



Permits & Inspections
Division

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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, (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.