



*City of La Vernia*  
102 E. Chihuahua Street, La Vernia, Texas 78121  
Phone: (830)779-4541 • Fax: (830) 253-1198

## **Commercial New/Remodel Building Requirements**

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

### **Building Codes**

The City of La Vernia Park, Texas, has adopted the following codes regulating building construction.

*2018 International Building Code*  
*2018 International Residential Code*  
*2018 International Plumbing Code*  
*2018 International Mechanical Code*  
*2017 National Electrical Code*  
*2021 International Fire Code*  
*2018 International Fuel Gas Code*  
*2018 International Energy Conservation Code*

### **Building Permit**

Before a building permit will be approved, all plans and documents related to the permit application must be approved by the Building Department, the Fire Inspector, the Flood Plain Administrator, and the City Engineer. Approved permits must be picked up at the City Hall prior to work beginning and retained on site during construction. Permit becomes void if construction does not commence within six (6) months from date of application.

A permit fee must be paid upon submission of the building permit application for all commercial construction. All permit fees are non-refundable.

All Contactors performing work within the City of La Vernia's jurisdiction must be registered with the City and provide proof of liability insurance.

Where work for which a permit is required is started or proceeded prior to obtaining a permit, the fees specified shall be doubled, but the payment of such fee shall not relieve any persons from fully complying with the requirements of the adopted codes in the execution of the work nor from any other penalties prescribed herein.

### **Plan Review**

The City will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements.

### **Inspections**

All inspection requests received by 5:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at (877) 837-8775 or faxed to (877) 837-8859. Inspection requests can also be emailed to: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com) Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

A Certificate of Occupancy must be approved prior to occupancy of building.

### **Construction Site**

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers MUST be on your property until the final inspections are approved.

A trash receptacle constructed to prevent construction trash from blowing or scattering from the jobsite/property shall be maintained until job completion. NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.



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## New/Remodel Commercial Plan Review Checklist

Project Address: \_\_\_\_\_ Project Name: \_\_\_\_\_

Prior to permit issuance, all properties must have an approved plat and site plan released from the Zoning Administrator. Permit Application with an original signature must be complete and submitted with the following information:

- \_\_\_\_\_ (3) Site Plans to include: (Must submit a filed plat of lot)  
Legal Description (lot, block, subdivision), All easements, Property lines and lot Dimensions, North arrow and scale, Proposed structure and all existing buildings  
Existing and proposed location of utility poles, pad mounted transformers
- \_\_\_\_\_ (3) Landscape Site Plan
- \_\_\_\_\_ (3) Parking lot layout plans
- \_\_\_\_\_ (3) Hydrology Study/Grading plans
- \_\_\_\_\_ EDU Calculations for Impact Fees
- \_\_\_\_\_ Lighting Site Plan
- \_\_\_\_\_ 911 Addressing Verification (Provided through Wilson County 911 addressing (830)393-8357)
- \_\_\_\_\_ Flood Plain Certificate, if applicable
- \_\_\_\_\_ (2) Commercial Energy Code Compliance - (2012 IECC)  
To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.
- \_\_\_\_\_ (3) Sets of plans to include floor plan, exterior elevations, roof design, Foundation plan, mep design, construction details, window/door schedule
- \_\_\_\_\_ Fire lane location and construction plans and details, Fire suppression system plans and documents, Fire alarm system plans.
- \_\_\_\_\_ Driveway approaches and drainage culverts - Engineered plans  
(Driveways accessing State Highways require TXDOT permit)
- \_\_\_\_\_ TDLR # - Architectural Barriers Registration (if \$50,000.00 or over)
- \_\_\_\_\_ Asbestos Survey (if demo or remodel)
- \_\_\_\_\_ Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester





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**Commercial Permit Application**

Building Permit Number: _____	Valuation: _____
Project Name: _____	Zoning District: _____
Project Address: _____	Square Foot: _____
Project Description:      New <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Finishout <input type="checkbox"/> Sign <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Other <input type="checkbox"/>	
Scope of Work: _____	
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>	

Owner Information: _____			
Name: _____		Contact Person: _____	
Address: _____			
Phone Number: _____	Fax Number: _____	Mobile Number: _____	

Engineer	Contact Person	Phone Number	Email: _____
Architect	Contact Person	Phone Number	Email: _____
General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumbing Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

