

**CITY OF MEXIA**  
**BUILDING DEPARTMENT**  
**Permit Information**

PERMIT AUTHORIZATION

City of Mexia ordinances requires the issuance of building permits as a method of enforcing code minimums, ensuring residents and the general public's safety and upholding standards for all applicable construction and remodeling within the city. In advance of a building permit application, technical advice from the Building Official is always available for those citizens in the planning stage of construction.

Contractor Registration:

All contractors must register annually and be accepted before starting any work.

BENEFITS FROM THE ISSUANCE OF BUILDING PERMITS

Several direct and indirect benefits to the community are realized by the issuance and enforcement of building codes and standards.

The most obvious direct benefit to the community is maintaining an acceptable standard of health and safety for the citizenry. An example of maintaining a health standard as it relates to construction would be for a builder or remodeler to use the proper type of solder for copper piping, not the previously approved lead-based type. An example of maintaining a safety standard is to use the proper type of natural gas piping, which is not a galvanized steel water pipe.

A significant indirect benefit of enforcing building codes is that property values are more apt to be maintained. Another indirect benefit is the elimination of unscrupulous or marginally competent contractors who will be required by the City to be code compliant

WHEN PERMITS ARE REQUIRED

Generally, building permits are required for all new construction or additions, repairs made to recover from a disaster, remodeling, electrical rewiring, natural gas replacement, or any other modifications that change structure, form or integrity of the structure or its system, or may prove hazardous to the occupants and/or the general public.

It is the responsibility of the party performing the work to obtain all required permits. Non permitted construction within the City of Mexia will be halted and the offending party will pay a fine of double the permit fee; no work will be allowed to proceed until a permit has been obtained.

GENERAL NOTES

Each contractor or citizen who is performing their own work will be required to conform to all applicable codes and city ordinances that apply to each type of construction detailed below, including easement restrictions. For all new construction, full replacement major repairs and structural changes one set of drawings are required. Please consult with the Building Official for drawing specifics. Also, the inspector should be contacted for a determination of how many, and what kind of inspections will be required. An 8 hours' notice of an inspection must be provided to the inspector by the person or representative of the company that was issued the building permit.

## CONSTRUCTION DESCRIPTIONS

The following is an alphabetical listing of construction items that are typically questioned. Also included are general statements about the construction.

### 1. ADDITIONS

GARAGE (permit required) – One set of construction plans are required when applying for permit. New garages are required to be at least 5' – 0 (including overhang) from the side lot line. Recreation rooms built above garages are permitted but garage must be at least 5' – 0 (including overhang) from the side lot line.

HOUSE (permit required) – One set of construction plans are required when applying for permit. Post tensioned slabs are required to be wet stamped by a Professional Engineer. New homes are required to be at least 5' (including overhang) from the side lot line. Single story homes are required to be off the rear easement and at least 20' from the rear lot line.

2. AIR CONDITIONING REPAIR OR EXACT REPLACEMENT (Also see HVAC Repair / Replacement) - Permits are required for replacement or repair of main HVAC components which include, but not limited to the air handler, compressor, furnace, A/C coils and plenum. Permits are generally not required for duct repair, replacement, cleaning or system grill repair or replacement or like kind repairs.

### 3. BRICK MASONRY

NEW INSTALLATION (permit required) - For new or full replacement of existing masonry structures, also see New Construction. All new brick masonry installation requires a permit.

REPAIR (generally no permit required)

4. CERTIFICATES OF OCCUPANCY (Commercial) (permit required) – A Certificate of Occupancy is required when a commercial establishment is opening a business within the City of Mexia. One set of construction plans are required when applying for permit. During construction, periodic inspections are required. The Certificate of Occupancy is issued at the end of construction. The business will not be permitted to open until a Certificate of Occupancy is issued. (Residential) A Certificate of Occupancy is issued on all new residential structures, no additional permit or fee is required.

5. CULVERTS (permit required) - For new or full replacement of existing culverts . An on-site inspection is required to determine the correct size. Property owner responsible for purchase and delivery of culvert to location. Installation to be performed by City personnel.

