



## **When is a Permit Required?**

903-451-9229

19601 Co Rd 2529, Payne Springs, TX 75156

[permits@paynespringstx.com](mailto:permits@paynespringstx.com)

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Projects that are cosmetic, such as painting, wallpapering, carpeting, cabinets, and trim work do not require permits. Additionally, permits are not required when replacing electrical fixtures on existing wiring, or existing plumbing fixtures.

### **Permits are required on following projects:**

- Additions to a structure (residential or commercial)
- Building remodel that requires the addition or removal of an interior or exterior wall window or door or any trade work such as: Plumbing, Electrical, HVAC.
- Building or replacing of a deck or porch.
- Electrical Work
- Plumbing work
- HVAC
- ~~Roofing~~
- Fence
- Concrete work (driveways, sidewalks, patios, flatwork)
- In Ground and Above Ground Swimming Pools (storable pools are exempt)
- Hot Tubs or Spas
- Demolition of a building
- New construction of a building, main building, accessory buildings (permanent or portable), garage, carport, patio covers, and gazebos.

This is not an inclusive list. Questions concerning your specific project should be directed to the City.

**\*All contractors working in the City of Payne Springs are required to register with the city\***



City of Payne Springs  
19601 CR 2529  
Payne Springs, TX 75156  
903-451-9229

## City Permitting Process

### Permit Submittal

ALL completed permit documents shall be submitted in **PDF** form to City Hall at the following email, [permits@paynespringstx.com](mailto:permits@paynespringstx.com). ALL contractors & sub contractors must be registered with the City, this will save time. Permits **CAN NOT** be submitted for plan review until all contractors are registered. Processing time is 7 to 10 days when ALL information is submitted. Also if your property is under 5000 sq ft you will need a **Variance** on the property. You will need to submit a **Variance Form**, with your site plans showing lot square footage from our website, 7 days before the next council meeting scheduled on every 3rd Tuesday of the month at 6:30pm to know if you are approved or not to build.

### Plan Review

SAFEbuilt will be conducting residential and commercial plan reviews. The applicant will be contacted by SAFEbuilt if additional information is needed. You may contact City Hall for the status of your permit at 903-451-9229.

### Permit Issuance

Once the permit has been approved, the requester will be contacted by City Hall personnel and notified of fees via phone or email.

### Inspection Requests

Please DO NOT contact SAFEbuilt for inspection requests. Please submit an Inspection Request in person at City Hall or our website;

[www.paynespringstx.com](http://www.paynespringstx.com) > quick links > forms, scroll to **Building Department** and select **INSPECTION REQUEST**, this form can be edited online and send to the email provided at the top of form. Also note if there are any special requirement(s), such as gate code/or time needed note in the **SPECIAL INSTRUCTIONS** area of the form. **ALL** request must be submitted by **3:45pm** to qualify for next day inspection, unless a Friday, or major holiday, then the inspection will take place the following business day.

### Field Inspections

The inspectors name and information will be listed on each field report that is performed and emailed at time of inspection. An approved set of permit plans must be on-site during all inspections.

**We look forward to working with you to ensure that the community is provided with a safe and durable built environment.**



## **Solar Panel Permit Submittal Requirements**

Plans and associated documentation to be submitted in **PDF** format.

- A letter of approval from the Power provider
- A letter from a structural engineer stating the existing roof will support the increased load.
- Engineered electrical plans
- Solar Panel location plan
- Solar Panel attachment detail

Contractor(s) will need to be registered with the City before a permit will be submitted for plan review.



# City Permit Application

903-451-9229

19601 Co Rd 2529, Payne Springs, TX 75156

[permits@paynespringstx.com](mailto:permits@paynespringstx.com)

Permit Number: \_\_\_\_\_

Permit Type <small>(circle all that apply)</small>					
	General Construction		Electrical		Garage / Carport / Storage
	New Construction – Residential		Plumbing		Pool / Hot Tub / Spa
	New Construction – Commercial		HVAC		Mobile Home / Manufactured Home
NA	<del>Roofing</del>		Lawn Sprinkler		Concrete - Driveway / Walkway / Slab
	Fence		Sign		Other
Required Documents		Site Plans   Construction Plans   Contractor Registration   Subcontractor Validation			

Estimated Sq. Footage: \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_ City Zone \_\_\_\_\_ FEMA Zone \_\_\_\_\_

Project Description: \_\_\_\_\_

Permit Address \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot / Block \_\_\_\_\_ / \_\_\_\_\_

Owner \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Contractor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**NOTICE TO APPLICANT:** This permit is issued on the basis of information furnished in this application and on any submitted plans, any change to plans after permit is issued must be approved by Building Official and additional fees may apply and is subject to the provisions and requirements of the City of Payne Springs Code of Ordinances and International Building Codes. This permit is used only for the purpose of allowing construction of a building or structure conforming to the codes and ordinances of the City, regardless of information and/or plans submitted. Where work for which a permit is required by the code is started or preceded prior to obtaining said permit, the fees herein specified may be doubled. The payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work. Permit fees are nonrefundable.

