



City of Balcones Heights  
 3300 Hillcrest Drive  
 Balcones Heights, TX 78201  
 210-957-3547  
 Email: inspections@bhtx.gov

**PERMIT APPLICATION**

**THIS IS NOT A PERMIT- WORK IS PROHIBITED UNTIL A PERMIT IS ISSUED**

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

USE OF PROPERTY:  Residential  Commercial  Multi- Family Project Type: \_\_\_\_\_

<b>Address Where Work Will Be Performed</b> _____	
Property Owner Name _____ <small>(Homeowner Name <u>or</u> Business Name)</small>	
Owner Address _____	Zoning: _____
<small>(If different from address above - No PO Boxes)</small>	
Owner Telephone(s) _____	Email: _____
<b>Property in Floodplain</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Asbestos Survey Required on Commercial Project</b> _____ <small style="text-align: right;">Initial Required</small>	
<b>Does project include Work in the Right-of-Way</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>General Contractor</b> _____ <small>(If Applicable) (GC Business name <b>and</b> Business Owner name)</small>	
GC Address _____	Email _____
<small>Street (no PO Boxes) City Zip</small>	
GC Office Phone # _____	GC Cell _____
<b>Sub Contractor</b> _____ <small>(Contractor Business name <b>and</b> Business Owner name)</small>	
Sub Contractor Address _____	
<small>Street (no PO Boxes) City Zip</small>	
Sub-Contractor Office Phone # _____	Contractor Cell _____
Email _____	Super Name/Cell _____
Trade State License No. _____	License Expiration _____
<b>Name of Person requesting permit</b> _____ <small>(Type or Print Legibly)</small>	

**TOTAL MARKET VALUE OF THE PROJECT** \$ \_\_\_\_\_  
(Dollar amount required)

**Description of Work to Be Performed Under this Permit:**

Use extra sheets and/or attach plats, surveys, plans, specifications, asbestos survey and related information and graphics.

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Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

Required sealed plans and specifications must be provided electronically. Paper plans no longer accepted. Each trade must apply for a trade specific permit in addition to the general contractor's permit. The city has adopted the 2021 International Codes and the 2022 National Electric Code in their entirety.

Email permits to [inspections@bhtx.gov](mailto:inspections@bhtx.gov), mail to address above, or drop off in-person.

Request inspections at [inspections@bhtx.gov](mailto:inspections@bhtx.gov) or call **(210) 957-3547**.

Inspection requests must be received **prior to 3 p.m.** for inspection the following business day.

**Incomplete applications will not be accepted.**