

The City of Universal City, Texas

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DEVELOPMENT SERVICES PACKAGE

Dear Customer/Developer:

This document is intended to provide homeowners, developers, builders, contractors, architects and engineers information relative to development of property in Universal City. The following includes city regulations and requirements for application of building permits and plan review. Customer service hours in the Development Services Department are Monday - Friday, 8:00 am to 5:00 pm., except for each Tuesday when the Department closes at 4:30 pm for staff development.

Construction codes, state law, and city ordinance has been adopted and apply to construction within Universal City. They provide the **minimum** requirements to safe guard life, health, public welfare and public property as they relate to these safe guards by regulating and controlling the design, certification, construction, alteration, modification, repair, equipment use, occupancy, location, maintenance, removal and demolition of all buildings, structures or appurtenances thereto. Codes adopted are as follows:

1. Building Code: International Building Code, 2015 with amendments, Appendices E, F and I
2. Residential Code: International Residential Code 2015 with amendments, Appendices A thru D, G, H, K, N, P and Q
3. Mechanical Code: International Mechanical Code 2015 with amendments, Appendix A
4. Plumbing Code: International Plumbing Code 2015 with amendments, Appendices D thru G
5. Gas Code: International Fuel Gas Code 2015 with amendments, Appendices A thru D
6. Electrical Code: National Electric Code 2014 with amendments, Appendices A thru F
8. Fire Code: International Fire Code 2015 with amendments, Appendices B, C, and I.
National Fire Protection Assoc. Life Safety Code 101 (NFPA 101)
9. Energy Code: International Energy Conservation Code 2015 with Amendments
11. Property Maintenance International Property Maintenance Code 2015 with amendments, Appendix A
12. International Swimming Pool And Spa Code
13. Health: Texas Food Establishment Regulations
City Ordinance regulating Health Standards
12. Zoning: Ordinance 581 (For properties platted prior to 1/22/2007)

and currently under construction, contact the Development Services Department)

- 13. Development Code Ordinance 559
- 14. Flood Control: City Ordinance 70 and amendments thereto; Ordinance 363
- 15. Texas Engineering Practice Act.
- 16. Texas Clean Air Act.
- 17. San Antonio River Authority, Waste Water Disposal
- 18. Cibolo Creek Municipal Authority, Waste Water Disposal
- 19. Texas Department of Highways and Public Transportation
- 20. Waste Management (210) 648-6006

CONTRACTOR LICENSE/BONDING REQUIREMENTS:

All contractors are required to be licensed, registered, insured and/or bonded with the City of Universal City. The bond must be current and shall remain on file with the Development Services Department for the duration of the license and prior to the issuance of any construction permits.

A.	<u>Electrical</u>	<u>City Registration Fee:</u>
	Master Electrician	\$ 0.00 (initial) \$ 0.00 (renewal)
	Journeyman Electrician	\$ 0.00
	Electrical Sign Contractor	\$ 0.00 (initial) \$ 0.00 (renewal)
	Residential Wireman	\$ 0.00
	Apprentice	\$ 0.00

All electricians must provide a copy of their State issued license and a copy of their driver's license. A copy of said license is required to be accompanied by a Certificate of Insurance with a minimum of \$300,000 general liability issued to the City of Universal City.

<u>Electrical Sign Contractors</u>	<u>City Registration Fee:</u>
	\$ 0.00 (initial) \$ 0.00 (renewal)

Electrical Sign Contractors shall be licensed with the State of Texas and registered with the City and also be licensed as a Master Electrician with Universal City. Electrical Sign Contractors shall provide a bond in the amount of \$5,000.00 issued to the City of Universal City and a certificate of insurance. Bond forms for initial submission of the bond and for annual bond renewals shall be on the attached forms provided by the City.

- B. **Plumbing** City Registration Fee:
\$ No annual

Plumbing licenses are required through the State of Texas and registered with the City. A copy of said license is required to be accompanied by a Certificate of Insurance with a minimum of \$300,000 general liability issued to the City of Universal City. Initial submission of the bond and all annual renewals shall be on city provided form(s) (attached).

- C. **Mechanical** City Registration Fee:
\$ No annual

Mechanical licenses are required through the State of Texas and registered with the City. A copy of said license is required accompanied by a Certificate of Insurance with a minimum of \$300,000 general liability issued to the City of Universal City.

- D. **General Contractors** City Registration Fee:
\$150.00 initial
\$100.00 renewal

General Contractors are required to obtain a license to perform any type of new construction work on commercial or residential property; and to perform any repair or remodel work on commercial property. A general contractor's license is \$150.00 for initial application with a bond required in the amount of \$5,000.00 issued to the City of Universal City. Initial submission of the bond and all annual renewals shall be on city provided form(s) (attached).

- E. **Home Improvement Contractors** City Registration Fee:
\$ 150.00 initial
\$ 100.00 renewal

Home Improvement Contractors are required to obtain a license to perform any type of construction on residential property. A home improvement contractor's license is \$150.00 for initial application with a bond required in the amount of \$5,000.00 issued to the City of Universal City. Initial submission of the bond and all annual renewals shall be on city provided form(s) (attached).

