

Dear City Manager:

What is the deal with permits? Who has to get one? What about registering my business? Why does it have to be so confusing? Where can I find out how much it will cost?

Thank you for your question. We have been working hard on a document to help understand permitting better. You may also find this on our website at palacios.org/building-inspections.

Business Registration

1. Business Owner must fill out a business registration form.
2. Copy of the Sales Tax ID must be provided.
3. Occupancy Permit must be issued and passed (\$70)
4. Once Occupancy passes, they can get their Business Certificate
5. Fee for Business Registration
 - Zero charge for registering a business.

Contractor's Registration

1. Contractor must fill out application.
2. Must provide a copy of Driver's License/ID
3. Must provide a copy of electrical, mechanical, and plumber's license
4. Must provide a copy of insurance with The City of Palacios listed as the certificate holder.
 - a. Residential Contractor
 - i. Any building contractor conducting business in the city shall be bonded in the amount of five thousand dollars (\$5,000.00) for projects valued at or below \$5,000.
 - ii. Any construction over five thousand dollars (\$5,000) will require a bond for the cost of a residential construction project above \$5,000.
 - b. Commercial Contractor
 - i. Proof of liability insurance, City of Palacios listed as additional insured in the amount of one hundred thousand dollars (\$100,000) for projects valued up to \$100,000.
 - ii. For Any construction valued over one hundred thousand dollars (\$100,000) the amount insured will be based on the value of the project (1996 Code, sec. 3.105)
5. Contractor fees (Subject to change per fee schedule adoption)

General Building Contractor	\$100
Concrete Contractor	\$50
Painting Contractor	\$50
Remodeling or Repair	\$50
Roads Street, Etc.	\$50
Fence Contractor	\$50
Roofing Contractor	\$50
Electrical, Plumbing, Mechanical	\$0

Permits

(ALL CONTRACTORS MUST BE REGISTERED TO PULL A PERMIT)

Building Projects with a cost exceeding \$500 must apply for a permit.

Nonstructural construction, maintenance, and/or repairs performed by the homeowner or by the owner of a business with their own hands on their home or business shall be exempt from permit fees, provided that the proposed work does not exceed a total cost of one thousand five hundred dollars (\$1,500.00) and they have a homestead exemption.

Building Permits

1. Must provide job address
2. Owner's and Contractor's information
3. Class of work
4. Description of work (we always need this space filled out, so we know exactly what the job entails)
5. Must provide valuation of work (if this is left out, permit will not be processed.)
6. Need the Signature of the Owner or Contractor (depending on who's pulling the permit)

The cost of the building permit is based on.

1. Building Fee (Valuation of work for remodels) (Square footage for new builds)
2. Admin Fee - \$25
3. Permit Issuance Fee - \$35
4. Inspection Fee - \$100 residential, \$200 commercial

If a homeowner or contractor pulls a building permit for roofing, siding, and/or windows then they must hire a windstorm inspector. The windstorm inspector can submit a letter or an email stating they have been hired. The City must have this information before a permit is issued.

Electrical Permits Must provide:

1. ESI# (need this to send off to AEP once the inspection has passed to connect power)
2. Job address
3. Property owner and address
4. Contractor's information
5. Indicate if it is Residential or Commercial
6. Class of work
7. Description of Work (we always need this space filled out, so we know exactly what the job entails)
7. Signature of the Master Electrician

Electrical Permit Fee

1. Admin Fee - \$25
2. Permit Issuance Fee - \$35
3. Inspection Fee - \$100 residential, \$200 commercial
4. Service Fee - \$4

Electrical permits shall be issued to master electricians or a homeowner who is Homestead exempt and going to be doing the work with their own hands.

A permit is required for the installation, rough in or changing of a cable system, telephone system, and fire security system unless they have a franchise.

Plumbing Permits Must provide:

1. Job Address
2. Owner's and Plumber's information
3. Indication of Plumbing, Gas, and/or Irrigation permit (choose one).

Before issuing a plumbing permit, you must check if the master plumber is a Responsible Master Plumber. Go to [Select Search Type \(texas.gov\)](http://Select Search Type (texas.gov)) and search by license number.

Plumbing Permit Fees

1. Admin Fee - \$25
2. Permit Issuance Fee - \$35
3. Inspection Fee - \$100 residential, \$200 commercial

Any Gas permits need a passing inspection report sent over to CenterPoint Energy for services to be connected.

Mechanical Permits Must provide:

1. Job address
2. Owner's and Contractor's information
3. Indicate if the project is residential or commercial
4. Class of work
5. Description of work (we always need this space filled out, so we know exactly what the job entails.)
6. Total cost of project (if this is left out, permit will not be processed.)
7. Signature of registered contractor or homeowner

Mechanical Permit Fees

1. New Mechanical Fee (based on total cost of project)
2. Admin Fee - \$25
3. Permit Issuance Fee - \$35
4. Inspection Fee - \$100 residential, \$200 commercial

Inspections

When contractors or owners call to request an inspection:

*Inspection request must be requested 24 hours prior to desired inspections.

*Inspection request must be made 48 hours prior to Fire Inspections.

We must have the following to request an inspection through Bureau Veritas:

1. Permit on file for the address requested.
2. Appropriate permit for the type of inspection requested.
3. The following information will be requested:
 - a. Name of Contractor/ Company/ Homeowner (who is requesting inspection)
 - b. Phone number
 - c. Email address
 - d. Address of Job
 - e. Type of inspection
 - f. Permit #
 - g. ESI # (for electrical inspections)
4. Email sent to Bureau Veritas or Ryan Adams (depending on the inspection requested)
5. Results are received by 4pm daily.
6. Results will be emailed to contractor, electric company (if electric), and/or gas company (if plumbing).

Your City Customer Service Representatives are ready and willing to help you with any questions you may have. Call 361-972-3605 and ask for Paola, Gisela, or Christi.