



**COMMERCIAL / MULTI-FAMILY NEW CONSTRUCTION PERMIT APPLICATION**

Permits are required by contractors on any project costing \$500.00 or more.  
 Permits are required by homeowners on any project that involves structural changes and or cost \$1,500.00 or more.

**DATE OF APPLICATION:** \_\_\_\_\_

*Please Print or Type*

**I. JOB INFORMATION:**

Owner's Name _____	Address for proposed job _____	Block & Lot Number _____	Subdivision _____
Zoned _____	Current Land Use _____	Proposed Land Use _____	Value of Work (labor & materials) _____
Type of Work:	<input type="checkbox"/> New Commercial	<input type="checkbox"/> Addition	<input type="checkbox"/> Exterior Alterations
	<input type="checkbox"/> Roof Repair	<input type="checkbox"/> Interior Alterations	<input type="checkbox"/> Fence
		<input type="checkbox"/> Driveway	<input type="checkbox"/> General Repairs
	<input type="checkbox"/> Other _____		
	_____ No. of Bldgs.	_____ No. of Units	_____ No. of Floors
Setbacks:	Front Yd. _____ Ft.	Rear Yd. _____ Ft.	Side Yd. _____ Ft.
Lot Size:	Front Yd. _____ Ft.	Rear Yd. _____ Ft.	Side Yd. _____ Ft.
Square Footage:	1 <sup>st</sup> Floor _____ Sq. Ft.	2 <sup>nd</sup> Floor _____ Sq. Ft.	3 <sup>rd</sup> Floor _____ Sq. Ft.
	Garage _____ Sq. Ft.	Patio _____ Sq. Ft.	Porches _____ Sq. Ft.

Describe the proposed work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**II. IMPACT FEES FOR ROADWAY FACILITIES: (See Ordinance 08-09 Section 26-18 for Waivers and Exemptions)**

- A. If Multi-Family Construction: Total number of dwelling units to be constructed \_\_\_\_\_  
If Commercial Construction: Total gross floor area in square feet \_\_\_\_\_ sq. ft.  
If Retail or Shopping Center: Total number of leasable area \_\_\_\_\_  
If Hotel or Motel Construction: Total number of rooms \_\_\_\_\_  
If Movie Theatre: Total number of screens \_\_\_\_\_  
If Hospital or Nursing Home: Total number of beds \_\_\_\_\_  
If Airline School, College, or Day care: Total number of students \_\_\_\_\_

B. Service Area of Construction (see attached map – Exhibit 1) \_\_\_\_\_

(Rates by service area; Area 1 = \$859.00 Area 2 = \$1,255.00 Area 3 = \$0.00)

To calculate fee, multiply number of development units (For development units based on Gross Floor Area (GFA), divide the total GFA by 1,000) by total service units by service area rate as depicted in Exhibit 1 & 2 (attached)

**Total Impact Fees: \$** \_\_\_\_\_

**III. IMPACT FEES FOR PARK DEVELOPMENT: (See Ordinance 09-03 for Waivers and Exemptions)**

Number of dwelling units to be constructed \_\_\_\_\_

Rate per dwelling unit \$386.02

To calculate total impact fee owed, multiply number of dwelling units by \$386.02.

If the building valuation on the building permit is **less than \$100,000.00** for a new dwelling unit, the Park Development fee is \$100.00.

**Total Impact Fees: \$** \_\_\_\_\_

**IV. APPLICANT INFORMATION:**

APPLICATION STATUS (Check One):             Owner             Tenant             Contractor

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Telephone

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

\_\_\_\_\_  
Alternative Telephone

**V. CONTRACTORS - ARCHITECT - ENGINEER INFORMATION:**

\_\_\_\_\_  
General Contractor            Mailing Address            Telephone            Alternate Telephone

\_\_\_\_\_  
Electrician            Mailing Address            Telephone            Alternate Telephone

\_\_\_\_\_  
Plumber            Mailing Address            Telephone            Alternate Telephone

