



Permits & Inspections  
Division

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[www.cosatx.us/permits](http://www.cosatx.us/permits)

**PERMITS & INSPECTIONS**  
Permits & Inspections is a Division of the Department of Planning & Development Services

## INFORMATION FOR DIY-ERS

### *What kind of work can be done without a permit?*

Some examples include, *but are not limited to*:

- replacing/building a fence 6ft or under;
- above ground swimming pools that are less than 24" deep;
- swings and other playground equipment;
- electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy;
- portable heating appliances, portable ventilation appliances, portable cooling units.

### *What kind of work does require a permit?*

Typically, if plans include working on or modifying/adding/reconfiguring walls in a home or working on the mechanical, electrical, and/or plumbing system you will be required to obtain a permit. Some examples include, *but are not limited to*:

- replacing a hot water heater;
- moving/adding plumbing and gas fixtures;
- building a deck over 200 sq. ft. that will be attached to the residence or exceeds 30" in height;
- adding/moving windows;
- installing an underground sprinkler system.

*Note: ONLY State-licensed contractors can do work that involves Freon.*

### *If my project requires a permit, what do I do next?*

You will need to obtain a *Homeowner's Permit*. After you obtain this, you as the homeowner are responsible for completing *all* work to code.

### *If I need to hire someone to complete the work, can they use my permit?*

No. You as the homeowner must do all the work yourself and cannot have anyone else complete the work for you. A licensed contractor cannot work under a homeowner's permit. The licensed contractor *must* obtain their own permits.

### *Will my work need to be inspected by a city inspector?*

Yes. If you needed to obtain a permit more than likely you will need an inspection. You can contact us via phone or come in person to schedule an appointment.

Hours of Operation: 8 AM - 12 PM & 1 PM - 5 PM

No payments or permit issuance can be made after 4 PM due to accounting constraints.

### ***What is the process to obtain a Homeowner's permit?***

1. Bring in a completed permit application (which can also be found on our website under *Departments and Services – Building Permits and Inspections – Information, Handouts and Forms*),
2. Bring in a copy of your “Homestead Exemption.”
  - A permit cannot be issued unless you are homestead exempt, you must currently reside in the home, AND you must own the home.
  - The permit can take up to 3 days to be issued, depending on the scope-of-work.
  - Permit fees for mechanical, electrical, and plumbing will also vary depending on the scope-of-work to be done.
  - Once the permit has been issued you can start your approved projects.

### ***How can I tell if I am Homestead Exempt?***

You can contact Tom Green County Appraisal District via:

- [www.tomgreencad.com](http://www.tomgreencad.com), (325) 658-5575 *or*, in person at 2302 Pulliam St

If you have any additional questions or to determine if your project requires a permit please contact us via phone or come see us in person. We are more than happy to assist you in any way that we can.