

CITY OF BOERNE

Commercial Building Informational Packet



**City of Boerne
Code Enforcement Office
402 E. Blanco
Boerne, TX 78006**

Direct Dial: (830) 248-1529

Fax: (830) 249-7202

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OFFICE INFORMATION

Direct Dial: (830) 248-1529
Fax: (830) 249-7202
Chief Building Inspector: Jesse Aguirre; Ext: 1152
Email: JAguirre@boerne-tx.gov
Building Inspector: Sean Skaggs; Ext: 1153
Email: SSkaggs@boerne-tx.gov
Code Enforcement Officer: Betty Kwasneski; Ext: 1101
Email: BKwasneski@boerne-tx.gov
Clerk: Troy Simmons; Ext 1107
Email: TSimmons@boerne-tx.gov

ONLINE INFORMATION

Code Enforcement Contact Email: codeenf@ci.boerne.tx.us
Boerne City Website: www.ci.boerne.tx.us
Contractor Web portal: <https://www.municipalonlinepayments.com/boernetx>

BUILDING CODES

INTERNATIONAL BUILDING CODE – 2009 EDITION
INTERNATIONAL RESIDENTIAL CODE – 2009 EDITION
INTERNATIONAL PLUMBING CODE – 2009 EDITION
INTERNATIONAL MECHANICAL CODE – 2009 EDITION
NATIONAL ELECTRIC CODE – 2011 EDITION
INTERNATIONAL FIRE CODE – 2009 EDITION
INTERNATIONAL FUEL & GAS CODE – 2009 EDITION

BUILDING PLAN CHECKLIST

Two complete sets of plans, including the following are required at the time of submittal:

- Permit application completed in full.
- Contractor Registration Application (if applicable)
- Plan Review Fee
- Landscaping Plan
- Plumbing Plans
- Mechanical Plans
- Electrical Plans
- Parking spaces required
- Illumination Plan
- Site (Plat) Plans
- Fire Protection Plan
- COMCheck (2009 IECC, heating days 2149, City of Boerne, street address, signed by person running the COMCheck)
- ADA Letter with EAB number on it if project is \$50,000 or over.
- Drainage and Detention Pond Report
- Planning Dept. design review documents (see Zoning Ord. Art. 3, Sect.9 and Art. 5, Sect. 25).
- Asbestos statement for commercial remodels (if applicable)
- Check with Public Works for Fees and/or documents needed.

All of the above documentation must be included with plan submittals in order to progress with the review process by our office.

PERMIT APPLICATION INFORMATION

- Commercial building permit must be completed in full.
- New commercial building fees are based on square footage.
 - \$.50/sq. ft. for the 1st 5000 sq. ft., then .11/ sq. ft. for the remainder sq. ft. over 5000 sq. ft.
- Commercial remodel fees are based on valuation.
 - \$35.00 plus \$5.00 in construction value
- Plan review is 1/2 the permit fee.
- Plan review fees are due at the time of permit application submission.
- Plan review fees are non-refundable.
- Contractor information must be provided before permit issuance.
- Call our office if you need assistance in figuring the permit and plan review fee amounts.

PLAN REVIEW INFORMATION

- Commercial plan review time varies with the size and scope of the project.
- Plan review is completed by the Fire Marshall, Public Works, Planning and Zoning and Code Enforcement.
- When plan review is complete, you will coordinate with Public Works to schedule a pre-construction meeting.

PRE-CONSTRUCTION MEETING & IMPACT FEES

- Pre-construction meeting is coordinated by Public Works.
- Public Works will notify Code Enforcement when their requirements have been met.

PERMIT RELEASE

- The building permit is released when all requirements with Public Works has been satisfied. Capital Recovery fees have been paid and Applications are made.
- The subcontractors may come in at that point to register and pull their permits.
- A copy of each permit issued is required to be posted at the jobsite at all times.

ASBESTOS INFO

- An asbestos statement will be needed on all commercial remodels.
- A list of contractors can be obtained from the Texas Department of State Health Services Regulatory Services. Asbestos Abatement Contractors.

