

## Building Permits

<b>Minimum Building Fee</b>	\$20.00
<b>(Total Project Valuation)</b>	
<b>\$1,001.00 to \$50,000.00</b>	\$20.00 for the first \$1000 Plus \$5 per each additional \$1000
<b>\$50,001.00 to \$100,000.00</b>	\$265.00 for the first \$50,000 Plus \$4 per each additional \$1000
<b>\$100,001.00 to \$500,000.00</b>	\$465.00 for the first \$100,000 Plus \$3 per each additional \$1000
<b>\$500,001.00 and up</b>	\$1,665.00 for the first \$500,000 Plus \$2 per each additional \$1000

## General Permits

<b>Plumbing</b>	\$25.00
<b>Irrigation Residential</b>	\$25.00
<b>Irrigation Commercial</b>	\$50.00
<b>Electrical</b>	\$25.00
<b>Mechanical</b>	\$25.00

**CITY OF PARIS  
COMMUNITY DEVELOPMENT  
DEPARTMENT**

**150 SE 1<sup>ST</sup> STREET  
P.O. BOX 9037  
PARIS, TEXAS 75461**

<http://www.paristexas.gov>

**HOURS:  
8 a.m. - 5 p.m.  
Monday - Friday**

**To schedule same day inspections  
please call between 8a.m.-12p.m.**

**For more information about permits  
for the City of Paris, please contact:**

**Triniti Frazier  
Community Development  
Coordinator  
(903) 784-9296**

**Paige Edwards  
Clerk  
(903) 784-9234**

**Dennis Boswell  
Building Inspector  
(214) 861-0575**



## How to get a Building Permit



**City of Paris  
Community Development  
Department**

## WHEN IS A BUILDING PERMIT REQUIRED?

A building permit is required to erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, use, occupy, or maintain any structure or building. This includes residential accessory buildings such as storage sheds, car ports, etc. that are 120 square feet or larger.

## HOW DO I APPLY FOR A BUILDING PERMIT?

- 1) **CALL:** If possible, call the Community Development Department at (903) 784-9234 before visiting our offices to apply for the permit. We can discuss the details of the project, and outline the information you will need to bring with you when you come to our offices to apply for a permit. Please have the physical address and legal description of the property before you call.
- 2) **VERIFY ZONING:** Check the official Zoning Map, and Permitted Use Schedule in Section 8 of Appendix C of the Zoning Ordinance of the City of Paris Code of Ordinances to verify that the proposed use of the property is permitted. The City of Paris zoning map is available on the City of Paris website [www.paristexas.gov](http://www.paristexas.gov) under Engineering, Planning & Development Department building and platting information. The City of Paris Zoning Ordinance is available at [www.municode.com](http://www.municode.com) Appendix C. If the proposed use is not permitted by the City's Zoning Ordinance, ask the City Planning Staff about options.

3) **VERIFY PLATTING:** If the project is an interior remodel only of an existing building, skip down to step #4. Otherwise, check the Legal Description of the property from a warrant deed, tax notice or other legal document. If you cannot locate the legal description, please call the TAX APPRAISAL DISTRICT at (903) 785-7822 and ask them to give you the legal description. If the property is part of a platted subdivision, the legal description will include a lot and block number, and subdivision name. If the project is a new building or addition, and the property is not part of a platted subdivision, you will be required to complete the platting process before applying for a building permit. Ask the Planning Staff for details.

4) **REVIEW THE BUILDING PERMIT PLAN CHECKLIST:** A completed Building Permit Plan Review Checklist is required with every building permit application. The checklist outlines all the information required for your permit application. Copies of the checklist are available at the Community Development Office at 150 SE 1<sup>st</sup> Street Paris, Texas 75460.

5) **PREPARE/PLANS & DOCUMENTS:** After reviewing the Building Permit Plan Review Checklist, prepare all the information required for your building project as outlined in the plan review checklist.

6) **SUBMIT APPLICATION:** Submit all the required application materials to the Community Development Office at 150 SE 1<sup>st</sup> Street Paris, Texas 75460. A complete application must include the following:

- ❖ A complete Building Permit Plan Review Checklist.
- ❖ A complete Building Permit application form.
- ❖ Copies of a detailed site plan (if required)
- ❖ Copies of the building construction plans.

**The Community Development Office Staff cannot accept incomplete applications.**

## How long does it take to obtain a building permit?

Upon receiving a complete application, City Staff will review the application for Compliance with applicable city codes. The review time varies depending on the complexity of the work, but generally you can expect the following time frames: 3 to 5 days for single-family projects, and 2 to 3 weeks for non-residential and multi-family projects. After the review is complete, and it is determined that no changes to the plans or additional information are required, a building permit will be issued. If changes to the plans or additional information are required, City Staff will notify the project manager. A building permit will be issued when all outstanding requirements have been addressed. Work on the project cannot commence until a building permit is issued.