**I HEREBY ACCEPT ALL CONDITIONS HEREIN ABOVE MENTIONED AND CERTIFY THAT ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE; I ALSO UNDERSTAND THAT THIS PERMIT EXPIRES SIX MONTHS FROM ISSUE DATE, AND THAT A 24 HOUR NOTICE IS REQUIRED FOR ALL INSPECTION REQUESTS.**

\_\_\_\_\_  
Applicant Signature Date

**BELOW COMPLETED BY CITY**

\_\_\_\_\_  
Permit Processor Signature Date

Permit Fee	\$
Payment Type	



## EXHIBIT A – FEE SCHEDULE FOR SERVICES

### 1. FEE SCHEDULE

<b>Supplemental Inspection Services Fee Schedule</b> <span style="background-color: #ffffcc;">*Per Ordinance No. 2023-09</span>	
Single Family Residential Construction Inspection	\$73.50 per stop (address, building or unit)
Commercial/Multi-Family Construction Inspection	\$89.25 per stop (address, building or unit)
Above rates include inspection of all disciplines at address	

<b>One &amp; Two Family Residential Construction Plan Review and Inspection</b> <span style="background-color: #ffffcc;">*Per Ordinance No. 2023-09</span>	
<b>Square Footage</b>	<b>Fee</b>
0 to 1500 square feet	\$1787.50
1501 to 10,000 square feet	\$1787.50 for the first 1500 square feet plus \$0.35 for each additional square foot up to and including 10,000 square feet
Over 10,000 square feet	\$4,885.00 for the first 10,000 square feet plus \$0.14 for each additional square foot over 10,000 square feet

#### **One & Two Family Residential Construction Plan Review Only**

\$131.25 per residential dwelling for first comments plus one revision, thereafter \$93.24 per hour

#### **One & Two Family Residential Additional Fees**

\*Per Ordinance No. 2023-09

<b>Service Description</b>	<b>Fee</b>
Remodels and accessory structures that include electrical, plumbing, and mechanical will be billed at \$.34 per SF	
Accessory structures not including electrical, plumbing, and mechanical will be billed at a flat rate of \$63.00	
Trade Permits - Residential Remodel/Addition <ul style="list-style-type: none"> <li>Mechanical, Electrical, Plumbing</li> </ul>	\$150.00 per inspection
Swimming Pools Plan Review & Inspections	\$998.75 Plan Review & inspections
After Hours/Emergency Inspection Services	\$105.00 per hour – two (2) hour minimum

<b>Commercial and Multi-Family Construction Plan Review</b>	
<b>Project Valuation</b>	<b>Fee</b>
\$1.00 to \$10,000	\$42.00
\$10,001 to \$25,000	\$64.71 for the first \$10,000 plus \$5.00 for each additional \$1,000; or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$139.68 for the first \$25,000 plus \$3.60 for each additional \$1,000; or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$229.82 for the first \$50,000 plus \$2.50 for each additional \$1,000; or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$354.77 for the first \$100,000 plus \$2.00 for each additional \$1,000; or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$1,154.43 for the first \$500,000 plus \$1.70 for each additional \$1,000; or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$2,002.33 for the first \$1,000,000 plus \$1.12 for each additional \$1,000; or fraction thereof



## EXHIBIT A – FEE SCHEDULE FOR SERVICES

Commercial and Multi-Family Construction Inspection	
Project Valuation	Fee
\$1.00 to \$10,000	\$73.50
\$10,001 to \$25,000	\$104.65 for the first \$10,000 plus \$8.09 for each additional \$1,000; or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$225.95 for the first \$25,000 plus \$5.84 for each additional \$1,000; or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$371.76 for the first \$50,000 plus \$4.04 for each additional \$1,000; or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$573.89 for the first \$100,000 plus \$3.18 for each additional \$1,000; or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$1,867.49 for the first \$500,000 plus \$2.74 for each additional \$1,000; or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$3,239.05 for the first \$1,000,000 plus \$1.82 for each additional \$1,000; or fraction thereof

