans authorized by this permit is unlawful without written consent from the Building Inspection Department. The applicant hereby agrees to comply with all City ordinances, codes, subdivision restrictions, and State Law and assume all responsibility for such compliance. **It is understood that the improvements shall not be occupied until a Certificate of Occupancy has been issued.** Every permit issued shall become invalid unless the work authorized by such permit is commenced within six months after its issuance or if the work authorized by such permit is suspended or abandoned for six months after the time of work is commenced. The permit becomes null and void if work or authorized construction is not commenced within 6 months. If this project is not completed within 1 year, a new permit must be obtained. **This permit is good for one (1) year only if work was commenced within the first six months.** The Texas

PRINT (OWNER)

SIGNATURE

DATE

PRINT (CONTRACTOR)

SIGNATURE

DATE

	GUIDELINE REQUIREMENTS - RESIDENTIAL	RES	NON-RES
1	Adopted Codes are as follows: 2024 International Residential Building Codes	√	
2	New Residential construction applicants must submit Two (2) sets of each of the following: <ul style="list-style-type: none"> ● Architectural Plans (Minimum 24" x 36" paper) NO HAND DRAWN SKETCHES WILL BE ALLOWED ● An Energy conservation compliance report (2021 ResCheck) ● An Engineer designed structural plan for wind load resistance (Windstorm Plan) ● As per the 2024 IRC, design, wind speed to be 141-145 mph ● Property Deed PDF *(CD, USB, OR EMAIL) Plans will not be accepted without the PDF's ● Batter Board Survey ● Elevation Certificate ● Address Letter 	√	
3	All permits must be obtained prior to doing work, or you will be subject to a double permit fee (I.R.C. 105.1).	√	√
4	Display address at all job sites with a copy of the building permit attached on a large piece of plywood.	√	√
5	The plans must be available on the job site at all times during construction.	√	√
6	Port-A-Can sanitation facility must be placed prior to the FIRST inspection at a new construction worksites (Sec.3305-2024 IBC). It shall be placed on private property & not on a public street or sidewalk.	√	√
7	Jobsite must be kept clean and measures taken to prevent loose construction trash or other dirt/debris from blowing into public right-of-way or adjacent properties.	√	√
8	All driveway and /or sidewalks extending in to City right-of-way are required to be of concrete and use 6 wire mesh or # 3 rebar, 16" on center, max, with an expansion joint at property line.	√	√
9	Provide corner bars around perimeter of beam on corner and all intersections. Al exterior beams shall penetrate 12 inches into undisturbed soil. Stirrups start at each corner, corner bars top and bottom around perimeter beam.	√	√
10	Foundation elevation will be 18 inches above curb or highest point of the street, whichever is higher. Foundation beams must go 12 inches into virgin soil.	√	√
11	Foundation beams to be 12" x 30" at exterior and 12" x 24" at interior with 2- #5 bars top and bottom within a #3 stirrup. Stirrups at 24" on center. Slab steel to be #3 rebar at 12" on center or #6 wire mesh gauge, unless Engineer designed.	√	√
12	Electricians, Plumbers, and H.V.A.C. personnel must be licensed to pull permits.	√	√
13	All plumbing work underground must be tested with a Ten (10) foot water column stack.	√	√
14	Metal stud guards are required on all vents and water lines as per code.	√	√
15	All new residential buildings must install an appropriate backflow prevention device approved by the Building Official.	√	√
16	All water heaters installed in garages shall be 18 inches above floor level	√	√
17	All GFCI protected outlets (Not actual GFCI outlets) shall be identified as such with stickers.	√	√
18	Type M Copper will NOT be allowed for plumbing on residential or commercial building inside San Benito City Limits.	√	√
19	All metallic water lines are required to be bonded to the electrical panel.	√	√
20	All plumbing walls must be 2"X6" stud walls (Checked at plan review-if 2"X4" used, needs to be furred out)	√	√
21	10-3 electrical wire in required for dryers with a 4 prong receptacle.	√	√
22	Arch Fault circuit breakers are required thru-out as per the 2024 I.R.C. Code	√	
23	Water Heater relief valves must be piped to the outside in metallic pipe (or CPVC hot water or copper no less than ¾"). NOTE: The relief valve cannot be reduced smaller than the diameter of the relief valve discharge thread size.	√	√

