



3411 Barker Avenue
Melissa, Texas 75454
972-838-2036

City of Melissa Building Permits Information

I. WHEN IS A BUILDING PERMIT REQUIRED?

A person, firm or corporation shall not erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, convert, equip, use, occupy or maintain a structure or building service equipment without first obtaining a permit from the Permit Department.

II. HOW DO I OBTAIN A BUILDING PERMIT?

A. RESIDENTIAL:

Complete and submit a Residential Building Permit Application to the Permit Department.

Submit three (3) sets of plans for review; additional site plans may be required.

1. Site plan (Plot plan)
2. Floor plan
3. Roof plan
4. Exterior elevations
5. Construction details
6. Structural plans (must include second floor framing plan when applicable)
7. Foundation plan (must be sealed by a State of Texas Licensed Engineer)
8. Engineering letter for foundation design is required. This letter should include a statement that the foundation has been designed specifically for soil conditions of listed lot. (must be sealed by a State of Texas Licensed Engineer).
9. Masonry on Wood (must be sealed by a State of Texas Licensed Engineer of built to COG detail)
10. Electrical plan (may be combined with floor plan)
11. Plumbing plan (may be combined with floor plan)
12. Berry Farms and Country Ridge need drainage studies submitted in addition to building plans.
13. Some neighborhood associations require a stamp of approval on plans. Please check with your association before submitting building plans.
14. Permit to Constriction Access Sidewalk, Driveway & Culvert Facilities on City of Melissa Right of Way.

NOTE: Foundation plan, details and engineer's letter shall include: Address, Subdivision, Lot, Block and Plan number.

A form survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.

B. COMMERCIAL NEW/ADDITION BUILDING PERMIT SUBMITTAL REQUIREMENTS.

Complete and submit a Pre-Application Survey and meet with City Staff. (Mandatory)

CONSTRUCTION DOCUMENT SUBMITTALS:

Complete and submit a Commercial Building Permit Application to the Permit Department and Fire Alarm/Fire Sprinkler application.

Six (6) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form and information sheet.

An additional set of plans will be required for fire-sprinkled buildings. An additional set of plans will be required for projects, which require health permits.

NOTE: Drawings containing a label such as “not for construction” or “for pricing only” will not be accepted for permit application.

PROFESSIONAL LICENSE: Drawings and documents shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineers, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

CONTRACTORS: All contractors need to register with the City of Melissa each calendar year. Registration must be done prior to permit being issued.

REQUIRED DRAWINGS: Building Inspection may request additional information, if necessary.

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan (Plot plan)
2. Floor plan and roof plan
3. Door schedules, window schedules, and hardware schedules
4. Construction details, interior elevations and interior finish schedules
5. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details.
6. Mechanical, electrical and plumbing site plans and schedules.
7. Plumbing plans (including riser diagram)
8. Mechanical plans
9. Electrical plans (including riser diagrams)

The plat must be approved and the Site plan must be released by the Engineering Department before a permit will be issued.

NOTE: One set of plans must be on job site at all times.

The Following Codes Adopted:

- International Building Code, 2015
- International Residential Code, 2015
- International Fire Code, 2015
- International Plumbing Code, 2015
- International Mechanical Code, 2015
- International Fuel Gas Code, 2015
- International Energy Conservation Code, 2015
- International Electrical Code, 2014

III. HOW LONG DOES IT TAKE TO GET A BUILDING PERMIT?

The amount of time varies based on the complexity of the work, but generally you can expect the following time frames:

1. Residential building permits may take up to ten (10) working days.
2. Simple add-ons or garage permits can be processed in ten (10) working days.
3. Commercial building permits for new construction and remodeling could take up to ten (10) working days depending on the complexity.

IV. WHAT INSPECTIONS ARE REQUIRED?

All inspections are to be called in by the general contractor to Bureau Veritas at (877) 837-8775 or (817) 335-8111 **only**. The general contractor is also responsible for keeping the lot and/or building site as clean as possible during construction. This will be strictly enforced. Port-A-Pots required on all sites.

1. Building: Layout staking foundation, framing, drives, walks, final
2. Plumbing: Ground, top out and gas; final
3. Electrical: Temporary pole, rough-in, final
4. Heating and A.C.: Rough, final
5. Miscellaneous: Swimming pool, lawn sprinklers, flatwork

Certificate of Occupancy (C.O.): City of Melissa requirements that must be completed prior to Certificate of Occupancy being issued per city code: These requirements are for all properties within the city limits of Melissa.

1. All bathrooms and kitchen counter must have GFI plugs.
2. Smoke detectors are required in all bedrooms and all halls leading to bedrooms.
3. All driveways shall be of asphalt or concrete.
4. Comply with all other city codes.

The C.O. will be issued upon completion of the final inspections; a green tag stating the property is okay for C.O. is required to be furnished to City Hall.

V. OUR GUARANTEE TO YOU IS: We will give you prompt and courteous service while fast tracking your permit through the permitting process.

VI. HOW MUCH WILL IT COST?

A. Permit Fees shall be as follows (plus a Plan Review Fee as described in 2, below):

Valuation	Fee
\$1.00 to \$500.00	\$23.50
\$501 to \$2,000	\$23.50 for the first \$500. plus \$3.00 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2,001 to \$25,000	\$69.25 for the first \$2,000. plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$25,001 to \$50,000	\$391.25 for the first \$25,000. plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$643.75 for the first \$50,000. plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000.

\$100,001 to \$500,000	\$993.75 for the first \$100,000. plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000. plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,001 & up	\$5,608.75 for the first \$1,000,000. plus \$3.15 for each additional \$1,000, or fraction thereof.

B. Plan Review Fee: The Plan Review Fee shall be sixty-five percent (65%) of the Building Permit Fee as shown above. The plan review fees specified in this Subsection are separate and in addition to the required building permit fees. Plan review fees will be waived for one and two family dwellings.

C. Miscellaneous Permit Fees shall be as follows:

1.	Certificate of Occupancy	\$75.00
2.	Demolition Permit	\$50.00
3.	Detached Accessory Building	Per valuation schedule
4.	Pole Inspection	\$65.00
5.	Duplicate Permit Card	\$10.00
6.	Irrigation Permit	Per valuation schedule
7.	Fence Permit	Per valuation schedule
8.	Re-inspection Fees (residential)	\$47.00
9.	Re-inspection Fees (commercial)	\$47.00
10.	Spa Permit	\$100.00
11.	Structural Moving Permit	\$100.00
12.	Swimming Pools (above-ground)	\$50.00
13.	Swimming Pools (in-ground)	Per valuation schedule
14.	Temporary Building Permit	\$50.00
15.	Underground Fuel Storage Tank	Per valuation schedule
16.	Tree Removal	\$25.00

D. Other Inspections and Fees:

1.	Inspections outside of normal business hours (minimum charge—two hours)	\$47.00 per hour ¹
2.	Re-Inspections fees assessed under provisions of Section 305.8 (minimum charge - one-half hour)	\$47.00 per hour ¹
3.	Inspections for which no fee is specifically indicated	\$47.00 per hour ¹
4.	Additional plan review required by changes, additions or revisions to plans.	\$47.00 per hour ¹
5.	For use of outside consultants for plan checking and Inspections, or both.	Actual Cost ²

E. ROADWAY ESCROW AND/OR ROADWAY IMPACT FEES shall be paid prior to building permit being issued. These fees are determined at the pre-application meeting.

¹Or the total hourly cost to the jurisdiction, whichever is the greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

²Actual costs include administrative and overhead costs.