INSPECTION INFORMATION

- Inspections are scheduled 24 hours in advance.
- Commercial inspections are scheduled between the hours of 9 a.m. and 11 a.m. and 2 p.m. and 4 p.m.
- Permit numbers or addresses are required for calling inspections in to our office.
- Inspections can be emailed to the Code Enforcement Clerk.

FOUNDATION PRE-POUR INSPECTIONS

- A form survey from a licensed survey company will be submitted to the code enforcement office before a foundation pre-pour inspection can be scheduled.
- Fax, email, or hard copies are acceptable.

FRAMING INSPECTIONS

- An original engineer's foundation letter must be submitted before a framing inspection can be scheduled.
- Fax or email copies of the foundation letter are acceptable but the original must be mailed in and received by our office before the final inspection can be scheduled.
- All rough-ins (building, electrical, mechanical, and plumbing) must be as complete as possible for an inspection to be scheduled.

FINAL INSPECTIONS

- Street address should be on the building and suite numbers should be on the doors.
- Lighting certificate should be on file with our office and original foundation letter should have been received in our office by this time.
- No final inspection will be scheduled without lighting certificate and foundation letter and no Certificate of Occupancy will be issued while this information remains outstanding.
- Fire marshal to inspect on commercial projects for final.

TREE PRESERVATION PLAN REQUIREMENTS

Zoning Reg. 4.05.006

The tree preservation Plan (TPP) shall be prepared by a Certified Arborist or Landscape Architect and shall include the following:

- The date, scale, north point, project title, and name of property owner.
- The location of existing lot lines, setback lines and dimensions of the lot.
- The location of all proposed buildings and parking areas on the lot/ tract of land.
- The location and size of existing and proposed streets and alleys and existing and proposed easements on or adjacent to the lot.
- The approximate center lines of existing water courses, the location of the 100 year flood plain, and the approximate location of significant drainage features on the lot.
- All Standard or Heritage trees as defined by this ordinance shall be numbered, marked with a metal tag and enumerated by species on the site as well as on the plan.
- The plan shall identify those Legacy trees for which a removal Permit shall be requested (Section 4.05.004) as well as and a mitigation plan based on Section 406.001.
- The trees shall be measured using trunk circumference (TC).
- The following information shall be submitted with the TPP.
 - A list of Standard or Heritage trees that show the species, classification, and the TC of the tree;
 - A list of those Standard or Heritage trees that may have been identified for removal on the plan by species and TC;
 - If on-site trees are to be used for mitigation for the removal of a Standard or Heritage tree the TPP shall include a list of trees that are to be suggested for mitigation by species and TC;
 - If replacement trees are to be planted on-site for the removal of a Standard or Heritage tree, the TPP shall contain a list of those trees by species and TC.
- Approximate delineation of the root protection zones and notes indicating how the applicant plans to protect from damage during grading and construction the existing trees which are proposed to be retained.
- A description of the proposed watering methods for each part of a landscaped area.
- Other proposed landscape plants and features

ILLUMINATION PLAN REQUIREMENTS FOR DEVELOPMENT PROJECTS

Zoning 3.02.004.

The submission shall contain, but shall not be limited to the following, all or part of which may be part or in addition to the information required elsewhere in the ordinances of the City of Boerne upon application for the required permit.

- Two copies of an illumination plan shall be submitted with the building permit for review for compliance with this section.
- A site plan, drawn to a scale of one-inch equaling twenty (20) feet, showing buildings, landscaping, parking area, and all proposed exterior fixtures including lamps, supports, reflectors and other devices.
- Specifications for all proposed lighting fixtures including photometric data designation as IESNA full cut-off fixtures where required, and other descriptive information on the fixtures. Photometric data need not be submitted when the full cut-off performance of the fixture is obvious to the reviewing official.
- When a submittal includes a statement by a registered design professional that the existing site lighting is being modified less than 10%, it shall not be necessary to comply with paragraph 5 below in this section.
- When the lighting plan includes a statement by a registered design professional that the design is in accordance with this ordinance the requirements of paragraph 2 above shall not apply.
- A schedule on the plans to confirm compliance with Table 1 (see below). The schedule shall include the following information:
 - Each exterior luminaire type with the mean lumens for that type, the quantity of each type.
 - The total of mean lumens for the parcel.
 - A statement of the Lighting District, the size of the permitted parcel, and the maximum allowed mean lumens.