\_\_\_\_\_  
Mechanical            Mailing Address            Telephone            Alternate Telephone

\_\_\_\_\_  
Architect            Mailing Address            Telephone            Alternate Telephone

\_\_\_\_\_  
Engineer            Mailing Address            Telephone            Alternate Telephone

**VI. APPLICABLE FEES**

Permit Fee - Based on cost of project     Dune Permit \$350.00 + actual engineering cost     No Dune Permit Required \$350.00 + actual engineering cost

\$50.00 Multi-Family/Commercial Plan Review Fee     \$85.00 Beach Front Construction Certificate



Please submit these items to the Building Department **BEFORE** requesting any permit for new construction:

- \_\_\_\_\_ Nueces County Water Application and Agreement, stamped "paid"
- \_\_\_\_\_ \*Elevation Certificate
- \_\_\_\_\_ TX. Dept. of Ins. Form WPI-2 or WPI-2D or letter from licensed professional engineer, stating design compliance and/or responsibility for inspections; OR TX. Dept. of Insurance Form WPI-1 from owner or builder.
- \_\_\_\_\_ Architectural Barrier registration receipt.
- \_\_\_\_\_ Three (3) completed sets of plans and specifications, to include: **\*One (1) set of plans must be stamped by registered State appointed engineer for windstorm.**
- \_\_\_\_\_ A. Site plan with setbacks, lot lines, existing buildings, new structure dimensioned, FEMA Flood Zone
- \_\_\_\_\_ B. Foundation Plan
- \_\_\_\_\_ C. Electrical Plan
- \_\_\_\_\_ D. Plumbing Plan
- \_\_\_\_\_ E. Energy Conservation Plan *Enforced 9-1-02*  
[www.energycodes.gov](http://www.energycodes.gov) COMCheck
- \_\_\_\_\_ F. Wall & Roof Framing Plan
- \_\_\_\_\_ G. Elevations
- \_\_\_\_\_ H. Floor Plan
- \_\_\_\_\_ \*I. Drainage Plan **\*attachment with requirements**
- \_\_\_\_\_ \*J. Parking Plan (\*Multi-family/Commercial)
- \_\_\_\_\_ \*K. Asbestos Inspection Certificate (\*Commercial)
- \_\_\_\_\_ L. Landscaping plan

Plan review is required before issuance of a building permit, and will not begin until **ALL** of the above items are submitted. **Incomplete packets** will not be accepted. Other information may be also requested by the Building Department and may be required before plan review commences or permits are issued. One (1) set of plans, with the inspector's notes, will be returned to the builder and will be kept on the building site at all times. Note: A letter from a licensed Texas surveyor verifying windstorm inspections or inspection tags, and a finished floor elevation certificate will be required before issuance of a Certificate of Occupancy.



## Commercial Paving & Drainage Plan Requirements

For all commercial property construction or expansion, a paving and drainage plan is to be included in the plan submission. The plan shall be prepared by a Registered Professional Engineer. The plan must include as a minimum the following information:

1. **Three copies** of a site plan at 1" = 30' or larger.
2. The site plan must include:
  - a. Property lines
  - b. Existing elevation
  - c. Existing structures
  - d. Existing pavement
  - e. Existing drainage structures
  - f. Proposed improvements
  - g. Proposed grades
  - \*h. A certification on the paving and drainage sheet stating "The drainage improvements shown in these drawings have been designed to conform to the requirements of the City of Port Aransas Master Storm Drainage Plan and Storm Drainage Design Manual."

### Comments:

Construct per International Building Code 2006 and City of Port Aransas Building Codes. Structure **MUST** be engineered by State appointed engineer OR inspected by Texas State Department of Insurance, Windstorm Division.

**\*There is a filing fee for all "Commercial Drainage Plan Reviews". This fee is \$22.00 + Actual Engineering costs.**

Building Official \_\_\_\_\_ Approved:  Denied:  Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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