

Building & Other Permits

A building permit is required to protect the health, safety and welfare of the public. It does so by providing the means for City officials to review the project design and to inspect the construction for minimum standards as required by the adopted Building Codes and City Ordinances. A building permit is required for new construction, additions, alteration, renovations, relocations, and repairs or rehabilitation of a building or structure and requires a written drawing of some type for review to determine related permit costs. A structure includes the main building as well as accessory buildings such as a storage unit, gazebo, etc. Electrical, plumbing (even replacing that rusty old water heater) and HVAC permits may also be required. Anything tying into the water/sewer system or electrical system will require a permit.

Other permits are required for new fences, driveways, carports, storage sheds with electricity, electronic signs, roofing, swimming pools/spa, house moving, right of way, fire prevention systems as well as any general construction of a structure. The dismantling of a structure also requires a permit – a demolition permit. Any commercial dismantling will also require an asbestos survey (required by the State of Texas). Permits are valid for six (6) months with the exception of demolition permits which are valid for sixty (60) days.

All contractors and subcontractors applying for a building permit must be registered with the City. Annual registration renewal is required for continuing work. A registrant must provide proof of registration with the state (for residential construction), insurance or minimum \$1,000 bonding plus business license. During the construction process, the project will be inspected for building, plumbing, mechanical, electrical code compliance. Please call City Hall to schedule Inspections.

Zoning/Specific Use Permits relate to uses that are allowed in specific zoning districts provided they meet certain conditions set out in the ordinance.

**YOU MUST RECEIVE ALL REQUIRED PERMITS BEFORE CONSTRUCTION CAN BEGIN.
UNPERMITTED WORK WILL TRIPLE FEES & MAY HAMPER THE COMPLETION OF PROJECT.**

When is a permit not required?

- The repair of an existing fence in a residential area with approved materials and all other requirements are met.
- Roof repairs in which less than 10% of the roof area is involved.
- Cosmetic improvements such as painting, cabinets, counter-tops, tile, non-structural repairs, replacement of wall materials of any wall, or floor covering installation such as carpet, etc. under \$2,000
- Appliance installation which does not require the device to have additional electrical, gas, or plumbing services installed.
- Retaining walls less than 4 feet tall.
- Playground equipment located at a single-family dwelling.

A Certificate of Occupancy will only be issued after all approved final inspections. The Certificate of Occupancy verifies that the project meets all required building codes and local ordinances. For non-residential (commercial) facilities, a change of occupancy or ownership (including a change in tenant) requires an approved inspection and a Certificate of Occupancy be issued prior to use of the structure or building and water service turned on.

WE DO NOT ACCEPT CASH! ONLY CHECKS, CREDIT & MONEY ORDERS.