Table 1 Maximum Total Outdoor Light Output Requirements Lumen Caps: Mean Lumens per Net Acre (2)			
Lighting Districts (Defined in Subsection 3.02.002)			
	1	2	3
Commercial, Industrial and Multifamily			
All lighting must be FCO	225,000	100,000	50,000

CONSTRUCTION AND MAINTENANCE

Zoning 3.10.004.

On-site parking facilities shall be constructed, maintained and operated in accordance with the following specifications:

- **Drainage and Surfacing**
 - All commercial parking areas, vehicle maneuvering areas and driveways shall be paved with concrete, asphaltic concrete, asphalt, brick or interlocking paving blocks, or other durable and all-weather material acceptable to the City of Boerne Planning and Zoning Commission. See planning and zoning for acceptable material
 - Driveway and parking areas for a single family dwelling may be paved, in the areas within the lot up to the lot line, with gravel, crushed stone, or another durable and all-weather material acceptable to the City Manager. The area between the lot line and the road shall be concrete.
 - All facilities shall be property graded for drainage and maintained in good condition, free of weeds, dust, trash and debris.
- **Wheel Guards** Boundary of perimeter areas shall be provided with wheel guards or bumper guards, so located that no part of a parked vehicle will extend beyond the lot line of the parking area.
- **Protective Screen Fencing** Parking areas shall be provided with solid protective screen fencing so that occupants of adjacent uses are not unreasonably disturbed, during day or night, by the movement of vehicles.
- **Lighting** Lighting facilities shall be arranged so that they do not unreasonably disturb occupants of the site or of adjacent residential properties or interfere with traffic.
- **Entrances and Exits** Parking areas shall be provided with entrances and exits so located as to minimize traffic congestion.
- **Prohibition of Other Uses** Parking areas shall not be used for any business involving the sale, repair, dismantling or servicing of any vehicles, or the sale of any equipment, materials, or supplies.

Online Contractor Registration

As the City of Boerne increasingly expands, we are continually striving for ways to expedite our services efficiently as well as enhance our services. The Code Enforcement Department emphasizes this notion by way of condoning the highest-ranking customer service to our contractors in order to strengthen, and sustain, existing relationships while driving and generating new relationships.

The Code Enforcement Department would like to welcome our Contractors to the newly developed City of Boerne Web Portal, which allows all Contractors to register (no fee at this time), schedule inspections, and view the results of inspections. By implementing our new technology, it allows contractors located further away from Boerne to have access at the reach of their fingertips.

Below you will find the instructions for using the online web portal for the City of Boerne. It is user-friendly, however should any contractor have questions regarding instructions for use of the web portal; the office staff for Code Enforcement can easily assist contractors.

<https://www.municipalonlinepayments.com/boernetx>

***Instructions:**

Please fill out the Contractor Registration Form and email or Fax a copy of the following items that are applicable to your company:

- **STATE DL/ID**
- **ALL STATE LICENSES**
- **ALL STATE CONTRACTOR LICENSES**
- **COPY OF INSURANCE**

*Any and all contractors that have NOT previously registered with the City of Boerne who anticipate utilizing the online web portal MUST fill out the Contractor Registration form, and submit ALL required documentation, FIRST before the system will allow access.

Please allow 24 hours for approval for all online submittals. At this time, obtaining New Residential Permit Applications and/or New Commercial Building Permit applications are not accessible via the web portal. Any project that requires a set of plans must be hand delivered or mailed directly to our office.

