



## BUILDING PERMIT APPLICATION

*Commercial*

115 W. 3<sup>rd</sup> St. P.O. Box 929, Pecos, Texas 79772  
(432) 445-2421

### Taxes:

☐ Past Due    ☐ Cleared

Construction Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

### Building Owner:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### General Contractor:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### BUILDING INFORMATION

#### Construction work being done

- ☐ New Building    ☐ Fence  
☐ Shell Building    ☐ Addition  
☐ Patio Cover    ☐ Carport  
☐ Interior Completion  
☐ Exterior Completion  
☐ Window Replacement  
☐ Roof Replacement  
☐ Other \_\_\_\_\_

#### Area in Square Feet

New Main Str. (Sq ft) \_\_\_\_\_

New Addition \_\_\_\_\_

Estimate Cost of Project: \_\_\_\_\_

Permit# \_\_\_\_\_

Cost of Permit \_\_\_\_\_

#### Type of Construction

- ☐ Single Family  
☐ Apartment  
☐ Commercial  
☐ Duplex  
☐ School  
☐ Church  
☐ State/Federal  
☐ Other \_\_\_\_\_

### SUBCONTRACTORS

Plumbing Company \_\_\_\_\_ Phone \_\_\_\_\_

Electrical Company \_\_\_\_\_ Phone \_\_\_\_\_

Mechanical Company \_\_\_\_\_ Phone \_\_\_\_\_

Gas Company \_\_\_\_\_ Phone \_\_\_\_\_

**Affidavit:** I hereby certify that the work covered by this application is authorized by the owner in fee and that I am authorized to make this application. I further certify that the information shown above is true and correct and I agree to comply with all the applicable city codes and ordinances, the laws of the State of Texas, and the approved plot, plans, and specifications. **LIFE OF APPLICATION:** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official has authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Permits Issued in Name of:    ☐ Building Owner    ☐ General Contractor

Date of Application: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

☐ Approved    ☐ Denied \_\_\_\_\_

\_\_\_\_\_  
Director of Permits

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Inspector

\_\_\_\_\_  
Date

Updated 9/30/2025

## **Policy for Building Permits for the Town of Pecos City**

In the Town of Pecos City, building codes and ordinances have been enacted and amended by the City Council when necessary to ensure safe buildings, for the health and welfare of the public, owners, and occupants of these buildings. Permitting is the first step which the city uses to inspect all construction work as it progresses.

The property owner and contractor are jointly responsible for obtaining the proper permits. It is also the responsibility of the homeowner and contractor to ensure that all local, state and government codes are met, and all subcontractors are properly licensed by the State of Texas.

## **FAQ About Building Permits for the Town of Pecos City**

Building permits are required to erect, alter or enlarge any structure on your residence or commercial property. Permits are required for work ranging from new construction, remodeling, repair and addition to new roofs, swimming pools, retaining walls, lawn sprinklers and signs. Whether building a new facility or adding on, a request for a permit must be accompanied by a site plan that shows the proposed work and its location in relation to property lines and existing buildings. Plan diagrams and specifications assist in determining if the project conforms to building and zoning regulations.

### **How do I obtain a Building Permit?**

An application, which is available from the inspection department, must be submitted along with construction plans, survey or plot plan and other documents, depending on the scope of your project. Plans must be drawn to scale, dimension and of sufficient clarity to be read easily. All utility easements, building lines, and drainage easements must be shown.

### **How long does it take to get a Building Permit?**

The amount of time varies based on the complexity or the work. Generally, you can expect residential building permits to take up to ten business days: commercial building permits may take up to thirty business days. These estimates do not include the time required by the applicant to make corrections requested by the building official.

Most Electrical, Plumbing, Irrigation, heating and Air Conditioning Permits will be available over-the counter from the inspection Department.

### **When do I call for an inspection?**

The city must be notified at least twenty-four hours prior to inspections. All work must be inspected by the city inspector before any work is covered. \*All failed inspections will incur a fee of \$100.00 on the first failed inspection. All subsequent failed inspections will increase to \$200.00 each. Fees must be paid in full prior to additional requested inspections.

### **What Building Codes is the Town of Pecos City Under?**

The Town of Pecos City has adopted the 2021 edition of the International Building Code, 2021 IPC Plumbing Code, International Mechanical Code and 2022 edition of the National Electrical Code. \*

*\*See City Ordinance to NEC 2022*

### **Can I do my own Electrical and Plumbing Work?**

In order to do your own plumbing and electrical work in the State of Texas you must meet all of the following requirements.

- You must own the residence where the work is being performed.
- You must live in the residence where the work is being performed.

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- The residence where the work is being performed must be registered as your legal homestead.
- You must take out an electrical or plumbing permit before starting any work.
- You must call for a city inspection before any work is covered.
- Any electrical work or plumbing work performed on a commercial building or a residence other than a homestead must be done by a licensed electrician or plumber.

### **What is a Site Plan?**

A site plan is a drawing which shows the entire property and identifies the location of all structures (new and existing) in relation to property boundaries and to each other. This drawing must be drawn on a scale that will clearly depict these features and those listed below.

- Title block (including title, scale, street address)
- Site data (including lot area, total area of lot covered by buildings)
- North arrow
- Lot lines and dimensions of the property
- Street
- Existing and proposed construction and dimensions
- Setbacks from existing and proposed buildings to property boundaries and to each other
- Existing rights of way, easements and municipal services.