- F. **Lawn Irrigators** City Registration Fee:
\$ No annual

Lawn Irrigators Licenses are required through the State of Texas and registered with the City. A copy of said license is required accompanied by a bond in the amount of \$5,000.00 payable to the City of Universal City. Initial submission of the bond and all annual renewals shall be on city provided form(s) that are attached at the end of this information packet.

- G. **Sign Maintenance Contractors** City Registration Fee:
\$ 150.00 initial

\$ 100.00 renewal

Sign Contractors shall be licensed with the State of Texas and registered with the City. Sign contractors shall submit proof of state licensing and provide a bond in the amount of \$5,000.00 with Universal City shown as the holder **and** provide a certificate of insurance with the minimum coverage required by Sign Ordinance 352. Initial submission of the bond and all annual renewals shall be on city provided form(s) that are attached at the end of this information packet.

H. **Utility Contractor** City Registration Fee:
\$ 50.00 annual

Utility Contractor shall provide a copy of a Bexar Metro or San Antonio Water System license and register with the City. A copy of said license is required accompanied by a Certificate of Insurance carrying the minimum State level and issued to the City of Universal City.

I. **Fire Alarm** City Registration Fee:
\$ No annual

Fire Alarm licenses are required through the State of Texas and registered with the City. A copy of said license is required accompanied by a Certificate of Insurance carrying the minimum State level and issued to the City of Universal City.

J. **Fire Sprinkler** City Registration Fee:
\$ No annual

Fire Sprinkler licenses are required through the State of Texas and registered with the City. A copy of said license is required accompanied by a Certificate of Insurance carrying the minimum State level and issued to the City of Universal City.

Note: Failure to obtain license/bond is a \$200.00 per day fine. Registration/license fees can be found in entirety in Ordinance No. 361 – 2006.

PERMIT REQUIREMENTS:

Permits are required for all of the following prior to commencing work:

1. Structural
2. Plumbing – including excavation and/or trenching of water, sewer and/or gas service systems; water heaters and water softener systems.
3. Electrical
4. Mechanical
5. Fire suppression sprinklers and stand pipes
6. Lawn irrigation systems – including installation and/or replacement of double check valves, backflow prevention assemblies, pressure reduction valves, etc.
7. Swimming pools, above and in ground type; and spas
8. Fences – new installation and/or replacement

9. Signs
10. Paving
11. Construction trailer office
12. Accessory buildings – includes storage sheds, greenhouses, gazebos, bath/pool houses
13. Decks
14. Gas Tanks – installation and /or removal
15. Curb cuts
16. Street cuts
17. Fire Hydrants
18. Flood Plain Construction or Modifications
19. Flatwork (concrete) includes free standing slabs, patios, sidewalks and/or driveways
20. Patio covers and enclosures including sunrooms
21. Roofing – installation and or replacement
22. Siding, soffit, fascia
23. Brick/Masonry Mail Boxes
24. Moving
25. Tents

For any permits not specifically listed above, please contact the Department of Development Services at (210) 659-0333.

FUNCTIONS AND RESPONSIBILITIES OF CITY DEPARTMENTS:

A. Fire Department

1. Fire sprinklers and standpipes
2. Fire hydrant locations and flow tests
3. Fire lanes
4. Fire alarm systems
5. Fire inspections
6. Enforcement of Fire Prevention Code
7. Plan Review

B. Development Services Department

1. Construction Plan and Development Review Process
2. Standards and specifications for streets and alleys, drainage, flatwork requirements.
3. Construction/Building inspections
4. Flood Plain Administration
5. Subdivision Plat Requirements and Processing
6. Zone Change Requirements and Application Processing
7. Conditional Use Requirements and Application Processing
8. Variance Requirements and Application Processing
9. Enforcement of Adopted Building Codes, Zoning Ordinance, Sign Ordinance, Adult Entertainment Ordinance, and Subdivision Ordinance
10. Building Permit Requirements
11. Contractor's License Requirements
12. Certificate of Occupancy Requirements and Application Processing

13. Health/Sanitation Inspections
14. Food and Beverage Establishment Application Processing
15. Storm Water Enforcement
16. Economic development projects and programs
17. Development of Northlake Business Park
18. Retail market analysis
19. Demographics

C. Public Works Department

1. Street and Alley Maintenance
2. Water and Sewer Distribution
3. Street Signs
4. Utility Easements
5. Drainage Requirements
6. Utility Locates for Construction
7. Inspections

D. Utilities Administration Department

1. Collection of Water and Sewer Service Connections
2. Installation of Water Meters
3. Fire Hydrant Permits
4. Fire Hydrant Metering
5. Garbage Collection Fees
6. Trash, Brush and Recycling Collection Services

E. City Clerk

1. City Council Information
2. Alcoholic Beverage Licenses and Permits
3. Coin Operated Machine Licenses
4. Taxi Cab Licenses
5. Election Information
6. Open Records Requests

COOPERATIVE AGENCIES:

The following agencies are listed for your information and for related services that may be necessary for your construction project.