Code Enforcement Phone: 830-248-1529 Fax: 830-249-7202
codeenf@ci.boerne.tx.us



CONTRACTOR REGISTRATION

Please print clearly all information. Incomplete applications will not be accepted.

TYPE OF CONTRACTOR:

- | | | |
|---|---|--|
| <input type="checkbox"/> BUILDER/ GENERAL | <input type="checkbox"/> ROOFING | <input type="checkbox"/> POOL |
| <input type="checkbox"/> IRRIGATOR | <input type="checkbox"/> BACKFLOW | <input type="checkbox"/> MOVING |
| <input type="checkbox"/> SIGN | <input type="checkbox"/> FIRE SPRINKLER | <input type="checkbox"/> HVAC |
| <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> FOUNDATION | <input type="checkbox"/> FIRE ALARM |
| <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> WATER TREATMENT |
| <input type="checkbox"/> OTHER _____ | | |

COMPANY NAME _____

OWNER NAME _____

MASTER LICENSE HOLDER _____

COMPANY ADDRESS _____

CITY _____ STATE _____ ZIP _____

OFFICE PHONE: _____ CELL PHONE: _____

EMAIL: _____ FAX: _____

LICENSE #: _____ EXPIRE DATE: _____

SIGNATURE – MASTER LICENSE HOLDER

DATE

AUTHORIZATION TO PULL PERMITS ON MY LICENSE:

I, _____, AUTHORIZE

_____, _____, _____,

_____, _____, _____,

TO PULL PERMITS ON MY REGISTRATION/ MASTER LICENSE.

SIGNATURE – MASTER LICENSE HOLDER

DATE

Application accepted by: _____ Date: _____

Code Enforcement Phone: 830-248-1529 Fax: 830-249-7202

codeenf@ci.boerne.tx.us



COMMERCIAL BUILDING PERMIT APPLICATION

Please print clearly all information. Incomplete applications will not be accepted.
**FAILURE TO OBTAIN A PERMIT BEFORE CONSTRUCTION BEGINS WILL
RESULT IN FEE BEING DOUBLED**

JOB SITE ADDRESS: _____

NAME OF BUSINESS: _____

BUILDING OWNER: _____

CONTRACTOR: (ALL CONTRACTORS MUST BE REGISTERED WITH THIS OFFICE BEFORE PERMIT ISSUANCE)

COMPANY NAME: _____

CONTRACTOR NAME: _____

OFFICE PHONE: _____ CELL PHONE: _____

CONTACT EMAIL: _____

DESIGNER: _____

STRUCTURAL ENGINEER: _____

ELECTRICAL ENGINEER: _____

MECH/ PLUMBING ENGINEER: _____

BUILDING/ WORK TYPE: NEW NEW (SHELL ONLY)
 REMODEL ADDITION DEMOLITION
 ROOF FENCE OTHER _____

GAS IN BUILDING YES NO FIRE SPRINKLER YES NO

FLOOD PLAIN: YES NO (IF YES, DEVELOPMENT PERMIT IS NEEDED BEFORE PERMIT ISSUANCE)

SQUARE FOOTAGE: TOTAL SQ. FOOT: _____ # OF FLOORS _____

VALUATION OF WORK: _____ # OF PARKING SPACES REQUIRED _____

DESCRIPTION OF WORK: _____

CHECK OFF LIST: 2 COMPLETE SETS OF PLANS ADA LETTER (JOBS OVER \$50,000)
 COM CHECK SITE WATER RUNOFF PLANS ASBESTOS SURVEY (REMODELS ONLY)

Printed name _____ Signature _____

Date _____ Application accepted by: _____

Code Enforcement Phone: 830-248-1529 Fax 830-249-7202



PLUMBING/ IRRIGATION PERMIT APPLICATION

Please print clearly all information. Incomplete applications will not be accepted.

