



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

*Additions from previous revision are in italics. Deletions are not noted.*

**EEPOL-8 Rev. Y210929**

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Responsible party: Rene Saenz, CMP, CFM  
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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 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 White Permits Clerk, at telephone number (210) 651-7827 or [twhite@ci.selma.tx.us](mailto:twhite@ci.selma.tx.us).

This guideline will be updated as needed. The guideline that is in effect at the time your permit is issued will be the applicable revision of the guideline. Additions to the previous revision are in italics. Deletions are not noted.

Permit Applications are available at the permits office, 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, as applicable:

- **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)

\* Commercial contractors are not required by the State to be licensed, but if any license (such as any city license) is held by the contractor, please submit that information.

- **Use of Building** (e.g. retail, light manufacturing, warehouse, restaurant, distribution center, etc.)



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- **Class of Work**

- New
- Addition
- Alteration
- Repair
- Move
- Remove

- **Description** (e.g. “new construction, shell and finish out“, “gray [or white] box only“, “finish out of existing suite“, “underground utilities“, etc.)

- **Valuation of Work**

Project valuation (including, but not limited to and as applicable, site work, utilities, storm water drainage, paving, foundation, framing, plumbing, electrical, mechanical, and finish-out) must be submitted by the entity requesting the building permit. The building permit fee and plan checking fee will be based on this valuation.

Projects that entail Civil Site Work (grading, public or private drainage, streets, parking lots, water, and/or sanitary sewer utilities), and may or may not include Building Construction, may submit a

- General Construction Permit Application with a valuation for the entire project.

Under the General Construction Permit, submit separate Phase permit applications for

- Site Work (includes grading, surface drainage structures, paving, landscaping, irrigation, parking lot and/or street lighting, etc.),
- Underground Utilities (includes water, sewer, and underground storm water drainage), and
- Building Construction (if more than one building, separate valuations are required).

Permits will be separately issued for each of these Phases. The valuation of each of these Phases must be provided on the Phase applications, but permit and plan review fees will not be assessed for the Phase permits, since the fee is based on the General permit application. (The total of the valuations on the Phase permits must equal the General permit valuation.)



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Separate from the Phase permits, each licensed trade contractor or subcontractor (including but not limited to underground fire line, irrigation, MEP, fire alarm, and fire sprinkler contractors) must register with the City and submit their own permit application and valuation for their portion of the work, upon which their permit fee will be based. Fire alarm and fire sprinkler permits are handled through the Selma Fire Department. Contact Mandy Spooner at (210) 651-7832 for fire alarm and fire sprinkler permit information.

Building Construction valuation may be based on the published Building Valuation Data published by the ICC, at the city's discretion.

- Plan Checking Information, including (from the currently applicable International Building Code), as applicable: Type of construction, occupancy group, size of building (total square feet), number of stories, maximum occupant load, number of dwelling units, and number of off-street parking spaces

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

**Complete set of plans**

Civil - electronic copy (PDF) of construction plans, including (as applicable)

- Site Plan
- Off-Building Signage
- Landscaping
- Irrigation
- Off-Street Parking (including calculations)
- Storm Sewer / Detention (including calculations)
- Underground Utilities
- Fencing
- Stormwater Management Design

Building - (1 electronic copy (PDF))

- Building
- Electrical
- Fire Alarm
- Plumbing
- Mechanical
- Contact Fire Department
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**Additional plan submittal information:**

All new commercial development must provide for stormwater detention whenever post-development run-off water exceeds pre-development run-off water. Note that this will almost always certainly be the case, and a hydrologic report and detention design documentation must be submitted and reviewed by the city before a permit will be issued. Design criteria for detention facilities shall generally be similar to the City of San Antonio.

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 a maximum of sixteen inches between centers. All foundation designs must be sealed by a registered professional engineer. A geotechnical report for the building site must accompany the foundation design.

Key vaults will be required for each occupant of commercial buildings. In buildings equipped with fire suppression sprinkler systems, locking caps on Fire Department Connections are required. Information about key vaults and locking FDC caps is available from the Fire Department.

Selma has adopted the 2015 International Building Code, including amendments (provided in Ordinance 041317-02), and its ancillary Codes (including the 2017 Life Safety Code), and the 2017 NEC.