24	Electric smoke detectors required in each bedroom and adjacent hallway (Hardwired with battery backup. Carbon Dioxide alarms are required where there is an attached garage, or fuel appliances are present.	√	√
25	Means of Egress: Minimum 2' 8" X 5' 0" window is required in each bedroom or an exterior door leading outside from such bedroom. (See Section 310.1.1 of the 2024 I.R.C. Code).	√	√
26	Windstorm requires HTT22 on all corners and double around garage doors. (STDH can be an alternative)	√	√
27	Hurricane ties must be used on all rafters.	√	√
28	Anchor Bolts must be ½" X 10", Four (4) Feet on Center.	√	√
29	Specialty ceilings in residential occupancies (i.e. Pan Vault, Box up, etc.) shall be designed by a design professional for code compliance. Details shall be provided with permit documents. (Per I.R.C. Section 802).	√	√
30	The building envelope must be complied with in detail. All exterior plywood bracing must be covered with insulated sheathing and taped on each sheet. All windows and door frames must have window wrap and all holes must be taped or foamed at the framing stage.	√	√
31	Contractors must call for their appropriate inspection request. A minimum of 24-hour advance notice is required. Required inspections are as follows: a) T-Pole b) Rough Underground plumbing c) Rebar and steel d) Nail Pattern e) Window Inspection f) Framing, building envelope, waterlines and vents, electrical wiring, air conditioning duct and all exterior boxes foamed along with all holes from inside out. (DO NOT INSTALL BRICK UNTIL INSPECTED) g) Insulation (MUST HAVE FACING WITH THE R-VALUE) h) Sewer Yard line and Sewer Tap i) Final (All sub-contractors and the General Contractor must individually call in for their final inspections)	√	√
32	In Preparation for scheduling your inspection, please have the following available: a) Permit Number b) Contractor's name and phone number c) Project address, including floor number, suite number, etc. d) Type of inspection desired	√	√
33	All re-inspection Fees must be paid prior to calling in for final inspection.	√	√
34	Washing machine and dryer connections required on each New home.	√	√
35	Dryer vent needs to be metallic duct and must be vented to the outside.	√	√
36	Floodplain designation must be noted on the plans	√	√
37	Upon final inspection, address needs to be affixed to the home or business	√	√
38	Residential/Commercial Electrical Final: At the time of the building final inspection if there <u>IS</u> power connected, the building inspector will verify all the electrical system is fully functional and in working conditions. In the event that the electrical power has <u>NOT</u> been connected to the structure at the time of the Final Building Inspection; Owner, General Contractor, and or Electrical Contractor will be fully responsible for making sure the electrical system is fully functional and in working conditions.	√	√

	PRIMARYLY NON-RESIDENTIAL SUBMITTAL REQUIREMENTS	RES	NON-RES
39	Property must be properly zoned and subdivided for the proposed use	√	√
40	Adopted codes are as follows: <ul style="list-style-type: none"> • 2024 International Family of Codes (Building, Fire, Plumbing, Fuel Gas, Existing Building, Energy Conservation, etc. and their appendices) • 2023 Edition of the NEC (National Electrical Code) 		√
41	Commercial projects must submit Five (5) sets of plans with (2) COMChecks (Energy Compliance Report) and a copy of proof of project registration with TDLR if construction amount is \$50,000 or more.		√
42	Commercial Plans have the following additional requirements: <ol style="list-style-type: none"> a) Site Plan (It is recommended to have a registered survey, architect or civil engineer execute and seal the site plan for accurate setback, location of the utility lines and accommodation of excess runoff water from the building and parking lot.) b) Landscaping plan with square footage calculations and caliper size of any proposed trees (15% of front yard is required to be landscaped in most cases). c) Drainage/Runoff plan by a Civil Engineer or P.E. d) Sewer and water connection points e) Parking Plan with required handicap parking spaces f) A complete set of plans must be submitted by developer to Texas Department of Licensing and Regulation for compliance with the Texas Architectural Barriers Act for any construction valued at \$50,000 or more (TDLR #1-800-252-8026) g) All commercial buildings over 5,000 square feet must have sealed architectural plans. An Engineer's seal is required on the design of the foundation and structure of new construction as per the Texas Engineering Practices Act, h) All A, E, I and H (Assembly, Educational, Institutional, Hazardous) occupancies to be designed and sealed by a licensed Engineer. i) All electrical wiring in commercial buildings shall be in rigid metal conduit (or alternate approved by the Building Official). j) Design wind speed for commercial structures to be 130-140 mph. k) If the building is the Sprinklered, the FDC must be located 1.5 times the height of the building away from the building. 		√
43	All new commercial buildings must install an appropriate back flow prevention device approved by the Building Official.		√
44	Floodplain designation must be noted on the plans.	√	√
45	Engineer's seal and signature is required for apartment buildings that are one story with more than eight (8) units or Two-story with more than four (4) units.		√

