



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

EEPOL-9 Rev. Y210616

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

Responsible party: Rene Saenz, CMP, CFM  
Director of Development Services & Infrastructure  
Ph. (210) 651-7829  
rsaenz@ci.selma.tx.us

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, *Christine Morin* at 210-651-7874 [cmorin@ci.selma.tx.us](mailto:cmorin@ci.selma.tx.us)

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 the permit 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:

- 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)
- Use of Building (e.g. new residence, room addition, existing residence, storage shed, etc.)
- Class of Work



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- 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.

- **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:**

**One complete 11x17 size set of plans including (as applicable)**

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

**Additional information:**

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.

**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.



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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) 651-1086

Septic Design and Septic Permit, if applicable

Energy Compliance Certificate (ResCheck or equivalent) [www.energycodes.gov](http://www.energycodes.gov) or <http://ic3.tamu.edu/>

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 \$272.00. 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 \$1800.00*, and a connection fee of \$175.00. In addition, certain areas have a water line extension fee. A \$50.00 water application fee is due for new services, payable to the Utilities department.

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 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.

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



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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 *Republic Services*. Arrangements are made through the city utilities office, (210) 651-6661 x 5.

**Foundations**

- Each residential foundation shall be designed and sealed by a Registered Professional Engineer. The plans shall be submitted to the City along with the residential construction plans.
- The foundation plans shall have notes regarding drainage that, as a minimum, reflect the requirements of the International Residential Code.
- The Pre-Pour inspection conducted by the City shall insure that the foundation conforms to the plans at the time of inspection and is in conformance with the International Residential Code, except for final lot grading.
- Final lot grading and drainage is the responsibility of the builder and ultimately the owner.
- Stormwater drainage off of a developed property may not adversely impact adjacent property, regardless of whether the adjacent property is developed or undeveloped.
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**Applicable Codes:**



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Selma has adopted the 2015 International Residential Code, 2015 International Building Code, including amendments (provided in Ordinance 04), and its ancillary Codes (including the 2015 Life Safety Code), and the 2017 NEC.

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".

***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 \$70.00.*

***Building Construction:*** *\$ .55 x total square footage (including porches, decks, & garage)*

***Irrigation:*** *\$150.00*

***Plumbing / Mechanical/ Electrical*** *\$150.00 Multi Family Dwelling units \$100 each unit*

For additional information, please call the Permits & Inspections office, (210) 651-7874