



P.O. Box 369 (Mail)
 303 E. Pecan Dr. (Physical)
 Johnson City, TX 78636
 830.868.7111 (Phone)
 830.868.7718 (Fax)

Commercial Building Permit Application

Please visit <https://www.johnsoncitytx.org/departments/permits/> for additional information on the Building Official, building codes, and plan review & inspection requirements.

Project Name: _____ Valuation: \$ _____
 Project Address: _____ Zoning: _____
 Lot: _____ Block: _____ Subdivision: _____ Square Foot: _____

Project Description: New Addition Remodel Finish Out Plumbing
 Mechanical Electrical Sign Fence Accessory Structure
 Irrigation Swimming Pool Other

Scope of Work: _____

Is this property in the floodplain? No Yes If yes, provide floodplain certificate or application.

Owner Name: _____ Project Contact (if different): _____
 Owner Address: _____ City, State, Zip Code: _____
 Phone Number: _____ Email Address: _____

Engineer:	Contact Person:	Phone Number:	Email / License No:
Architect:	Contact Person:	Phone Number:	Email / License No:
General Contractor:	Contact Person:	Phone Number:	Email / License No:
Mechanical Contractor:	Contact Person:	Phone Number:	Email / License No:
Plumbing Contractor:	Contact Person:	Phone Number:	Email / License No:
Electrical Contractor:	Contact Person:	Phone Number:	Email / License No:
TPO Energy Provider:	Contact Person:	Phone Number:	Email / License No:

A permit becomes null and void if work is not commenced within 365 days. All permits require final inspection. A final inspection and/or 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 laws regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

Building Permit Fee: _____ Plan Review Fee: _____ Water Fees: _____ Sewer Fees: _____

Meter Deposit Fee: _____ Total Fees: _____ Receipt No.: _____ Issued Date: _____ Issued By: _____

Permit No. _____



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Site Development Permit Application

Please visit <https://www.johnsoncitytx.org/departments/permits/> for additional information on plan review requirements

New Submittal Revision #1 Revision #2 Revision #3 Revision

For City Use Only	<u>1st Return Date</u>	<u>2nd Return Date</u>	<u>3rd Return Date</u>	<u>4th Return Date</u>	<u>5th Return Date</u>
	<u>Fee Amount (\$)</u>				

Project Name:	
Project Address and/or Legal Description:	

Please use this checklist to provide all items required for the City review. All the required items must be submitted electronically together in one (1) complete package before it is accepted for review. The City will NOT accept incomplete submittals (including all required fees paid in full), and in case of failure, all items will be returned to the applicant.

I understand that an incomplete submittal package will delay my review and permit approval.

Applicant Name:		
Applicant Signature:		Date:

Documents Required		Applicant Please Check if Provided	For City's Use Only Provided?
General	Traffic Impact Analysis (TIA)/Traffic count calculations	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	Signed and sealed plan set (Refer to minimum plan set requirements checklist)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	TxDOT or County driveway/street connection approvals if applicable	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	Engineer's Drainage/SWM Technical Letter	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	Water/WW Capacity Request	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	Fire Code Review Submittal	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	Tree Removal Permit Application if applicable	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	Floodplain Development Permit Application if applicable	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION: I, as owner of the property hereinafter referenced, do hereby execute this document, and acknowledge the above statements to be true and accurate to the best of knowledge. I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City. I authorize my duly authorized agent to coordinate with the City and its representatives to enter the property at reasonable times for the purposes of inspecting and monitoring the project according to the adopted codes of the City. This authorized agent is hereby given authority from me to consent to City inspections on my behalf.

Owner's Name: _____

Owner's Signature: _____ Date: _____

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Plan Set Checklist/Site Developments

Please visit <https://www.johnsoncitytx.org/departments/permits/>
 for additional information on plan review requirements

Minimum Plan Set Requirements <i>*Plan sheets must be signed and sealed by a registered Professional Engineer*</i>		Applicant Please Check if Provided	For City's Use Only Provided?
Plan Set	-Cover sheet with signature blocks	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	- Standard Notes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	-Recorded Plat	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	-Existing conditions/Survey (including trees)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	-An erosion and sediment control plan	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	-A dimensioned site plan	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	-Grading plan	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	-Engineered driveway approach plans	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	-Drainage plan	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	-Storm water management plan	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	-Utility plan	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	-Lighting Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	-Landscape/Tree Preservation Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	-Construction details	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

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SITE DEVELOPMENT PLAN SET GUIDELINES

This document is intended to provide a general guideline. Due to the unique circumstances of different projects, additional information may be required by the City.