***** PLEASE NOTE THAT THIS CHECKLIST IS INTENDED TO PROVIDE CUSTOMER ASSISTANCE AND MAY NOT BE ALL INCLUSIVE. IN SOME CASES, ADDITIONAL INFORMATION MAY BE REQUESTED TO COMPLETE THE PERMITTING PROCESS.**

I AFRIM AND ATTEST BY MY SIGNATURE THAT I HAVE READ AND AM AWARE OF THE CONSTRUCTION REGULATIONS OF THE CITY OF SAN BENITO.

SIGNATURE: _____ DATE: _____



Residential Fences

Section 5.08 – Fences

Wood-Masonry-Ornamental and Decorative Fence

A. Residential: Front yard fences extending past the forward most portion of the house structure to the front and side lot property lines may be constructed and maintained under the following terms and conditions.

1. Solid face fences, such as solid masonry face fence, shall be restricted to a height of not more than three (3) feet in height above the grade of the yard at least fifteen (15) feet back from such front property line and along any side property line of a street corner.
2. Ornamental and decorative fence of not more than six (6) feet, such as ornamental iron allowing reasonable through vision and substantially free air flow shall have no height restrictions other than that applicable to permanent structures.
3. Solid rear and side fences are restricted to a height of not more than six (6) feet for residential areas and are subject to the sight triangle in the back.
4. A solid screening fence of not less than six (6) feet in height shall be constructed in the side and/or rear yards of a commercial zoning district dividing the district from any residential district.

Section 14.04 B Site Plans Required

B. Contents, The site plan shall contain drawing to scale and indicate:

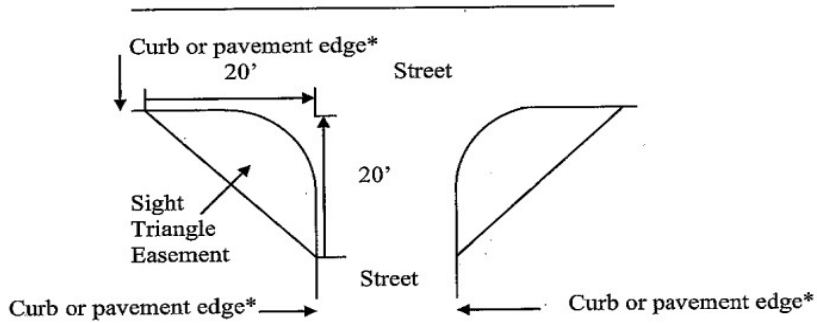
- (1) The location of all structures on the subject property and on adjoin property;
- 2) Landscaping and/or fencing of yards and setback areas and uses of landscaping and/or walls or fences for screening purposes;
- 3) Design of ingress and egress to minimize interference with traffic flow and abutting streets;
- 4) Off-street parking and loading facilities;
- 5) Height of all structures;
- 6) Proposed uses; and,
- 7) The location and types of all signs including lighting and heights.