Fire Code Plan Review Services (fire alarm and fire sprinkler systems)	
Total Valuation	Fee
\$1,000.00 and less	\$47.25
\$1,001.00 to \$25,000.00	\$198.45
\$25,001.00 to \$50,000.00	\$330.75
\$50,001.00 to \$100,000.00	\$540.75
\$100,001.00 to \$500,000.00	\$892.50
\$500,001.00 to \$1,000,000.00	\$1,155.00
\$1,000,001.00 to \$3,000,000.00	\$1,680.00
\$3,000,001.00 to \$6,000,000.00	\$2,520.00
\$6,000,001.00 and up	\$2,520.00 plus \$0.26 for each additional \$1,000.00
Fire Code Inspection Services (fire alarm and fire sprinkler systems)	
Total Valuation	Fee
\$1,000.00 and less	\$47.25
\$1,001.00 to \$25,000.00	\$262.50
\$25,001.00 to \$50,000.00	\$577.50
\$50,001.00 to \$100,000.00	\$892.50
\$100,001.00 to \$500,000.00	\$1,102.50
\$500,001.00 to \$1,000,000.00	\$1,417.50
\$1,000,001.00 to \$3,000,000.00	\$1,995.00
\$3,000,001.00 to \$6,000,000.00	\$2,992.50
\$6,000,001.00 and up	\$2,992.50 plus \$0.26 for each additional \$1,000.00
Fire Service Description	Fee
Fire Sprinkler Pump	\$150.00
Water Tanks for fire prevention	\$150.00
Type I Hood with auto fire extinguishing system	\$150.00



## Inspection Request

Email requests to: [permits@paynespringstx.com](mailto:permits@paynespringstx.com)

All sub's must be registered with the City prior to scheduling an inspection.

**REQUESTS MUST BE RECEIVED BY 3:45 P.M. FOR NEXT DAY INSPECTION**

Requestor Name	_____	Today's Date	_____
Requestor Phone	_____	Date Needed	_____
Requestor Email	_____	City Permit #	_____
Project Address	_____		
Subdivision	_____		

## Inspection Requested

Residential \_\_\_\_\_ Commercial \_\_\_\_\_

	<b>ALL SECONDS</b>	<b>ALL FINALS</b>
_____ T-Pole		
_____ Framing	_____ Plumbing Rough	_____ Gas Final
_____ Plumbing Top-Out	_____ Rough Gas Test	_____ Fireplace Final
_____ Gas Wrap (Underground Gas)	_____ Mechanical Rough	_____ Plumbing Final
_____ Form Board Survey	_____ Electrical Rough	_____ Electrical Final
_____ Piers	_____ Fireplace (metal/masonry)	_____ Mechanical Final
_____ Foundation	_____ Energy Insulation	_____ Energy Final
_____ Rebar	_____ Flatwork	_____ Building Final

\_\_\_\_\_ Other : \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Contractor Registration

903-451-9229

19601 Co Rd 2529, Payne Springs, TX 75156

[permits@paynespringstx.com](mailto:permits@paynespringstx.com)

## Registration Type

☐ Electrician

☐ Plumber

☐ HVAC

☐ General Contractor

☐ Other: \_\_\_\_\_

\_\_\_\_\_

Company Name \_\_\_\_\_ Owner Name \_\_\_\_\_

Company Mailing Address \_\_\_\_\_

Company Physical Address \_\_\_\_\_

Contact Numbers (Cell) \_\_\_\_\_ (Home/Office) \_\_\_\_\_ (Fax) \_\_\_\_\_

Name of License Holder \_\_\_\_\_ Company Email \_\_\_\_\_

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Approved By Signature

## REQUIRED DOCUMENTS

Plumbers & Electricians are fee exempt but still must register and provide all documents.

☐ Completed Contractor Registration Form

☐ Copy of State Trade License (TRCC)

☐ Copy of Drivers License / Government I.D.

☐ Copy of Company Liability Insurance

Registration Fee - \$100.00 / Annually

*Office Use*

\*\*\*\*\*

Amount Paid \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Expiration Date \_\_\_\_\_





## **Subcontractor Validation**

903-451-9229

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[permits@paynespringstx.com](mailto:permits@paynespringstx.com)

Permit Number\_\_\_\_\_ Project Address\_\_\_\_\_

### **ELECTRICAL**

Company Name:	
Master Electrician's Name:	
State License Number:	
Phone Number:	

### **PLUMBING**

Company Name:	
Master Plumber's Name:	
State License Number:	
Phone Number:	

### **HVAC**

Company Name:	
Master HVAC's Name:	
State License Number:	
Phone Number:	

**MUST PROVIDE COPIES OF STATE LICENSING**