

City of Killeen
Permits and Inspections Services Department

RESIDENTIAL PERMITTING GENERAL INFORMATION

Permits are required when any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

Permit Application and Plans Submittal generally requires:

One (1) complete sets of drawings and,
A completed permits application.
Include two (2) copies of applicable energy code compliance forms.

Most forms are on line at:

<http://www.ci.killeen.tx.us/index.php?section=129>

Plans Review. Plans are reviewed in the order they are received. Plans review normally takes 3 to 5 business days depending upon the current workload and complexity of the project.

Plans are either approved as submitted, approved with correction notes or disapproved for corrections or missing data. (Most disapprovals are due to insufficient data or the new subdivision has not been released by the City Engineer)

Permit Issuance. Permit(s) are intended to be inclusive of the total project. The design professional, general contractor or owner may submit for permit and plans review. Upon permit approval, the permit is issued to a general contractor currently registered with the City.

A copy of the stamped approved plans and Plan Report are given to the contractor upon payment of applicable water / sewer fees and permit fees.

The City approved stamped plans; plans report and energy code report copies must be on the job during the inspection process.

Basic Types of Residential Projects:

New Construction

Additions

Garage Conversions

Remodel and Alterations

Garages and Portable buildings

Swimming pools & Hot tubs

Fences

Re-roofs

Flat work, paving, sidewalks, etc.

Misc., water heater and AC unit change outs, electrical service upgrades, etc.

Permit Intent. A permit issued shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter, or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the Building Official from thereafter requiring a correction of errors in plans, construction, or violations of this Code.

Permit Expiration. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 6 months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 6 months after the time the work is commenced. One or more extensions of time, for periods not more than 90 days each, may be allowed for the permit. The extension shall be requested in writing and justifiable cause demonstrated. Extensions shall be in writing by the Building Official.

City Adopted Codes are the 2006 International Residential Code and the 2008 National Electrical Code as amended. Such amendments and adoption can be viewed in Chapter's 8 and 11 (Fire code) of the City of Killeen's Code of Ordinances. These and other local ordinances can be viewed at:

<http://www.ci.killeen.tx.us/cikilleen/Boards&Commissions/CityCharter.pdf>

Subdivision Regulations are located in Chapter 26 of the City of Killeen's Code of Ordinances.

Zoning Regulations (Land Use, Parking) are located Chapter 31 of the City of Killeen's Code of Ordinances.

Flood Damage Prevention requirements are located in Chapter 12 of the City of Killeen's Code of Ordinances.

PLAN REVIEW DATA & INFORMATION REQUIREMENTS

Single-Family, Townhouses, and Duplex construction

Completed permit is required with two sets of plans.

Design professional (architect and/or engineer) stamped drawings are not generally required for one & two family dwellings.

Engineer stamped drawings and details are required for structural post tension foundations and/or floor & roof truss drawings and must be on site during related inspections.

SITE PLAN

(2 copies) drawn to scale showing

- (1) **Development:** Show all proposed and/or existing buildings and structures on lot and distances from property lines.
- (2) **Land Use:** Show all proposed or existing curb cuts, parking spaces, loading and maneuvering areas, sidewalks and easements. Identify applicable screening devices.
- (3) **Plat Information:** Show legal description, property address, applicable suites, property lines, building setbacks and other pertinent data as recorded

- on the plat.
- (4) **Streets:** Indicate abutting streets and right-of-ways. Show existing and/or proposed curb cuts, sizes, and locations to include dimensions of drive and distance to property lines.
 - (5) **Floodplain / floodway** development must show FEMA mapped boundaries, BFE's, lowest finished floor elevations (min. 2-foot above BFE), panel number, map date and zone(s). A separate Floodplain / Floodway application will be required. [Note: maps are with the Permits Dept.]
 - (6) **Airport** noise notations and height restrictions. [Note: maps are with the Planning Dept.]

FLOOR PLAN

(2 copies) drawn to scale in accordance with the 2006 IRC

- (1) **General.** Label Room uses, label window and door sizes, show smoke alarms, etc.
- (2) **Type of Construction** [wood or metal framed]
- (3) **Tenant fire-rated separations** [duplexes & townhouses]
- (4) **Structural details** of engineered foundation system, floor and/or roof truss shop drawings, etc.
- (5) **Plumbing plan**, plumbing fixtures, water and sewer connections, water heater location, and applicable backflow devices.
- (6) **Electrical plan**, riser and panel locations, lighting and power plans, etc.
- (7) **Mechanical plan**, supply and return duct systems, ventilation requirements, etc.
- (8) **Energy code** compliance report for the building envelope, mechanical system, lighting, and water heating. Two copies of the report are required. [Note: you may go to www.energycodes.gov for free software, use the **RES Check** program and select the 2006 IECC, select Killeen, Texas.
- (9) **Other data** that may be required for specific projects.