At a minimum, the plan set shall include the following:

A. Cover sheet:

1. The title of the subdivision/project.
2. The address of the site.
3. A location map.
4. The date.
5. The legal description of the property.
6. Existing and proposed zoning of the property.
7. An index with sequencing of all sheets.
8. A revision/correction block.
9. The name, address, phone number and fax number of the owner.
10. The name, phone number and fax number of the owner's representatives responsible for plan alterations.
11. The Engineer's Responsibility note.
12. The Engineer's certification.
13. The Owner's certification.
14. The name of the watershed in which the site is located.
15. A floodplain note.
16. TxDOT and Blanco County permit numbers (if applicable).
17. The description and date of variances and/or waivers granted by the City of Johnson City.
18. A line for the Site Development/Small Project permit number.
19. Signature blocks for Code Official, City Engineer, Fire Reviewer (Bureau Veritas), and Blanco County (if applicable).

B. Standard Notes:

1. The City's general notes.
2. Any required Fire Code and Utility notes.

C. Recorded Plat

D. Existing Conditions/Survey:

1. The surveyor's certification.
2. The benchmark to mean sea level (MSL).
3. The bearings/distances on property lines.
4. The site acreage.
5. The road names with pavement width and R.O.W.
6. The current zoning for the site and all adjacent sites.
7. One-foot contours, a minimum of 50-feet beyond all site boundaries.
8. All drainage features, culverts, storm sewers, etc. on or within 50-feet of all site boundaries, with size, grades and flow line elevations.
9. The delineation of each waterway.



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10. The delineation of any Buffer Zones.
11. The limits of the 100-year floodplain, based on existing channel conditions, of all creeks and major drainage channels prior to any alteration of land assuming fully developed watershed condition.
12. The location of all Critical Environmental Features.
13. The location of all hardwood trees 6-inches and larger in diameter and Texas Madrones of any size. Provide a tree table listing the tree number, species and size and designate which trees are to remain and which are proposed for removal.
14. The location of existing sidewalks, fences, driveways, buildings (including overhangs), access roads, septic tanks and fields, etc.
15. All existing utilities.
16. All existing driveways on both sides of the street(s) on which the project abuts, for a distance of 150-feet from the project in each direction.
17. The location and dimensions of all easements and setbacks as outlined in the subdivision plats and by separate instrument, deed restrictions and this ordinance.

E. Erosion and Sediment Control/Tree Protection:

1. All proposed site improvements as shown on the site plan (without text).
2. Existing and proposed contours in different, legible line types.
3. All utility lines (existing and proposed).
4. The limits of construction (LOC) with a note that states orange construction fencing shall be installed where the LOC is shown.
5. All proposed erosion/sedimentation controls. Include a note that states additional environmental controls may be required by the City as construction progresses.
6. A tree table (tree number, species, size and whether it is to remain or be removed).
7. All proposed tree protection. Submit a tree removal application for any hardwood tree 16-inches or greater that is proposed to be removed (approval is not guaranteed).
8. The stabilized construction entrances, showing length and width.
9. The proposed spoils area.
10. The contractor staging area.
11. All Critical Environmental Features (CEF's).
12. The limits of the current 100-year floodplain or a note that states no portion of the property is within the 100-year floodplain.

F. Site Plan:

1. The delineation of jurisdictional boundaries (city limits and ETJ).
2. Owner, acreage, zoning and legal description of adjacent properties.
3. Label adjacent street names, widths and right-of-way widths.
4. Show required building setbacks and PUE's.
5. The limits of the 100-year floodplain or a note that states none exists on site.
6. The locations of any Critical Environmental Features.
7. The limits of construction.
8. The corners of building overhangs tied to the property lines.