FAILURE TO OBTAIN A PERMIT BEFORE CONSTRUCTION BEGINS WILL RESULT IN FEE BEING DOUBLED

TYPE OF PERMIT: PLUMBING IRRIGATION

JOB SITE ADDRESS: _____

OWNER'S NAME: _____

CONTRACTOR: (ALL CONTRACTORS MUST BE REGISTERED WITH THIS OFFICE BEFORE PERMIT ISSUANCE)

MASTER LICENSE HOLDER: _____

COMPANY NAME: _____

OFFICE PHONE: _____ CELL PHONE: _____

LICENSE #: _____ EXPIRE DATE: _____

BUILDING TYPE: RESIDENTIAL COMMERCIAL

CLASS OF WORK: NEW CONSTRUCTION ALTERATION

GAS TEST ADDITION TO EXIST BLDG. REPAIR

NUMBER OF ITEMS:

- | | |
|-------------------------|--------------------------------------|
| _____ TOILET | _____ GAS SYSTEM (NUMBER OF OUTLETS) |
| _____ BATHTUB | _____ WATER LINE (PER 100 FEET) |
| _____ LAVATORY | _____ GREASE INTERCEPTOR |
| _____ SHOWER | _____ WATER SOFTENER |
| _____ KITCHEN SINK | _____ VACUMN BREAKERS |
| _____ GARBAGE DISPOSAL | _____ SEWER LINE (PER 100 FEET) |
| _____ DISHWASHER | _____ OTHER (DESCRIBE BELOW) |
| _____ CLOTHES WASHER | _____ GAS TEST |
| _____ WATER HEATER | _____ GAS LINE (PER 100 FEET) |
| _____ URINAL | |
| _____ HOSE BIBS | NUMBER OF IRRIGATION ITEMS: |
| _____ DRINKING FOUNTAIN | _____ LAWN SPRINKLER HEADS |
| _____ FLOOR SINK/ DRAIN | _____ FIRE SPRINKLER HEADS |
| _____ MOP/ UTILITY SINK | _____ BACK FLOW PREVENTER |

NOTES: _____

Printed name: _____ Signature: _____

Application accepted by: _____ Date: _____



ELECTRICAL PERMIT APPLICATION

Please print clearly all information. Incomplete applications will not be accepted.

FAILURE TO OBTAIN A PERMIT BEFORE CONSTRUCTION BEGINS WILL RESULT IN FEE BEING DOUBLED

JOB SITE ADDRESS: _____

OWNER'S NAME: _____

CONTRACTOR: (ALL CONTRACTORS MUST BE REGISTERED WITH THIS OFFICE BEFORE PERMIT ISSUANCE)

MASTER LICENSE HOLDER: _____

COMPANY NAME: _____

OFFICE PHONE: _____ CELL PHONE: _____

LICENSE #: _____ EXPIRE DATE: _____

BUILDING TYPE: RESIDENTIAL COMMERCIAL

CLASS OF WORK: NEW CONSTRUCTION ALTERATION

ADDITION TO EXIST BLDG. REPAIR

LED APPROVAL: YES NO SIGNATURE: _____

NUMBER OF ITEMS:

- _____ RECEPTACLES
- _____ LIGHTS
- _____ SWITCHES
- _____ RANGE
- _____ CLOTHES DRYER
- _____ WATER HEATER
- _____ GARBARGE DISPOSAL
- _____ COOKTOP
- _____ DISHWASHER
- _____ REGRIGERATOR
- _____ EXHAUST/ CEILING FANS
- _____ OTHER APPLIANCE OUTLET
- _____ CLOTHES WASHER
- _____ MOTORS
- _____ FURNANCE UNITS
- _____ AIR CONDITIONING UNITS

- _____ TEMPORARY METER LOOP SERVICE
- _____ OVEN
- _____ METER LOOP – 200 AMP
- _____ HOT TUB
- _____ POOL EQUIPMENT
- _____ PANEL REPLACEMENT
- _____ FREEZER
- _____ GARAGE DOOR OPENER
- _____ MICROWAVE
- _____ TRASH COMPACTOR
- _____ WATER SOFTENER
- _____ WHIRLPOOL/ FOUNTAINS
- _____ DRINKING FOUNTAINS
- _____ CELL/ ANTENNA TOWER

Printed name: _____ Signature: _____

Application accepted by: _____ Date: _____

Code Enforcement Phone: 830-248-1529 Fax: 830-249-7202

codeenf@ci.boerne.tx.us



MECHANICAL PERMIT APPLICATION

Please print clearly all information. Incomplete applications will not be accepted.