LICENSE REQUIREMENTS

Construction Contractors Registration City of Killeen Ordinance, Chapter 8

"Before any person, firm or corporation shall perform or contract to perform a construction operation within the city limits for which a permit is required in the city under this Chapter, he shall first obtain a general construction registration issued by the City.

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| Exception | Work done by a property owner in a building <u>owned</u> and <u>occupied</u> by him as his homestead. |
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Note: Persons performing Electrical, Plumbing, Mechanical and Irrigation work are required to be licensed by various state entities. In addition, One & Two family builders must be licensed with the state.

PLANS REVIEWING STAFF AND AGENCIES

The Permits and Inspections Department will process all construction permits and plans and prepare a Plans Review Report from each of the agencies and departments listed below, if applicable.

Functions and Responsibilities of City Departments

Permits and Inspections Department, 101 North College Street, (254) 501-7762.

- Plans review process
- Enforcement of building related codes
- Enforcement of zoning ordinance
- Enforcement of the landscaping ordinance
- Enforcement of flood plain construction/permits
- Issuance of building permits
- Issuance of sign permits
- Issuance of electrical licenses
- Issuance of contractor licenses
- Boards of adjustment for zoning and building codes
- Building related inspections

Public Works Department, 200 East Avenue D, (254) 501-7625.

- Standards and specifications for streets and alleys, drainage, curb and gutter requirements, sidewalks, driveway and city utilities
- Construction inspections (streets, drainage, water & sewer)
- Utility easements
- Street cut permits

Planning Department, 200 East Avenue D, (254) 501-7630

- Application and filing for platting
- Zoning application and processing
- Addressing

Solid Waste Department, 2003 Little Nolan Road, (254) 526-2697.

- Transfer Station use
- Residential collection
- Commercial collection, including dumpster and roll-off service.

Utilities (Water & Sewer) Collections, 210 W Avenue C, (254) 501-7800

- Water and sewer line connection charges and tap fees.
- Water meter connection and deposit fee.

The following agencies are listed for your information for services that may be needed for your construction project. These agencies may have private easements/agreements that are not recorded with the City:

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| Oncor Electric (New Construction) | 1-888-222-8045 |
| Atmos Gas Company , | 1-866-332-8667 |
| Time Warner Cable , 309 North College Street, | (254) 634-3145 |

INSPECTION REQUEST PROCEDURES

**INSPECTIONS HOTLINE (254) 501-7766
Call 24 hours a day, 7 days a week**

You will be answered by a recording asking you to leave the name of your company, the address where the inspection is to take place, each type of inspection needed, and the subcontractor's name for each type of inspection requested. Inspection requests that last longer than two minutes may necessitate a second call. For example:

"This is ABC contractor. I need the following inspection(s) at 1206 New Street. Framing, Joe Hammer, contractor; mechanical rough, Cool Breeze Air Conditioning; electric rough, Spark's Electric."

"I also need a reinspection at 1208 New Street; electric rough, Spark's Electric, etc."

Please try to group all inspections required for a particular address at the same date and time. Group as follows:

- | | |
|------------------------------------|---------------------------|
| Temporary (construction) Pole | Final & C.O. |
| Soils (under slab plumbing) | Building final |
| Yardlines (building sewer & water) | Electrical final |
| Foundation/piers | Mechanical final |
| FEMP | Plumbing final |
| Framing | Energy final |
| Electrical rough | Certificates of Occupancy |
| Mechanical rough | |
| Plumbing rough (w/ water test) | |
| Insulation rough in | |
| Gas test (10 psi) | |

All calls received BEFORE **8:00 a.m.** will be dispatched to inspectors that day. All calls received after 8:00 a.m. will be performed the next business day. The inspection requests will be grouped into areas of the city. They will be done on a first-come, first-serve basis. Inspection requests remaining from the previous day will be given priority and handled before any new calls.

Inspections are usually completed within 24 hours from the time they are dispatched to an inspector.

ALL FAILED INSPECTIONS WILL BE CHARGED A \$30.00 REINSPECTION FEE

EMERGENCY INSPECTIONS

If an emergency inspection is needed, call 254-501-7762 or apply in person at 101 North College Street. Business hours are 8:00 AM to 5:00 PM, Monday through Friday. These inspections will be given priority. If possible, call prior to starting work, so that the inspection department is aware that the work is being done.