

Building Permits

When is a Permit Required?

A person, firm, or corporation shall not erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, convert, equip, use, occupy or maintain a structure or building service equipment without first obtaining a permit from the Public Works Department.

What is Required for a Permit?

Complete and submit an application to the Public Works Department in the Water Tower located at 7800 Virgil Anthony Sr. Boulevard.

New Single-Family Residential, submit the following for review:

- a) Two (2) sets of architectural plans
- b) Two (2) copies of plot plan
- c) Two (2) foundation letters from engineer (wet stamped)

Commercial:

- a) Submit two (2) sets of plans for review

Necessary documents that must be submitted for plan review vary based on the complexity and size of the project. Plans must be drawn to scale, dimensioned and of sufficient clarity to be read easily.

Some projects are required by state law to have plans that are certified by an engineer or architect registered under the laws of the State of Texas.

On all new single-family plot plans, drainage arrows must be placed to show the comprehensive drainage of that lot.

Elevation Certifications are required on all lots that show a finish floor requirement.

How Long Does it Take to Obtain a Building Permit?

The amount of time varies based on the complexity of the work, but generally you can expect the following time frames:

Residential building permits may take up to two and a half (2½) to three (3) working days.

Simple add-on or garage permits can usually be processed in one (1) to two (2) working days.

Commercial building permits for new construction and remodeling could take up to five (5) working days depending on the complexity. However, extremely large projects could take longer.