

City of Saint Hedwig
13065 FM 1346, P.O. Box 40 Saint Hedwig, TX 78152

Dear Residential, Outbuilding, and Ag. Use Building Permit Applicant;

Enclosed is the packet for the City of Saint Hedwig's Residential Building and Outbuilding Permit Application which applies to properties located in both the Saint Hedwig City Limits and its ETJ. Please allow a minimum of 17 working days from submittal for application approval and building permit issuance.

Please take the time to read through each page before filling out the building permit application located at the back of the packet. Keep all paperwork in this packet for future reference of contact numbers for the inspection company Bureau Veritas, as well as information relating to lighting fixtures and driveways.

The first page is the current Zoning Ordinance Lot Size and Building Requirement specifications. Please understand that your structure cannot be located closer to your property line than the minimum setbacks (front, side, and rear) and your property frontage cannot be smaller than the required minimum, which is currently 100 feet. The only district currently in affect in the City Limits is the E-1R district, which requires a minimum of 5 acres per single family residence and a 100 foot frontage to the road. For more information, please refer to the St. Hedwig Zoning Ordinance adopted in September of 2003.

The second page is a list of all necessary documentation required for the application permit to be reviewed and/or approved for processing. The most important are the site plans (survey or hand drawing complete with setback measurements), floor plans, foundation plans and engineering foundation letter (if you are pouring a slab), and the electrical and/or plumbing plans (if you are placing electricity and/or plumbing in your structure). Once your application is approved for processing, Bureau Veritas will contact you directly if they require more documentation to process the application on their end.

Included in the packet are driveway requirements (St. Hedwig follows Bexar County regulations), and residential lighting fixtures allowed within the City Limits and ETJ. For more information on the lighting, please refer to the St. Hedwig Lighting Ordinance adopted in 2008.

In order for the City to process your application as quickly and efficiently as possible, you will need to fill out the application completely as well as including the necessary documents and fees when delivering the packet back to City Hall. If any of these items are not included with the original application packet, the application may be considered incomplete which will delay the City from reviewing the application for approval and/or sending it to Bureau Veritas for processing. The City will not be able to review or approve the permit application until the missing information and/or fees are provided.

Agricultural use buildings permits typically require only an administrative fee. Please call City Hall for more information.

The standard building permit fee is one (1) percent (%) of the total appraisal valuation of your structure. The valuation used to compute the building fees are taken from the Building Safety Journal Schedule of Fees and will be verified at the time you turn in your packet Please make the check out to the City of Saint Hedwig and include it in the application packet.

Thank you again for your time in completing this application and we look forward to bringing you one step closer to completing your project. Should you have any questions regarding any of these requirements or specifications, please call the Planning and Zoning Commission at City Hall (210) 667-9568.

Sincerely,

The City of Saint Hedwig