



★ T E X A S ★

110 E. 6th St. - P.O. Box 929 - Pecos, TX 79772
Business 432 445-2421 Fax 432 445-6670
www.pecostx.gov

Building Inspection Schedules

In an effort to better serve our growing community by providing a more efficient and effective inspection process, the building department is implementing the following policies **effective January 1, 2018.**

What work requires a valid building permit and inspection(s)?

- New building construction
 - Additions to existing buildings
 - Alterations/remodeling work
 - Tenant space finish work
 - Trade installation/replacement work (i.e. furnaces, central A/C units, water heaters, electrical services panels or circuits); and
 - Building/structural demolition work
- The types and number of inspections required will depend on the type of project and the extent work performed; however **all** building permit types require a passing final inspection from the City before the permit will be closed and/or an official Certificate of Occupancy will be issued.

Who can request an inspection?

- Only permit holders and contractors listed on permits will be authorized to request inspections
- It will be the responsibility of the permit holder and/or contractor to verify work is ready to be inspected*

How do I schedule an inspection?

All building inspections will be scheduled in windows:

- Mondays, Wednesdays, Fridays (ONLY)
- Between 8:30-11:45 AM or between 1:15- 4:15 PM
- *Emergency inspections will be scheduled as necessary*

To schedule your inspection, contact:

- Martina Mendoza at mmendoza@pecostx.gov
- Syndi Fuentes at sfuentes@pecostx.gov
- Or call (432)445-2421

To expedite the scheduling process, make sure to include the following in your email:

- Contractor contact information
- Construction address
- Description of requested inspection(s)
- Morning or afternoon *preference*

At the time of inspection:

- Address *must* be *clearly* posted on construction site or structure
- All work related to the requested inspection(s) work *must* be visible to the City inspector
- Locked gates/entrances *must* be opened in order to complete requested inspections
- All animals on the premises *must* be secured *prior* to requested inspection(s)

*Please keep in mind:

- Re-inspection fees for 1st failed inspection - \$100.00
- Re-inspection fees for 2nd and subsequent failed inspection(s) - \$200.00

The Town of Pecos City appreciates your business and looks forward to serving your needs for a successful build.