FAILURE TO OBTAIN A PERMIT BEFORE CONSTRUCTION BEGINS WILL RESULT IN FEE BEING DOUBLED

JOB SITE ADDRESS: _____

OWNER'S NAME: _____

CONTRACTOR: (ALL CONTRACTORS MUST BE REGISTERED WITH THIS OFFICE BEFORE PERMIT ISSUANCE)

LICENSE HOLDER: _____

COMPANY NAME: _____

OFFICE PHONE: _____ CELL PHONE: _____

LICENSE #: _____ EXPIRE DATE: _____

BUILDING TYPE: RESIDENTIAL COMMERCIAL

CLASS OF WORK: NEW CONSTRUCTION ALTERATION

ADDITION TO EXIST BLDG. REPAIR

DESCRIPTION OF WORK: _____

NUMBER OF ITEMS:

_____ HEATING UNITS
_____ AIR CONDITIONING UNITS
_____ DUCT OUTLETS
_____ COMMERCIAL REFRIGERATION UNITS
_____ OTHER _____

Printed name: _____ Signature: _____

Application accepted by: _____ Date: _____

Code Enforcement Phone: 830-248-1529 Fax: 830-249-7202
codeenf@ci.boerne.tx.us



OUTDOOR LIGHTING CHECKLIST

DATE _____

ADDRESS _____

PERMIT NUMBER _____

OWNER: _____

LED: YES (must follow LED lighting criteria) NO

Certification received as an original, signed statement from lighting contractor/ registered design professional stating all requirements of outdoor lighting listed in the zoning ordinance (see below) have been satisfied. (*Required prior to release of plans and building permit.*)

City of Boerne Zoning Ordinance
ARTICLE III
GENERAL PROHIBITIONS AND REQUIREMENTS

SECTION 2. ILLUMINATION OF USES

All lighting fixtures designed or placed so as to illuminate any portion of a site shall meet the following requirements:

- A. A light pole and fixture shall be no taller than 30 feet.
- B. The light source shall be completely concealed within an opaque housing and shall not be visible from any street right-of-way.
- C. Only incandescent, fluorescent, or high pressure sodium may be used. The same type must be used for the same or similar types of lighting on any one site throughout any master-planned development.
- D. Fixtures must be designed and mounted in such a manner that the cone of light does not cross any property line of site.
- E. No up lighting is allowed.
- F. Lumens per acre _____.
- G. All light fixtures must be full cut off
- H. Interior light pole and fixture no taller than 10 feet for LED

DATE

REGISTERED DESIGN PROFESSIONAL

Code Enforcement Phone: 830-248-1529 Fax: 830-249-7202
codeenf@ci.boerne.tx.us



SIGN PERMIT APPLICATION

Application date:	
Sign approval:	

Please print clearly all information. Incomplete applications will not be processed.

1. **Submit drawing with this application showing how the sign is to be erected & where it will be placed.**
2. **Sign drawing must include the dimensions of the sign and lettering. Color is helpful.**
3. **One application per sign**

PROPERTY ADDRESS	Street Address	Ste.	
	Business owner/ manager	Phone	
PROJECT	Name of business		
SIGN CONTRACTOR	Company Name	Phone	
	Address	Zip	
PROPERTY OWNER	Name	Phone	
	Address	Zip	
SIGN INFORMATION	Sign wording		
	Sign is (circle one) Permanent or Banner	Is sign electric? (circle one) YES NO	
	Type of Sign:		
	Sign Height	Sign Width	Area of sign
	Wall Height (if applicable)	Wall Width (if applicable)	Area of wall (if applicable)
	Height above grade	Site Plan: YES NO	Historic Landmark Commission? YES NO

I, the undersigned, do hereby acknowledge that signage work must comply with all city Ordinance stipulations and requirements and that all improper work is subject to a fine of up to \$1,000.00 per day. Further, I do certify that I am authorized to request this permit by the owner of the real property where the sign will be erected. Banner permits are issued for 30 days each with a maximum of five (5) allowed per year per address with 20 day in between banner posting. Failure to obtain a permit before construction begins will result in the fee being doubled.