### 6. DECKS

Decks other than Minor Repair (permit required) – One set of construction plans are required when applying for permit. The new deck must not be placed on any easement or ROW. Extreme caution must be exercised when digging the postholes to prevent damage to utility lines, especially power lines, which can cause death. **Call 811 for utility line locations.**

Minor Repair (permit generally not required) – Permit generally not required for minor repairs (i.e. replacement of planking), but all materials must be of like kind and in same location, etc.

7. ELECTRICAL INSTALLATION AND REPAIRS (permit required) – A building permit is required for all electrical repairs and replacement, excluding like kind fixture replacement (i.e. switches, receptacles, breakers, replacement on non GFIC plugs with GFIC plugs). A licensed master electrician is required to apply for the building permit. Coordinating the service panel change-out with Oncor Energy and the electrician is recommended prior to the work being started.

8. FENCES Exact Replacement (permit generally not required) - Exact replacement means replacement of the exact size, height, like kind materials, exact post position, fence location, et cetera.  
New or Different (permit required if over 6' in height) - One set of construction plans are required when applying for permit. The new fence must be placed on/or within your property line.
9. FIRE PLACE new, or replacement (permit required) – A permit is required for all new or replacement of fireplaces. No permit generally required for repairs.
10. FIRE SUPPRESSION SYSTEM INSTALLATION AND REPAIRS – (permit required) Engineered drawings are required on all new or replaced systems.
11. FOUNDATION REPAIRS - New or Foundation Repairs (permit required) – One set of drawings are required for new slabs and initial foundation repairs. An inspection of the work done prior to backfilling is required. Subsequent foundation warranty repairs (not to include additional piers) generally do not require a permit.
12. GARAGE - for Additions See Additions Garage - For same size door replacement, no permit generally required.
13. GAS APPLIANCES (permit may be required) - A building permit is generally not required to install or replace a natural gas appliance such as a heater, stove, et cetera, (including water heaters, see Water Heaters) as long as there is an existing gas connection for the appliance and the gas appliance is of same capacity, size, type, et cetera. However, a building permit is required if the meter has been removed, or the gas service has been off for more than 30 days, or the location, size, type of appliance, has been changed or altered, et cetera. The Building Inspector will inspect for the proper materials, proper installation, proper venting and witness the pressure test of the entire system. A licensed master plumber is required to apply for the building permit.
14. GAS LINE INSTALLATION AND REPAIRS (permit required) - A building permit is required to replace the underground natural gas line. The Building Inspector will inspect for the proper materials, proper depth, and to witness the pressure test of the entire system. A licensed master plumber is required to apply for the building permit.
15. GENERATOR (permit required) - All permanently installed generators require an electrical permit.
16. GREENHOUSES (See Storage Building) (permit required)
17. GUTTERS (generally no permit required)
18. HEATING SYSTEM REPAIR OR REPLACEMENT (See HVAC Repair/Replacement) (permit may be required) - A permit is required for replacement or repair of main HVAC components which include, but not limited to air handler, compressor, furnace, A/C coils and plenum. Permits are generally not required for duct repair, replacement or cleaning; or system grill repair or replacement.
19. HOT TUBS (See Spas) (permit required)
20. HOUSE ADDITION (See Additions - House) (permit required)
21. HVAC REPAIR OR EXACT REPLACEMENT (See Air Conditioning or Heating System Repair or Replacement) (permit required)

