

TERRELL HILLS BUILDING PERMITS

REQUIRED PERMITTING

Most construction projects including demolition, remodeling, major repair, and additions require a permit **BEFORE** starting work. Starting work before obtaining required permits is a violation of City Ordinances and citations may be issued.

ZONING AND SETBACK REQUIREMENTS

All projects must meet the City Zoning Ordinance requirements. The Architect or Designer should verify that they are familiar with Terrell Hills Setbacks for compliance.

CONTRACTOR QUALIFICATIONS

The City requires the contractor to have either a State or City of San Antonio license to perform construction, electrical, mechanical or plumbing work within the City of Terrell Hills.

PERMITS ARE ONLY ISSUED ON TUESDAYS AND THURSDAYS BETWEEN THE HOURS OF 8:00 A.M. AND 12 NOON.

No Permit can be issued until appropriate plans and completed applications are submitted.
NOTE: Plan reviews usually take about 1 week

PLANS

Plans must include a plat of the property and Engineered foundation plans for additions and new construction.

No construction or landscaping may occur in the City Rights-of-Way without written authorization from the City. A detailed set of plans for any landscaping in the City Rights-of-Way must be submitted for consideration. Adherence to all plans is required.

OTHER CITY CODE REQUIREMENTS

Construction hours are limited to 7:00 a.m. to 6:00 p.m. weekdays. **NO CONSTRUCTION ON WEEKENDS, OR EVENINGS.**

SIGNAGE

NO COMPANY OR ADVERTISING SIGNS ARE PERMITTED.

Nuisances are prohibited and include: Stockpiling materials, placing dumpsters or portable restroom facilities within view of the public. **No un-attached trailers will be permitted on the street at any time.**

VIOLATIONS

Violations can result in citations and fines in Municipal Court.

CALLS FOR INSPECTION

CALLS FOR INSPECTION MUST BE MADE A MINIMUM OF 24 HRS. IN ADVANCE TO THE CITY HALL AT 824-7401.

We will usually conduct the Inspection on the next regular business day.
It is the Contractor's responsibility to arrange access to the site.

If a meeting is desired or required with City Staff concerning a project, an appointment must be arraigned in advance. This is the only way we can insure that the appropriate personnel will be available.

INQUIRIES CONCERNING PERMITS OR INSPECTIONS SHOULD BE DIRECTED TO:

**FIRE CHIEF C. STUTES or,
BUILDING INSPECTOR CAPT. GARY HUNTER**

at (210) 824-7401