Printed name: _____ Signature: _____

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codeenf@ci.boerne.tx.us



Tree Removal Permit / Standard and Heritage Tree Removal Permit Application

Please print clearly all information. Incomplete applications will not be accepted.

- A property owner removing trees that are smaller than 37" TC (circumference or 12" diameter) from any property that does not require a Building Permit is required to obtain a Tree Removal Permit (TRP).
- Removal of trees 37" TC (12" diameter) and larger requires a Standard/ Heritage Tree Removal Permit.
- A TPP as identified in Section 4.05.006 of the zoning ordinance shall be submitted without items (3), (10, and (11) unless they are existing on the lot. The Planning Department must approve the permit prior to any tree removal.

Address of tree location: _____

Owner/Developer's Name: _____

Mailing Address: _____

Phone: _____

Date of requested removal: _____

Standard or Heritage Tree Removal

Non-Legacy or Smaller Legacy Tree Removal

_____ Present either a TPP as outlined in the Zoning Ord. Section 4.05.006 or,

_____ Plot Plan - if a property owner is constructing a residence, then a plot plan identifying any Legacy trees 37" TC or larger.

_____ A valid reason for removal of a Standard or Heritage tree submitted to the City Manager in writing.

_____ If on-site Legacy trees are to be used for mitigation for removal of Standard or Heritage trees (Section 4.06.001); identify mitigating trees on the Plan.

_____ If mitigation includes replacement trees (Section 4.06.001), include a tree replacement plan that reflects the location, circumference and placement of replacement trees. If payment shall be made in lieu of replacement trees, attach a statement of such.

The Standard or Heritage Tree Removal Permit shall not be issued until such time as a City Manager approval has been received by the Code Enforcement department and the required tree protection (Section 4.07.001), if necessary, is in place and approved by the Code Enforcement department.

The Code Enforcement department shall inspect each site for conformance with the approved Tree Preservation Plan prior to the issuance of a Certificate of Occupancy.

Signature of Applicant: _____ Date: _____ Application Accepted By: _____

Reason for removal of the Standard or Heritage tree:

- Prevents reasonable access to the property; or
- Prevents a reasonable use of the property; or
- Is a hazard to life or property, and the hazard cannot reasonably be mitigated without removing the tree; or
- Is dying or dead;
- The restoration to sound condition is not practicable; or
- Disease may be transmitted to other trees and endanger their health; or

For a tree located on public property or a public street or easement:

- Prevents the opening of necessary vehicular traffic lanes in a street or alley; or
- Prevents the construction of utility or drainage facilities that may not feasibly be rerouted.

Note for Non-Legacy or Smaller Legacy Trees:

1. The TPP (Section 4.05.006) shall be prepared without items (3), (10), and (11) unless they are existing on the lot.
2. The property shall be inspected by either a representative of the Planning Department or the Code Enforcement department. After said inspection the Tree Removal Permit shall be issued if the trees marked on the site correspond to the submitted on the TRP at which time the appropriate trees can be removed.

The removal of trees that are dead or dying (as identified by an arborist or landscape architect) and cannot practicably be restored to sound condition do not require a Tree Removal Permit. Platted residentially zoned lots of ½ acre or smaller are not required to apply for a permit.

Code Enforcement Phone: 830-248-1529 Fax 830-249-7202

Legacy Tree: The following species of trees. Cottonwood, Sycamore, and all species of Cypress, Elm, Maple and Oak (with the exception of all varieties of red oaks), Pecan and Texas Ash.

