



**CITY OF SELMA, TEXAS**  
**Permit Application Guidelines:**  
**Residential**

*Changes from previous revision are in italics or struck through*

**EEPOL-9 Rev. Y120126**

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Selma, Texas, located in Bexar, Comal, and Guadalupe Counties

Responsible party:	Larry Verner, P.E. Staff Engineer	Ph. (210) 651-7828 <a href="mailto:lverner@ci.selma.tx.us">lverner@ci.selma.tx.us</a>
City Administrator:	Ken Roberts, CPM	
Revision: Original Issue	Date: 11/02/07	By: L. Verner
Revision: Y120126	Date: 01/26/12	By: L. Verner

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The Permits and Inspections Department welcomes you to the City of Selma. The following information is provided to you for guidance through the permitting process.

The Permits and Inspections office is located at the Selma Municipal Offices, 9375 Corporate Drive, Selma, Texas 78154.

Permit fee information is provided at the end of this guideline.

For additional information that may not be found in this guideline, contact Traci McDonald at telephone number (210) 651-7827.

This guideline will be updated as needed. The guideline that is in effect at the time your permit is pulled will be the applicable revision of the guideline.

Permit Applications are available at Selma City Hall, 9374 Corporate Drive, Selma, Texas 78154, or the city's website at [www.ci.selma.tx.us](http://www.ci.selma.tx.us). The following Information is required to be completed on the application:

- **Contact Information**

- Job Site Address
- Legal Description
- Owner (Address, Phone)
- Contractor (Address, Phone, License No.\*)
- Architect or Designer (Address, Phone, License No.) (not required for sub-contractors)
- Engineer (Address, Phone, License No.) (not required for sub-contractors)
- Lender (Address, Phone, Branch) (not required for sub-contractors)

\* Texas requires residential contractors to be registered with the Texas Residential Construction Commission.



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- **Use of Building** (e.g. new residence, room addition, existing residence, storage shed, etc.)
  
- **Class of Work**
  - New
  - Addition
  - Alteration
  - Repair
  - Move
  - Remove
  
- **Description** (e.g. “new residential construction“, “remove old AC and install new unit“, “covered patio“, or “above ground swimming pool“)
  
- **Driveways**

Residential driveway approaches in Selma Park Estates and Live Oak Hills subdivisions require driveway permits. Plans must be submitted for review that demonstrate that drainage has been considered appropriately in the design.

- **Valuation of Work**  
House valuation (including site work, foundation, plumbing, electrical, mechanical, framing, and finish-out) must be submitted by the general contractor. The building permit fee will be based on this valuation or the minimum allowed by city ordinance, whichever is greater. Separate mechanical, plumbing, and electrical permit applications must be submitted by the subcontractors doing that work, along with the contract value of their respective work. Other permits, such as fence, swimming pool, and irrigation must be submitted with separate valuations and will have fees based on that valuation.
  
- **Plan Checking Information**. Include: size of house (total square feet of living area in plus garage and patios) and number of stories.

**In addition to the permit application, submit:**

**Complete set of plans** (One set), including (as applicable) & electronic copy (unless submitting an 11X17 set)



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- Site Plan
- Building
- Electrical
- Plumbing
- Driveway
- HVAC
- Fencing
- Landscaping
- Irrigation

**Additional plan submittal information:**

The minimum slab height above finished grade is twelve inches. For foundations with steel reinforcement, the minimum foundation beam depth is twenty four inches, the minimum beam width is twelve inches, and stirrups must be positioned sixteen inches between centers. Steel reinforced foundation designs must be sealed by a registered professional engineer. Post-tensioned foundation design must be sealed by a registered professional engineer.

Driveways may not be placed any nearer than 5' from a fire hydrant or utility pole.

Utility poles must be located at the front property corner, one foot from the property line, and at the opposite corner from any existing water meter boxes. If for some reason this is not possible, in no case may the utility pole be located any closer than ten feet from any water meter.

Selma has enacted amendments to the 2006 International Building Code. Those portions of the ordinance that affect single family residential construction, duplexes, triplexes, and quadplexes are:

903.2.10.6 Buildings over 4,000 square feet. An automatic sprinkler system shall be installed throughout all buildings with a building area over 4,000 square feet. For the purpose of this provision, fire walls shall not define separate buildings.