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9. All proposed entrances/exits to the building. Include sidewalks, accessible ramps and stairs with railing.
10. The square footage and finish floor elevations of all buildings.
11. The wastewater disposal area (if septic).
12. The detention pond.
13. Retaining walls.
14. The locations and screening details for the electrical transformer, air conditioning units and trash dumpster. These items may not encroach into the building setback.
15. Any proposed propane tank with screening.
16. The existing and proposed fire hydrants and fire lanes.
17. The location of any proposed signage.
18. Label all curb radii.
19. The driveway drains/grates.
20. The location of parking spaces (including handicapped) and loading zones. Provide a parking calculation table showing required parking and provided parking.
21. All existing and proposed easements.
22. Any required landscape buffer.
23. Location of proposed lighting.
24. Location of proposed grease traps (if any).
25. Compliance with the Americans with Disabilities Act (ADA).

G. Grading Plan:

1. All site improvements as shown on the site plan.
2. A note that states slopes greater than 2:1 shall be structurally stabilized unless otherwise approved by the City Engineer.
3. Existing and proposed contours.
4. One-foot contours and necessary spot elevations (particularly on corners of driveways, parking lots and handicap parking areas).
5. A note that states safety railing will be provided for all retaining walls/ponds with vertical elevation changes from 30-inches up to 6-feet. Any elevation difference 6-feet and greater must have a guardrail.
6. Storm sewers.
7. The inlet capacity, flow lines, top of grate, and flow rates.
8. The ponds with piping and control flow line elevations.
9. Driveway drains/grates.
10. Label all curb radii.
11. Location of all hardwood trees 6-inches and greater.
12. The limits of the 100-year floodplain or a note that states none exists on site.
13. The locations of any Critical Environmental Features.
14. Identify all proposed fill areas and all cut slopes and provide top of wall and bottom of wall elevations for all walls.
15. Compliance with the Americans with Disabilities Act (ADA).



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H. Storm Water Management Plan:

1. Off-site drainage area map.
2. An existing and proposed on-site drainage basin map.
3. Existing and proposed contours.
4. The location, size and flow line of all existing drainage structures adjacent to the project.
5. Driveway drains/grates.
6. The size in acres, C or CN, IC, I, TC, and Q for each specific drainage area.
7. Proposed storm sewer system layout showing the size, material, slope and calculations for Q, V and d for all storm sewers, channels and culverts.
8. Provide cross-sections for any open channel flow.
9. Proposed storm outfalls protection.
10. The flow rate calculations for on-site detention.
11. The wastewater disposal areas (if septic).
12. All existing and proposed easements.
13. A summary of hydrology and hydraulic calculations.
14. The existing and proposed 100-year floodplains for all waterways.

I. Detention Pond Plan:

1. A drainage area map.
2. All existing and proposed easements. Ponds may not encroach into PUE's.
3. Proposed pond location.
4. Proposed grading.
5. Location of existing trees.
6. Water surface elevations shown on all sections.
7. Access drive for maintenance.
8. Proposed rip-rap for pond outfalls.
9. A cross-section of the proposed ponds, as necessary, to depict all design features (splitter box, weirs, etc.).
10. Runoff/capture calculations.
11. A summary table of supportive calculations for hydrology, hydraulics, control outlet structures, etc.
12. Pond volume tables.
13. Label top of clean out elevations (at least one must be accessible for cleaning when the pond is full).
14. Construction details.
15. Proposed fencing (include a detail).

J. Utility Plan:

1. All site improvements as shown on the site plan.
2. Existing and proposed contours.
3. The existing and proposed utility lines for water, wastewater and electric with pipe sizes, material, grades and elevations.
4. All existing and proposed easements.



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5. The locations of all power poles and guy wires.
6. The locations of all existing and proposed meters and pedestals.
7. The existing and proposed fire hydrants.
8. If septic, show the location of wastewater disposal areas and include OSSF plans. Include approved permit from either LCRA or Blanco County.
9. The locations of backflow preventers.
10. A note stating that all on-site utility materials and work shall conform to the current plumbing code.

