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

Residential Remodel/Addition

What is an Addition – Any construction work done to the main building that results in the addition of square footage to the footprint of the house. Additions could be carports, covered patios, sunroom, bedroom are any other room enclosed or open that is attached to the main structure.

What is a Remodel – Any interior or exterior construction work to the main structure such as moving walls, replacing windows, any major electrical, plumbing, and/or mechanical work.

Permit Submittals

Residential Addition	Residential Remodel
Residential Permit Application	Residential Permit Application
(2) Simplified Prescriptive Approval. (2012 IECC Residential Energy Code Compliance Form), if applicable	(2) If installing new windows as part of the remodel, Simplified Prescriptive Approval. (2012 IECC Residential Energy Code Compliance Form)
(2) Sets of floor plans to include all Electrical, Mechanical and Plumbing.	(2) Sets of plans to include all Electrical, Mechanical and Plumbing, if applicable.
Contractor Registration - Electrician, Plumber, Mechanical	Contractor Registration - Electrician, Plumber, Mechanical
(2) Site plan showing distance from addition to property lines and other structures and showing all easements and existing structures on property.	N/A
(2) Foundation and Roofing plans	N/A

What do I need to install a Deck? - Because they are not covered, decks are not considered additions to the footprint of the house nor do they have to meet setback requirements. Any deck 30 inches off the ground requires a permit. Submit a residential permit application and a drawing showing the house and where the deck is to be constructed. Include the materials to be used and a description of how the deck will be anchored to the ground. Decks may not be placed in an existing easement.

Do I need a permit for a Concrete Patio? Concrete patios require a permit. Submit a site plan showing location of all buildings and proposed patio. Patios may not be place in an existing easement.

www.lavernia-tx.gov

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Residential Permit Application

Building Permit Number: _____ **Valuation:** _____

Project Address: _____ **Zoning District:** _____

Lot: _____ **Block:** _____ **Subdivision:** _____

Project Description: NEW SFR ☐ SFR REMODEL/ADDITION ☐ SPECIFY OTHER: _____
PLUMBING ☐ MECHANICAL ☐ ELECTRICAL ☐ DEMO ☐
ACCESSORY BUILDING ☐ LAWN IRRIGATION ☐ SWIMMING POOL ☐ FENCE ☐

Description of Work: _____

Area Square Feet:
Living: _____ **Garage:** _____ **Covered Porch:** _____ **Total:** _____ **Number of stories:** _____

IS THIS PROPERTY IN A FLOODPLAIN: ☐ Yes ☐ No *If yes, provide Flood Plain Certificate*

Owner Information: _____

Name: _____ **Contact Person:** _____

Address: _____

Phone Number: _____ **Fax Number:** _____ **Mobile Number:** _____

General Contractor	Contact Person	Phone Number	Contractor License Number ☐
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number ☐
Electrical Contractor	Contact Person	Phone Number	Contractor License Number ☐
Plumber/Irrigator	Contact Person	Phone Number	Contractor LIcense Number ☐
TPO Energy Provider	Contact Person	Phone Number	Contractor LIcense Number ☐

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:**	

Building Permit Fee: _____ **Total Permit Fees:** _____
Water Impact Fee: _____ **Received By:** _____
Sewer Impact Fee: _____ **Date:** _____
Water Meter Fee: _____
Sewer Tap Fee: _____ BV Project #: _____

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Bureau Veritas Contact Information

Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plano Plan Review Department for the status of your permit at (469) 241-1834/toll free (800) 906-7199.

Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection Request line: (817) 335-8111 Toll Free number: (877) 837-8775

Inspection FAX line: (817) 335-8110 Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: nspectionstx@us.bureauveritas.com

Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111/(972) 980-8401/toll free (877) 837-8775 for your inspector's name and number.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.

City of La Vernia

102 E Chihuahua Street
La Vernia, Texas 78121

CONTRACTOR REGISTRATION FORM

Live Vibrantly
LA VERNIA, TEXAS

Fee: $75.00 per calendar year. Master Plumbers exempt from fee

- ☐ Concrete for Flatwork
- ☐ HVAC
- ☐ Pool Contractor
- ☐ Irrigator
- ☐ Plumber
- ☐ Fence
- ☐ Sign contractor
- ☐ Electrician
- ☐ Sign Electrician
- ☐ Fire Sprinkler
- ☐ Fire Alarm
- ☐ Security Alarm
- ☐ Energy Plans Examiner, Architect, Engineer
- ☐ General Contractor

Company Information:

Name: _____

Address: _____ Phone Number: _____

City/State/Zip: _____ Fax Number: _____

Email Address: _____

License Holder Information:

Name: _____

Address: _____ Phone Number: _____

City/State/Zip: _____ Cell Phone Number: _____

Email Address: _____

Signature of License Holder: _____ Date: _____

Applicant must submit all of the following to become registered with the City of La Vernia Texas

License Type	Requirements for Registration
Concrete for Flatwork	Copy of Drivers License, current Concrete Bond, and Insurance
HVAC	Copy of Drivers License, current Texas HVAC License and Insurance
Irrigation	Copy of Drivers License, current Texas Irrigators License, Insurance
Plumber	Copy of Drivers License, current Texas Plumbing License and Insurance
General Contractor/Sign/Pool	Copy of Drivers License and Insurance
Electrician/ Sign Electrician	Copy of Drivers License, copy of State License and Insurance
Fire	Copy of Drivers License, State License, and Insurance

The minimum amount of insurance required is $1,000,000, or a minimum of $300,000 if you are a Limited Contractor

The license holder must provide a list of names and copy of driver's license of the people approved to pull permits. Every time the license is renewed, this list must also be renewed. **It is the license holder's responsibility to renew the license.** _____ (Initial)

For Office Use Only:

Recvd by: _____ Amt Paid: _____ Date Paid: _____