The Building Permit Process

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Any property owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure shall first make application to the Building Inspection Department and obtain the required permit. This includes everything from new constructions of residential or commercial to replacing an existing water heater. Electrical, plumbing, and mechanical permits are required for any work done that constitutes repairing, replacing, or installing new services. If in doubt of whether a permit is needed for the work that you are to do please feel free to give us a call and ask, we will be more than happy to answer any questions you may have.

By working with a code official, you will benefit from their knowledge of the building codes to ensure your construction project is built right, will be safe and will last.

The following information describes simple steps you can take to obtain a building permit and how permits can work for you.

Step 1
Talk With a Plans Examiner or Code Official
The best way to find out if you need a permit is to call the City of Kyle Building Department at (512) 262-3910 or visit us at 100 W. Center, on the second floor. Discuss your plans with the plan examiner or code official before you begin an improvement project to determine whether you need a permit. If a permit is needed, the code official will answer your construction questions and may provide valuable advice. Permits are usually required for the following:

· New buildings
· Additions (bedrooms, bathrooms, family rooms, etc.)

· Residential work (decks, garages, patios, covered structures, swimming pools, etc.)
· Renovations (garage conversions, kitchen expansion, etc.)
· Electrical systems
· Plumbing systems
· HVAC (heating, ventilating and air-conditioning) systems

Note: The above list of construction projects is not inclusive of all construction projects that require a permit.

Step 2
Complete Building Permit Application
Provide drawings or plans of your proposed project. The drawings submitted with the permit application need to be detailed enough so that the staff reviewing them would be able to construct the project. If questions remain regarding how construction will occur, the drawings are not detailed enough. A minimum of three copies of all drawings with the following documentation, if applicable should be provided and must be drawn to scale and fully dimensioned:

· Site Plan
· Floor Plan(s)
· Foundation Plan
· Exterior/Interior Elevations
· Cross Section(s)
· Floor/Roof Framing Plan
· Plumbing, Mechanical, Electrical Drawings and Calculations
· Energy Calculations

Step 3
Building Permit Review
Once you submit your construction drawings with a complete permit application, a plan examiner will review your plans and determine if your project is in compliance with local building code requirements. When your construction plans meet all requirements, a building permit is issued.

Step 4
Obtain Building Permit
Now that you have been approved for a building permit, you have legal permission to begin construction in accordance with the International Codes, local Zoning By-laws and other applicable laws and regulations. A fee, based on the size of the job is collected to cover the cost of the application, the review and the inspection process.

Step 5
On-site Inspections
Inspections are conducted to ensure the scope of work being completed conforms to local codes and City approved plans. During construction of your project, feel free to contact a certified building inspector to help minimize potentially costly mistakes. Download the complete inspection process here.

Step 6
A Completed Project
When completed, you have the personal satisfaction of knowing your project will meet minimum standards of safety and will be less likely to cause injury to you, your family, your friends or future owners.

Plan examiners and building inspectors have important roles in our community. They lead efforts to protect the public by helping to educate and reduce the potential hazards of unsafe construction.

You can apply for a building permit in person during regular office hours at City Hall, Monday to Thursday, 7:30 a.m. to 5:30 p.m., and Friday, 7:30 a.m. to 11:30 a.m.

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