

GENERAL PERMIT INFORMATION

What is a permit? A permit is a written notice authorizing an owner or contractor to proceed with work (construction, repairs, etc.) after paying the permit fee.

Building Permit Process

Who needs a permit?

A permit is issued to an owner or a contractor which allows him/her to complete work in the City of Kingsville. All contractors **must be** registered with the City of Kingsville.

Homeowner's Permit

A homeowner may purchase a permit, with the exception of an electrical permit, mechanical permit and a plumbing permit, which must be purchased by a licensed contractor and the work completed by that contractor. When purchasing a homeowner's permit, the homeowner is certifying that they own and are now living at the dwelling for which the permit is being issued **and** that the work being performed is by the homeowner or their immediate family; he/she also also understands that for the purpose of the permit, "immediate family" is limited to his/her parents, child or child's spouse.

Type of Permits

The following permits are the most common. Please call 361-595-8019 to determine if your intended work requires a permit.

Building / Structure – additional square footage, relocating a structure, remodeling, repairing

Curb Cuts / Driveway – curb cuts for the creation of a driveway or a ramp, new driveways, etc.

Electrical – new square footage, repairs, change outs, etc.

Gas - repairs

Mechanical – new square feet, repairs, change outs, etc.

Meter Inspections- required for service connection (new, temporary, etc.)

Plumbing – new square feet, remodeling, repairs, etc.

Roofing - All repairs or re-roofs

REMEMBER TO GET YOUR PERMITS. IF YOU ARE CAUGHT WORKING WITHOUT A PERMIT, YOU WILL BE CHARGED \$150 + DOUBLE-FINED.

1. PROOF OF OWNERSHIP **MUST BE PROVIDED** BEFORE ANY PERMIT CAN BE ISSUED.
2. ALL PROPERTIES MUST BE A "LEGAL LOT" BEFORE A PERMIT CAN BE ISSUED.