

INSPECTION DEPARTMENT
108 SECOND STREET – P.O. BOX 209
PLEASANTON, TEXAS 78064
(830) 569-3867 – S.A.LINE (830) 281-8501 – FAX (830) 569-5974

WHEN IS A BUILDING PERMIT REQUIRED?

A person, firm or corporation shall not erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, convert, demolish, equip, use, occupy or maintain a structure or building service equipment without first obtaining a permit from the Inspection Department. This regulation applies to all structures or improvements, residential, commercial or industrial, temporary or permanent.

WHO CAN OBTAIN A PERMIT?

A homeowner may obtain his own permit for improvements at his residence or other residential property he owns. Home Improvement or General Contractors, properly licensed, may also obtain permits. General Contractors must obtain permits for most commercial work.

HOW DO I OBTAIN A BUILDING PERMIT?

Complete and submit a building permit application to the Inspection Department.
(Application forms may be obtained from the Inspection Department or downloaded)

RESIDENTIAL – Submit two sets of architectural plans to include:

- Type of proposed construction.
- Type of foundation.
- Square footage of improvement.
- Elevation of improvement.
- Distance to property lines.
- Electrical, mechanical, plumbing plan, if applicable.
- Plot plan including existing structures, proposed construction, drainage plans.

SECONDARY BUILDINGS (Detached garage, greenhouse, pool house, carport, tool/storage shed) - Submit one set of plans to include:

- Type of proposed construction.
- Type of foundation.
- Square footage of improvement.
- Elevation of improvement.
- Distance to property lines.
- Electrical, mechanical, plumbing plan, if applicable.
- Plot plan including existing structures, proposed construction, drainage. (If no plot plan is available a drawing to scale will be accepted.

COMMERCIAL – Submit two sets of architectural sealed/stamped plans to include the same requirements as residential, in addition to the following:

Driveway approach/access plan.

Parking plan with handicap parking identification.

Asbestos inspection report, if applicable.

Proof of submission to Texas Department of Licensing & Regulation.

Additional information may be requested during plan review and as it may apply to the proposed project.

Plans must be drawn to scale, dimensioned and of sufficient clarity to be legible.

Some projects may require certification by a Texas licensed engineer and/or architect as determined by the Building Inspector.

HOW LONG DOES IT TAKE TO OBTAIN A BUILDING PERMIT?

The amount of time varies based on the complexity of the project.

A residential addition, enclosure or remodel can be issued within two or three working days.

Plan review for new construction;

Residential – 1 to 2 weeks.

Commercial – 1 to 2 weeks, provided review by a civil engineer is not required.

WHAT IS THE COST OF A BUILDING PERMIT?

Most permit fees are based on the rate of \$0.30 per square foot of added square footage, base permit fee \$25.00, plan check fee \$25.00 per hour.

ARE INSPECTIONS REQUIRED?

Yes.

Depending on the type and complexity of the project, there may be several inspections.

Permits are good for one year; a six month extension may be issued upon written request.