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

Utility poles may not be located any closer than ten feet from any water meter.

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,



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9375 Corporate Dr, Selma, Texas 78154 as the certificate holder and faxed to (210) 651-0385.

Copy of License (if applicable). Commercial general contractors are not required to be licensed, but please submit any licenses (such as a city license) that you may have been issued.

Septic Design and Septic Permit, if applicable.

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

Lighting Compliance Certificate

TDLR Registration

HMMP/HMIS Report (Hazardous Materials Management Plan) (if applicable)

Payment of fees including plan check fees, permit fees, and water/sewer fees.

**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 requirements. The city does not take responsibility for the design being in 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 remains the responsibility of the designer to correct the deficiency in the design.

Applicable Codes:

IBC 2015	IRC 2015	IECC 2015
IFGC 2015	IMC 2015	IPMC 2015
NEC 2017	IPC 2015	IFC 2015
IEBC 2015	ISPCS 2015	NFPA-59 LP GAS CODE 2017



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and City of Selma Ordinance 041317-02-1: Amendments to the Building Code, available at the City of Selma homepage, [www.ci.selma.tx.us](http://www.ci.selma.tx.us), under “Building Permits & Inspections”

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.

Health Permits for establishments serving food and beverages are available by calling (210) 651-6661 ext 7.

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 *Republic Services*. Arrangements are made through the city utilities office, (210) 651-7807 or (210) 651-7800.

***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.*

***Site Work Permit Fees:***

**Building Construction / Contractors:**

<i>\$1,000 to \$50,000</i>	<i>\$60 for the first \$1,000.00 plus \$6.32 for each additional thousand or fraction thereof, up to and including \$50,000.00</i>
<i>\$50,001 to \$100,000</i>	<i>\$369.68 for the first \$50,000.00 plus \$5.27 for each additional thousand or fraction thereof, up to and including \$100,000.00</i>



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\$100,001 to \$500,000      *\$633.18 for the first \$100,000.00 plus \$4.22 for each additional thousand or fraction thereof, up to and including \$500,000.00*

\$500,001 and up      *\$2,243.18 for the first \$500,000.00 plus \$3.22 for each additional thousand or fraction thereof*

***Building Construction Permit Fees:***

**Building Construction / Contractors:**

\$1,000 to \$50,000      *\$60 for the first \$1,000.00 plus \$6.68 for each additional thousand or fraction thereof, up to and including \$50,000.00*

\$50,001 to \$100,000      *\$387.32 for the first \$50,000.00 plus \$5.60 for each additional thousand or fraction thereof, up to and including \$100,000.00*

\$100,001 to \$500,000      *\$667.32 for the first \$100,000.00 plus \$4.39 for each additional thousand or fraction thereof, up to and including \$500,000.00*

\$500,001 and up      *\$2,347.32 for the first \$500,000.00 plus \$3.36 for each additional thousand or fraction thereof*

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

\$ 1000 and Less      *\$71.00 base fee*

\$1,000 to \$10,000      *\$71 for the first \$1,000 plus \$1.28 for each additional hundred or fraction thereof, up to and including \$10,000.00*

\$10,001 to \$50,000      *\$186.20 for the first \$10,000.00 plus \$0.87 for each additional hundred or fraction thereof, up to and including \$50,000.00*



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<i>\$50,001 to \$100,000</i>	<i>\$534.20 for the first \$50,000.00 plus \$0.80 for each additional hundred or fraction thereof, up to and including \$100,000.00</i>
<i>\$100,001 to \$200,000</i>	<i>\$934.20 for the first \$100,000.00 plus \$0.67 for each additional hundred or fraction thereof, to and including \$200,000</i>
<i>\$200,001 to \$500,000</i>	<i>\$1,604.20 for the first \$200,000 + \$0.62 for each additional hundred or fraction thereof, to and including \$500,000</i>
<i>\$500,001 and more</i>	<i>\$3,467.20 for the first \$500,000 + \$0.56 for each hundred of fraction thereof</i>

**Other:**

*For permit fees not found here, please consult the Fee Schedule in the Selma Code of Ordinances (available at [www.municode.com](http://www.municode.com)). If the information you need is not forthcoming there, please call the Permits & Inspections office at (210) 651-7827.*