22. IRRIGATION SYSTEM (permit required) - A plumbing permit is required.
23. INSULATION (no permit generally required) installation or replacement
24. NEW CONSTRUCTION (permit required) - All new construction requires a permit. Select the exact type of construction from the items in this list. All permits which require construction plans must be accompanied by one set of plans for review.
25. OCCUPANCY PERMITS (See Certificates of Occupancy) (permit required for commercial property and new residential construction).
26. OUTDOOR LIGHTING (permit may be required) for permanently wire lighting, see electrical.
27. PATIO Repair (permit generally not required) – Minor repairs (including slab repairs of less than 100 sq. ft) not effecting structural or integral properties of the patio being repaired generally do not require a permit.  
New, different, or replacement (permit required) – One set of construction plans are required when applying for permit. The new patio must not be placed on any easement or ROW.
28. PIERS, FOUNDATION (See Slab / Foundation Repairs)
29. PLUMBING (permit required) - Like kind fixture replacement permit is generally not required. Like kind replacement means replacement of the same size, shape, capacity, location, type of materials, et cetera.
30. POND/WATER FEATURES (permit may be required) - Ponds and/or water features may require a permit depending on electrical, plumbing and structural design at the Building Official discretion.
31. POOL HOUSE STRUCTURE (permit required) (See Additions)
32. REINSPECTION FEE (permit required) - One on-site re-inspection is included in all the permit fees stated in this listing. A re-inspection fee will be required for subsequent re-inspection. The re-inspection fee will be collected by the Building Inspector before the re-inspection is performed. A minimum of a 8-hour notice is required to schedule an inspection. Charge for subsequent re-inspection will be at the discretion of the Building Official.
33. REMODELING - Structural, electrical, plumbing, or HVAC changes (permit required) - A building permit is required for all new construction and additions, remodeling, electrical rewiring, structural change, egress change, natural gas replacement, and all other modification or improvements that could be performed in an unsafe or unsanitary manner. For example, replacing kitchen countertops generally does not require a permit, but taking out a wall or modifying the electrical system would require a permit.
34. ROOFING - MINOR REPAIR (permit generally not required) – Roofing repair is considered minor if the area to be repaired is either less than 64 square feet (e.g. shingle/deck leaks) or 32 linear feet (e.g. chimney flashing or ridge repair).
35. ROOFING REPLACEMENT OR MAJOR REPAIR. (permit required) - New, replacement, re-decking, and roofing redesign, must comply with building code (IRC 2018).
36. SANITARY SEWER SYSTEM - All repairs outside the slab must be permitted and inspected.

37. SECURITY SYSTEM (permit may be required) (See electrical for wired in systems)

38. SIDEWALK/PATHWAYS - NEW, REPAIR OR REPLACEMENT (permit required) - All new, repair or replacement of sidewalks requires a permit if the sidewalk is adjacent to, or open to public rights of way. Minor repairs not adjacent to public rights of way and less than 30 square feet generally do not require a permit.

39. SIDING REPLACEMENT (permit generally not required)

40. SIGNS - COMMERCIAL (permit required)

- With Lighting – A building permit is required for the installation of any sign with lighting. The type and location of electrical conduit and circuitry, sign location, height, size, type of foundation, foundation reinforcement, et cetera, will be inspected for code compliance.
- Without Lighting – A building permit is required for the installation of any sign without lighting. The sign location, height, size, type of foundation, foundation reinforcement, et cetera, will be inspected for code compliance.

Residential (permit not required) Signs in the residential zones are limited by City Code of Ordinance, Chapter 3.

For Sale / Political / Construction– (permit not required) Signs may be located only on the applicable property. Construction signs may only be present during the period of construction. The maximum size sign allowed is six square feet. All garage or yard sale signs are required to be located either on the property or in the designated areas of the City and must be removed within 24 hours of end of sale.

41. STAIRCASE - See Remodeling or Additions

42. STORAGE BUILDINGS (permit required over 120 sq ft) - One set of construction plans are required when applying for permit. The storage building or green house must have a permanent foundation, such as concrete, of a tied down loose framed floor. The storage building or greenhouse location, plumbing connections, gas line connections, electrical connections, et cetera, will be inspected per applicable codes and ordinances.

43. STRUCTURAL REPAIRS (permit required) - One set of construction plans are required when applying for a permit. The structural repairs must be identified on the drawings and an on-site inspection must be performed prior to any work being started. The structural repairs will be inspected per applicable codes and ordinances.

44. SWIMMING POOLS (permit required) - One set of construction plans are required when applying for permit. The pool location, equipment location, plumbing connections, gas line connections, electrical connection, et cetera, will be inspected per applicable codes and ordinances, A four foot fence is required to be installed around all pools with at least 24" depth. All gates must be self-closing and self-latching.

45. WATER HEATER (permit generally not required) - A permit is not required when water heaters are replaced. New installations and changes in electrical or gas connections will require permits.

46. WINDOWS (permit generally required) - A permit is not required for repairing or replacing a single window unit of the same size. A permit is required when replacing multiple existing or adding additional windows. Windows to be added where none previously existed are considered a structural repair. See Structural Repair above.