907.6.1 Installation. All fire alarm systems shall be installed in such a manner that a failure of any single initiating device or single open in an initiating circuit conductor will not interfere with the normal operation of other such devices. All initiating circuit conductors shall be Class "A" wired



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with a minimum of six feet separation between supply and return circuit conductors. IDC - Class "A" Style D SLC - Class "A" Style 6:  
NAC - Class "B" Style Y. The IDC from an addressable device used to monitor the status of a suppression system may be wired Class B, Style B provided the distance from the addressable device is within 10-feet of the suppression system device.

City Contractor Registration Form for registering your company with the city. At this time, no registration fee is required, although the city reserves the right to assess a registration fee in the future.

Certificate of Insurance (\$1M liability for general contractors, \$300K for subcontractors), provided by your insurance agency listing the City of Selma, 9375 Corporate Drive, Selma, Texas 78154 as the certificate holder and faxed to (210) 651-0469

Septic Design and Septic Permit, if applicable

Energy Compliance Certificate (ResCheck or equivalent) [www.energycodes.gov](http://www.energycodes.gov)

Payment of fees, including permit fees, plan check fees, and water/sewer fees. Note: The water fees for Houses built in the developed areas of Selma Park Estates and Live Oak Hills include a water acquisition fee of \$2,792.50, a City water impact fee of \$725.00, a water service connection fee of \$500.00 (if the City provides or has provided the water service connection to the main), a meter fee of \$150.00, and an application fee of \$50.00. The Sewer fees for houses having sanitary sewer system available (most of the lots in Live Oak Hills and some of the lots in Selma Park Estates) is a CCMA impact fee of \$1,800.00, a City impact fee of \$100.00, and a connection fee of \$175.00.

Additional information:

The City of Selma provides a review of plans and documents submitted with permit applications. This review process is an additional set of eyes to help assure that the design is in compliance with the applicable codes and city ordinances. The city does not take responsibility for the design being in



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compliance with the codes. The responsibility for correctness and compliance lies with the designer. If a design is found to be non-compliant after a permit is issued, it is still the responsibility of the designer to correct the deficiency in the design.

Applicable Codes:

IBC 2006	IRC 2006
IPC 2006	IMC 2006
IFC 2006	IEC 2006
IGC 2006	IECC 2006
NEC 2005	NFPA 70 2005

The City of Selma Ordinances are available at [www.municode.com](http://www.municode.com). Click "Online Library", then double click Texas on the map, then scroll down to Selma Code of Ordinances

Physical addresses are assigned by San Antonio's City Public Service at the time of application to them for electrical service.

Electrical permits are required for TML installations, but no city inspection is required for these. Contractors should contact CPS directly for meter installation and turning on the power.

All construction sites must be kept clean. Trash and other debris associated with any construction may not be allowed to migrate to other lots, properties, or rights-of-way. Dumpsters utilized for construction within Selma must be contracted through Bexar Waste. Arrangements are made through the city utilities office, (210) 651-6661 x 5.

### **Permit Fee Schedule**

Plan Check Fee: For any permit for which plans are submitted for review, a plan check fee is required. The plan check fee is 50% of the permit fee.

### **Building Construction / Contractors:**



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\$1,000 to \$50,000	\$45 for the first \$1,000.00 plus \$6.00 for each additional thousand or fraction thereof, up to and including \$50,000.00
\$50,001 to \$100,000	\$339 for the first \$50,000.00 plus \$5.00 for each additional thousand or fraction thereof, up to and including \$100,000.00
\$100,001 to \$500,000	\$589 for the first \$100,000.00 plus \$4.00 for each additional thousand or fraction thereof, up to and including \$500,000.00
\$500,001 and up	\$2189 for the first \$500,000.00 plus \$3.00 for each additional thousand or fraction thereof

**Plumbing / Mechanical / Electrical / Irrigation:**

\$ 1,000 and Less	\$70.00 Base Fee
\$1,000 to \$10,000	\$70 for the first \$1,000.00 plus \$1.25 for each additional hundred or fraction thereof, up to and including \$10,000.00
\$10,001 to \$50,000	\$182.50 for the first \$10,000.00 plus \$.85 for each additional hundred or fraction thereof, up to and including \$50,000.00

For additional information, please call the Permits & Inspections office,  
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