EXHIBIT "D"

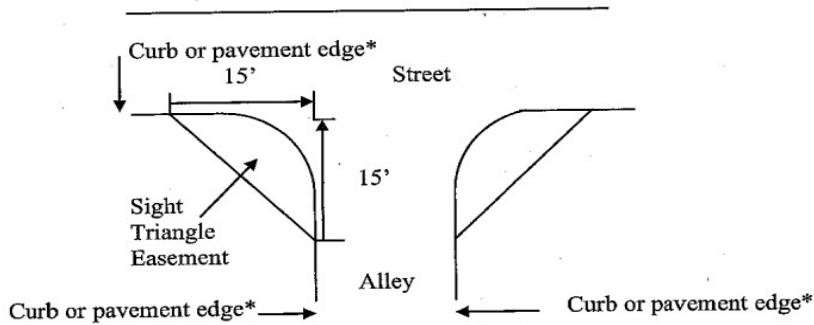
SIGHT TRIANGLE

A triangular-shaped portion of land located within the street intersection in which nothing can be erected, placed, planted, or allowed to be constructed or grow in such a manner as to limit or obstruct the sight distance of motorists entering or leaving the intersection.

Street Clip Traffic view for an approach of at least twenty feet (20') on an approach to a street.

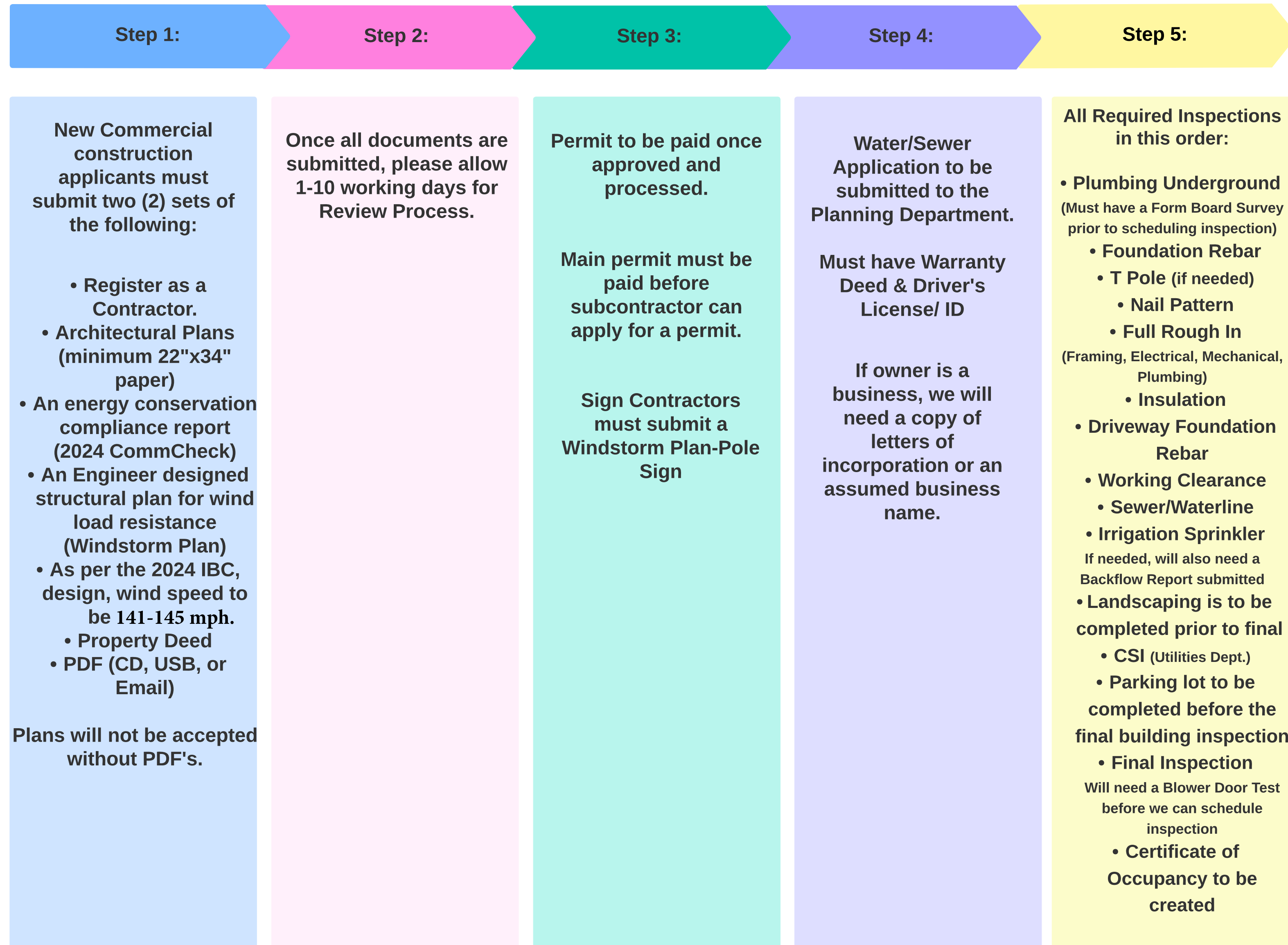


Alley Clip Traffic view for an approach of at least fifteen feet (15) on an approach to an alley.



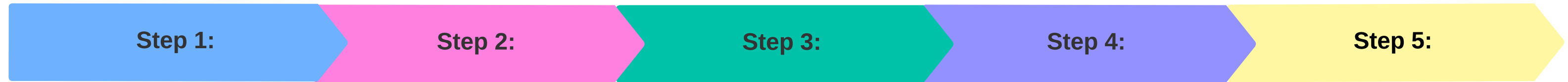
Commercial Construction

Complete Permit Application with ALL required documents listed on the guideline requirements:



Residential Construction

Complete Permit Application with ALL required documents listed on the guideline requirements:



New Residential construction applicants must submit two (2) sets of the following:

- Register as a Contractor.
- Architectural Plans (minimum 22"x34" paper)
- An energy conservation compliance report (2024 ResCheck)
- An Engineer designed structural plan for wind load resistance (Windstorm Plan)
- As per the 2024 IRC, design, wind speed to be 141-145 mph.
 - Property Deed
 - PDF (CD, USB, or Email) Plans will not be accepted without PDF's.

Once all documents are submitted, please allow 1-10 working days for Review Process.

Permit to be paid once approved and processed.

Main permit must be paid before subcontractor can apply for a permit.

Water/Sewer Application to be submitted to the Planning Department.

Must have Warranty Deed & Driver's License/ ID

All Required Inspections in this order:

- Plumbing Underground
- Foundation Rebar
- T Pole (if needed)
- Nail Pattern
- Window Inspection
- Full Rough In (Framing, Electrical, Mechanical, Plumbing)
- Insulation
- Driveway Foundation Rebar
- Working Clearance
- Sewer/Waterline
- Irrigation Sprinkler

If needed, will also need a Backflow Report submitted