K. Lighting Plan:

1. All site improvements as shown on the site plan (without text).
2. The location of all existing and proposed light fixtures (may be included on site plan).
3. Specification sheets for all existing and proposed light fixtures.
4. Approximate range of illumination for each proposed light. Lighting may not cross property lines.
5. All lighting shall be hooded and project downward.
6. Proposed conduits for wiring of lights.
7. Typical details, including pole height, hooded light fixture and foot-candle emission.
8. Plan sheet must be certified.

L. Landscape Plan:

1. All site improvements as shown on the site plan (without text).
2. All disturbed areas shall be revegetated to the hard surface of the street. Provide a note that states sod or specialized turf reinforcement matting shall be required for slopes from 4:1 to 2:1. Slopes greater than 2:1 shall be structurally stabilized unless otherwise approved by the City Engineer.
3. Existing and proposed contours.
4. Existing trees and their Root Protection Zone (RPZ).
5. The location of proposed trees, shrubs and grass.
6. Preservation calculations.
7. The location of any proposed signage.
8. The location of any proposed lighting.
9. The landscape notes.
10. Installation details.
11. Plan sheet must be certified.

M. Construction Details:

1. All items of construction, including structural walls in excess of 4-feet in height.



Permit No. _____

Public Improvements Construction Procedures

Please visit <https://www.johnsoncitytx.org/departments/permits/> for additional information

Project Name:			
Project Address and/or Legal Description:			
Please use this document as a general guide on what is expected during a construction project within the City of Johnson City. This document is not meant to be used as the sole source of information nor is meant to be a complete list of all requirements. Any questions regarding applicable requirements should be directed to the Chief Administrative Officer (CAO), Rick A. Schroder (rschroder@johnsoncitytx.org)			
Developer Name:		Email:	Phone:
Engineer of Record (EOR) Name:		Email:	Phone:
Contractor Name:		Email:	Phone:
Requirements		Date Provided/ Completed	Notes
Project Commencement	Approved Plans and Permits <i>Any revisions must be approved by the City Engineer prior to construction .</i>		
	Environmental/Erosion Controls <i>Approved SWPPP and ESCs installed.</i>		
	Submittals <i>Submittals for materials proposed for construction, approved by EOR and City Engineer.</i>		
	Construction Staking <i>Floodplain boundary shall be staked and inspected if applicable</i>		
	Pre-construction meeting scheduled through the CAO		
Inspections <i>The City shall be notified of all inspections/testing scheduled by the contractor 48 hrs. in advance</i>	Water and Wastewater <i>Water and Wastewater testing shall be performed by the Developer's Contractor and observed by the City's Public Works Department (PWD) the City's Field Engineer (FE). Developers shall notify the City's CAO for scheduling.</i>		Date Provided/ Completed
	- Water line pressure test		
	- Thrust blocking and restraint		
	- Disinfection testing		
	- Fire hydrant testing		
	- Manhole vacuum test		
	- Wastewater line mandrel test <i>At least 30 days after completion of pipe installation and backfill</i>		
	- Wastewater line low pressure tests		
	Street and Drainage <i>CMT must follow all requirements of the developer's EOR and the geotechnical engineering sub-consultant. CMT shall be performed by the geotechnical engineering sub-consultants firm. If another firm is used, then must be previously approved by the developer's EOR and the FE. The following items are considered typical minimum requirements.</i>		Date Provided/ Completed
	- Fill densities		
	- Utility backfill densities for all road crossings		
	- Sub-grade gradations and densities		
	- Sub-grade proof-rolling		
	- Base course densities		
	- Form and rebar		
	- Concrete (PCC or HMAC) sampling and testing		
	Regular Inspections <i>These inspections shall be performed as determined by the PWD and the City's FE</i>		Dates Provided/ Completed
	- Environmental/Erosion Controls		
- Grading			
- Drainage & Detention			
- Roadways			
- Other			

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Public Improvements Construction Procedures

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Requirements		Date Provided/ Completed	Notes
Project Completion	- Site re-vegetation		
	- Lots pinned by surveyor <i>Prior to final walkthrough</i>		
	- Punch-list walkthrough with EOR, FE and PWD		
	- EOR Concurrence Letter		
	- As-Built plans		
	- All CMT reports		
	- Maintenance bond		