***A Certificate of Occupancy must be issued before any building is occupied***

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 or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Approved by: _____	Date approved: _____
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Building Permit Fee: \_\_\_\_\_  
 Water Impact Fee: \_\_\_\_\_  
 Sewer Impact Fee: \_\_\_\_\_  
 Water Meter Fee: \_\_\_\_\_  
 Sewer Tap Fee: \_\_\_\_\_

Total Permit Fees: \_\_\_\_\_  
 Received By: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 BV Project #: \_\_\_\_\_



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## Commercial Permit Submittal Requirements

**CONSTRUCTION DOCUMENT SUBMITTALS:** Three (3) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

- An additional set of plans may be required for fire sprinklered buildings

**Note:** Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

**PROFESSIONAL LICENSE:** Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

**REQUIRED DRAWINGS AND DOCUMENTS:** (City Building Inspection Department may request additional information if necessary).

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

1. Site plan<sup>(a)</sup>
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report<sup>(b)</sup>
12. Asbestos Survey (for renovation or demolition permits)<sup>(c)</sup>
13. Texas Department of Licensing and Regulation architectural barriers project registration information<sup>(d)</sup>

**NOTE:**

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. U.S. Department of Energy, [www.energycodes.org](http://www.energycodes.org)
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, [www.dshs.state.tx.us/asbestos](http://www.dshs.state.tx.us/asbestos)]
- d. Texas Department of Licensing and Regulation [1-800-803-9202, [www.license.state.tx.us](http://www.license.state.tx.us)]

# City of La Vernia

102 E Chihuahua St  
P.O. Box 225  
La Vernia, TX 78121  
Phone: (830) 779 - 4541

Registration Fee: \$100.00

## CONTRACTOR REGISTRATION

Type of Contractor: (Choose all that apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Backflow                   | <input type="checkbox"/> House Mover              | <input type="checkbox"/> Plumber - MP exempt    |
| <input type="checkbox"/> Demolition                 | <input type="checkbox"/> Sign Installer           | <input type="checkbox"/> Electrician - exempt   |
| <input type="checkbox"/> Fence Installer            | <input type="checkbox"/> Site Development         | <input type="checkbox"/> Mechanical/HVAC        |
| <input type="checkbox"/> Fire Alarm - exempt        | <input type="checkbox"/> Swimming Pool            | <input type="checkbox"/> Water Softener         |
| <input type="checkbox"/> Fire Sprinkler - exempt    | <input type="checkbox"/> Utility / Public Works   | <input type="checkbox"/> Irrigation             |
| <input type="checkbox"/> General Contractor         | <input type="checkbox"/> Residential Home Builder | <input type="checkbox"/> Commercial Builder     |
| <input type="checkbox"/> Electrical Sign Contractor | <input type="checkbox"/> Fire Line Contractor     | <input type="checkbox"/> Propane Tank Installer |

Business Name: \_\_\_\_\_

Business Owner: \_\_\_\_\_  
Printed name of Business Owner

\_\_\_\_\_  
Signature of Business Owner

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

State License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
**\*attach copy of license, if applicable**

Name of person holding State License: (printed) \_\_\_\_\_

Signature of person holding State License: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_  
**\*attach copy of license**

Print name of person signing application: \_\_\_\_\_

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
Date

\*If state license is required, this must be the name of the person holding the State of Texas license.  
If no state license is required, this must be the name of the business owner.

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Plumbers applying for a Medical Gas Permit must provide proof of Medical Gas Endorsement.

Contractors holding a valid State Contractor License are exempt from the registration fee (include, but not limited to: Electricians, Plumbers, Mechanical, Fire Alarm, Fire Sprinkler/Suppression, Irrigators)

Contractors must provide proof of insurance. The State may require specific insurance and it must be provided to the City. You must provide proof of General Liability Insurance showing the City of La Vernia as a Certificate Holder and must show "with completed operations" on certificate. The minimum amount of insurance required is \$1,000,000., or a minimum of \$300,000 if you are a Limited Contractor.  
ALL PROOF OF INSURANCE MUST BE AN ORIGINAL.

All work is to be performed in accordance with the Codes adopted by the City, the Laws of the State of Texas, and other Ordinances adopted by the City of La Vernia.

All registrations expire one year from date of registration. Registration fee is \$100.00.

Fire Alarm & Fire Sprinkler contractors are only required to provide a copy of their state license.

Updated 6/6/2022