- CSI (Utilities Dept.)
- Final Inspection

Will need a Blower Door Test before we can schedule inspection

- Certificate of Occupancy to be created

Pre-Inspection/Move

Step 1:

Fill out Pre-Inspection Application

You will need:

- Driver's License/ ID
- Site plan with full detail (measurements)
- Proof of Ownership (warranty deed/bill of sale)

- Submit for review with Planning & Zoning
- Once approved, a \$50 pre-inspection fee must be paid to schedule an inspection
With a 24 hour notice, a Building Inspector will go out and inspect the home/mobile home

(If passed by the Building Inspector, you may proceed to have mover come in to submit moving application)

Windstorm is required when it is pre-built

(1) A new home fully built will not be allowed to be moved in unless a Licensed Engineer will certify that it was BUILT to meet Windstorm Standards.

(2) Existing or pre-owned homes will require Windstorm for the tie downs only.

(3) Homes that are a shell will need Windstorm plans and all permits and inspections will be required.

Step 2:

If passed, mover contractor must come in to register and fill out moving application

You will need:

- Driver's License/ ID
 - State License (valid not expired)
 - COI Insurance
- A tie down method of how home will be anchored down
- Once moving permit has been given and home has been delivered and tied down, a tie down inspection can be requested by the Building Inspector
- If tie down inspection passed, home owner may now have all subcontractors begin to pull their own permits (Plumbing and Electrical)

If remodeling, a permit is **REQUIRED** before subcontractors can pull their permits

The following inspections are required:

Sewerline Inspection, Electrical Meter Service Hook Up, Final Occupant Inspection & if needed, Final Remodeled Inspection

- Once plumbing inspection is passed, an Electrical Clearance will be sent to AEP/Magic Valley
- Once Final Occupant inspection has passed then the tenant/owner may move in