Heritage Tree: A Legacy tree species that has a trunk circumference (TC) larger than 75 inches. (24"+ diameter or larger)

Standard Tree: A Legacy tree species that has a trunk circumference between 37 and 75 inches. (12" – 24" diameter).

Tree Preservation Plan (TPP): A map or site plan which illustrates the general layout of proposed buildings, structures, driveways and on-site areas on a lot or tract of land, along with the design of landscaped areas, including detail of the location, species and trunk circumference (TC) of all Legacy trees which are to be retained or removed, and trees which are to be planted as replacement trees and trees which are to be retained for mitigation purposes.

Tree Removal Permit (TRP): A Permit required prior to the selective removal of Legacy trees that are not Standard or Heritage trees from any real property that does not require a Building Permit as described in Article 4, Section 6.

Trunk Circumference (TC): The perimeter measurement, in inches, of a tree trunk taken at 4 ½ feet from ground level

City of Boerne Permit Fees

New Residential Construction/Additions 1-2 family dwelling.....	\$.23 per sq. foot
New Commercial Construction/Addition	\$.50/sq. ft. for the 1st 5,000 sq ft, then \$.11/sq ft for remainder of square footage over 5,000.
Plan Review Fee	1/2 the (rounded) building permit fee
Remodel, Residential./roof/repair 1-2 family dwelling ..	\$25.00 plus \$3 per \$1000 in construction value
Remodel, Commercial./roof/repair	\$35.00 plus \$5 per \$1000 in construction value
Sheds	see Remodel
Fence or Wall	\$20.00
Moving	\$75.00
Demolition 1-2 family dwelling	\$25.00
Demolition (other)	\$50.00
Swimming Pool	\$25.00 plus \$3.50 per \$1000 in construction value
ELECTRICAL PERMIT APPLICATION FEE – Residential	\$25.00
ELECTRICAL PERMIT APPLICATION FEE – Commercial	\$35.00 per floor
Furnaces / A/C units / panel replacement.....	\$4.50 each
A/C units.....	\$4.50 each
Meter loop/temp meter / motors.....	\$6.50 each
Service.....	\$12.50
Outlets / fixtures/ receptacles /switches/ lights.....	\$.80 each
Appliances/garage door/ exhaust fans/.....	\$2.00 each
Cell/ant tower.....	\$20.50 each
PLUMBING & GAS PERMIT APPLICATION FEE – Residential	\$25.00
PLUMBING & GAS PERMIT APPLICATION FEE – Commercial	\$35.00 per floor
House sewer (per 100 ft).....	\$8.00 each
Gas piping first four outlets.....	\$8.00
Additional gas outlets.....	\$3.50 each
Fixtures/outlets/water heater/garbage disposal/water softener.....	\$3.50 each
Hg Gas Test Permit fee	\$8.00 each
Grease trap permit fee	\$20.00
Water piping (new / repair) (per 100 ft)	\$8.00 each
Irrigation system / fire sprinkler heads	\$1.25 per head
Vacuum breakers/ backflow preventer.....	\$3.50 each
Floor / mop sink / fountain.....	\$3.50 each
HVAC PERMIT APPLICATION FEE (MECHANICAL) – Residential	\$25.00
HVAC PERMIT APPLICATION FEE (MECHANICAL) – Commercial	\$35.00 per floor
Heating/AC.....	\$22.50 per unit
Refrigeration (commercial)/other.....	\$29.50 per unit
Local vent & duct outlets	\$1.50 each
SIGN PERMIT APPLICATION FEE	\$25.00
Commercial Advertising sign.....	\$2.00 per sq ft of sign face
Banner permit, each 30 days (max. 5 per year).....	\$15.00
PREMATURE WORK WITHOUT PERMIT	Double permit fees
RE-INSPECTION FEE	\$29.00

Signature of Applicant: _____ Date: _____ Application Accepted By: _____

Code Enforcement Phone: 830-248-1529 Fax: 830-249-7202

codeenf@ci.boerne.tx.us