1. City Public Service Energy (CPSE) Electric and Gas Service, (210) 353-2000.
2. Centerpoint Energy Entex, Gas Service, (800) 752-8036
3. Time Warner Cable, (210) 244-0500
4. San Antonio River Authority (SARA), Waste Water, (210) 227-1373
5. Cibolo Creek Municipal Authority (CCMA), Waste Water, (210) 658-6241
6. Southern Bell/AT&T, (877) 213-1057
7. Texas Department of Transportation, (210) 633-1417

PERMIT APPLICATION REQUIREMENTS:

A. Residential Development:

1. Complete Permit Application
2. Two complete sets of construction plans to include:
 - a) Full dimensioned site plan
 - b) Required sidewalks, curb cut and driveway locations
 - c) MEP Plans
 - d) Engineer Sealed Foundation Plan
 - e) Roof Truss Plan
 - h) Res Check Report
4. Flood Plain Certificate, if located within a flood plain or special flood hazard area
5. Application for accessory permits to include a pool, fence, irrigation system, storage shed, construction trailer, green house, gazebos, etc.

B. Multi Family and Commercial:

1. Complete Permit Application
2. Three complete sets of construction plans to include:
 - a) Full Dimensioned Site Plan
 - b) Parking Plan
 - c) Engineer Sealed Foundation Plan
 - d) Engineer Sealed MEP Plans
 - e) Architectural Sealed Design Plans
 - f) Civil Drawings, if applicable
 - g) Roof Truss Plan
 - h) Fire Sprinkler/Alarm Plan, if applicable
 - i) Landscape Plan, if applicable
 - j) Irrigation Plan, if applicable
 - k) Comm Check Report
 - l) TDLR Project Number for Projects that exceed \$50,000
 - m) Asbestos Survey for all Demolition work, if applicable
 - n) Plan Review Fee
3. Flood Plain Certificate, if located within a flood plain or special flood hazard area.

PERMIT FEES:

Refer to City Ordinance 361 – 2006 for fee schedule.

PLAN REVIEW PROCESS AND PERMIT ISSUANCE:

Residential Plan Review – 14 – 21 business days
Commercial Plan Review – 21 – 45 business days

Plans are reviewed by staff every Wednesday afternoon. Staff includes Development Services, Fire, Public Works and Police if applicable. Upon completion of plan review, you will be informed of the plan review status. If plans are approved you will be informed of procedures for permit issuance. If corrections are necessary, a set of

plans will be returned to you specifying those corrections and the process for resubmittal.

Permits cannot be processed until all contractors are registered with the city. Permit fees are collected at the time of permit issuance. Approved plans shall be available on site during the construction project along with a copy of the approved permit.

A permit is authorization to proceed with work and shall not be construed as authority to violate, cancel, alter or disregard any of the provisions of the codes and ordinances of the City. Plan changes shall be approved by staff prior to modification of the project. Issuance of a permit shall not prevent the building official or any other reviewing official of the City from requiring at any time a correction of errors in the plans or during construction.

INSPECTION REQUIREMENTS:

Inspections must be requested with a 24 hour notice and scheduled through the automated inspection line at (210) 659-0333, Ext 444. Emergency inspections or situations where inspections are required in order to restore lost or abandoned service will be given first priority at the discretion of the department.

For new construction projects, the general contractor shall request all inspections including sub-trade inspections to insure that the work being inspected is complete and make an effort to group inspections as recommended by the list below. For all other types of construction sub contractors may request their respective inspections.

When requesting an inspection, the following information is required:

- 1) Project address
- 2) Type of inspection needed
- 3) Contractor name
- 4) Permit number

If you do not have a permit number or an address, your inspection cannot be scheduled.

The following are inspections required by the City of Universal City. The number and order of inspections may vary based on the extent and type of project.

Foundation & Site Inspections:

Setbacks
Construction Loop
Excavation-Forms-Reinforcing
Soil Pipe In or Under Slab
Copper Pipe In or Under Slab
Underground Electric

Rough Inspections:

Finish Wiring
Brick Lug/Lathe

Rough Plumbing
Heating & Air Conditioning
Water Line
Gas Service
Sewer Line
Top Out Plumbing
Rough Electric Wiring
Framing
Poly Seal
Insulation

Final Inspections:

Plumbing
Heating
Electrical
Driveways-Sidewalks, Etc.
Building Certificate of Occupancy

No building shall be occupied nor any change made in occupancy, nor shall any inventory occupy any building other than standard fixtures until after the building official and fire marshal have issued an approved certificate of occupancy. Where occupancy is pending any food/beverage establishment, authorization shall include inspection by the health officer.

For additional information or questions regarding the information provided herein, please contact the Development Services Staff at (210) 659-0333.

Kim Turner, Development Services Director, Extension 720
Linda Iglehart, Permits/Administration, Extension 723
Jacob Jenkins, Code Enforcement Officer, Extension 725
Jaclyn Redmon, Building Official, Extension 724
Wes Keller, Storm Water/GIS Analyst, Extension 722
Anabell Maldonado, Health Official, Extension 727

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