

Development Services – Building Safety Division

BUILDING INFORMATION



Submit all applications online at: www.mgoconnect.org

New Construction Information

To apply for a building permit for new construction, the City of Belton requires the following:

- 1. Completed building permit application on My Government Online (www.mgoconnect.org).
- 2. Documents that need to attach to the online application are:
 - a. A site plan showing all existing buildings, proposed buildings, distance between the buildings and distance from the property lines.
 - b. Foundation and building plans with Plumbing, Electrical, and HVAC/Mechanical plans.
 - c. Drainage study if not in an established subdivision.

The City of Belton has adopted the following codes:

- 1. 2024 International Building Code.
- 2. 2024 International Residential Code.
- 3. 2026 National Electrical Code.
- 4. 2024 International Plumbing Code.
- 5. 2024 International Mechanical Code.
- 6. 2024 International Fire Code.
- 7. 2024 International Existing Building Code.
- 8. 2024 International Swimming Pool and Spa Code.
- 9. 2024 International Property Maintenance Code.

If you have questions concerning construction and inspections, please call the following personnel:

Jake A. Schmidtke, <i>Building Official</i>	(254) 933-5814	Building Codes & Inspections
Scott Hodde, <i>Public Works</i>	(254) 933-5823	Driveways and approaches, streets and sidewalks, etc.
Marcus Guzman, <i>Environmental Compliance Tech</i>	(254) 933-5865	Water and/or Sewer Taps
Aric Henkelman, <i>Fire Marshal</i>	(254) 933-5827	Fire Inspections or Protection
Jeff Glover, <i>Fire Marshal</i>	(254) 933-4885	CO fire protection, mobile food vendor inspections
Kofi Adarkwah, <i>Planner</i>	(254) 933-5804	Fire Inspections or Protection
Building Safety	(254) 933-5812	CO fire protection, mobile food vendor inspections
		Zoning, Signs, Historic Preservation, & Design Standards
		Permit process, inspections, dispatch inspectors

Required permits

The permits listed below are examples of work that may require a permit. This list is not all-inclusive, and additional permits may be required depending on the scope of the work. We recommend contacting our office to determine whether a permit is required for your specific project.

Please note that work performed without the required building permits may be subject to additional fees and charges.

Building permits



- Construction (New or any structural changes)
- Fence
- Roof
- Signs
- Swimming pools
- Accessory structures

Electrical permits



- Electrical work
- Installation / repair to electrical meters
- Generators, charging stations, etc.
- Temporary poles

Fire permits



- Fire Sprinkler System
- Fire Alarm System
- Fire Tanks
- Fire Hydrant Flow Tests

Plumbing permits



- Irrigation System / Backflow devices
- Plumbing Work
- Gas work (Inside property or yard line)
- Sewer Work (Inside property or yard line)
- Water Lines (Inside property or yard line)
- Water and sewer tapping / meters
- Water heaters



HVAC/Mechanical permits

- Air conditioning installation
- Heating installation
- HVAC work

Permits required outside of Development Services

- Fire Marshal (254-933-5827)
 1. Burning (Outdoor) permit
 2. Tents (open to Public or Group Assemblies)
- Public Works (254-933-5823)
 1. Curbing permits
 2. Right of Way permits
 3. Sidewalk permits
- Bell County Health Department (254-773-4457)
 1. Septic Systems

General Information

Oak Wilt Prevention Ordinance:

Any public or private utility company, governmental agency, contractor, house moving company or commercial tree service business, whether an individual, corporation or partnership, engaged in the trimming of Live Oak, Shumard Oak, Spanish Oak, Black Jack Oak (any Red Oak Group) trees, shall be required to carry out the following procedures:

1. Prior to trimming each Live Oak, Shumard Oak, Spanish Oak, Black Jack Oak (any Red Oak Group) tree, all cutting devices to be used on a said tree shall be thoroughly treated with a solution of at least six (6) ounces chlorine bleach and one (1) gallon of water.
2. Upon removing any limb greater than $\frac{3}{4}$ " in diameter or creating a wound of one (1) inch square or larger, said wound shall be immediately treated with a tree wound paint.

Violation of the requirements contained herein shall constitute a Class C Misdemeanor punishable by a fine of not less than \$10.00 nor greater than \$200.00 for each and every violation.

The following applies to all construction within the City of Belton:

1. Plumbing contractors must pull their own **separate** plumbing permit. All plumbers must hold an active license through the Texas State Board of Plumbing Examiners. All plumbers must furnish either an insurance certificate for \$300,000 general liability or a \$1,500 bond for the City of Belton. Proof of Insurance must be on file with the Building Safety Division.
2. Electrical contractors must pull their own **separate** electrical permit. All electricians must hold an active license through the Texas Department of Licensing and Regulation. All electricians must furnish either an insurance certificate for \$300,000 general liability or a \$1,500 bond for the City of Belton. Proof of Insurance must be on file with the Building Safety Division.
3. Mechanical contractors must pull their own **separate** mechanical permit. All mechanical contractors must hold an active license through the Texas Department of Licensing and Regulation. All mechanical contractors must furnish either an insurance certificate for \$300,000 general liability or a \$1,500 bond for the City of Belton. Proof of Insurance must be on file with the Building Safety Division.

4. All contractors must obtain permits before work begins.

Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code [IBC 105.1], or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.

5. All contractors and subcontractors must adhere to the noise ordinance adopted by the City Council March 27, 2007. See pages 11-12.

6. Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain visible and able to be accessed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the owner or the owner's authorized agent to cause the work to remain visible and able to be accessed for inspection purposes. Neither the Building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection. [IBC (A) 110.1]

- a. Each contractor should schedule their inspections online through:
www.mgoconnect.org, or call in their inspections to the Building Safety Division.
- b. Inspections are not scheduled on the same-day. Inspections scheduled online or called in **before 3:00 p.m.**, will be scheduled for the next business day.
Inspections scheduled online or called in **after 3:00 p.m.**, will be scheduled in the next 2 business days.
- c. Scheduled inspections are subject to staff availability.
- d. **The city will charge a re-inspection fee if the work does not pass inspection or the contractor is not ready for inspection.**
- e. *The final inspection shall be made after all work required by the building permit is completed. [IBC 110.3.12]*

7. A building or structure shall not be used or occupied in whole or in part, and a change of occupancy of a building or structure or portion thereof shall not be made, until the Building Official has issued a certificate of occupancy therefor as provided herein.

Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. [IBC 111.1]

- a. An electric meter does NOT indicate that a building can be occupied. The city requires installation of the electric meter before a final inspection.
8. *Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be not less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm). (IPMC 304.3)*
9. List of all available inspections is included in this packet.
10. If you have any questions concerning codes for building, plumbing, mechanical, or electrical, please contact:

Jake A. Schmidtke, Building Official

City Hall

Physical Address: 333 Water St, Belton, Texas 76513

Mailing Address: P.O. Box 120, Belton, Texas 76513

Office Phone: (254) 933-5814

Building Safety Division: (254) 933-5812

Fee and Inspection Information

General Contractor (Subject to change see adopted annual fee schedule)

Contractors Registration

Annual Registration \$80.00 per calendar year

Building Permit Fees:

Basic Minimum Permit \$60.00 (example: patio covers, decks & porches & sidewalks)

New Construction: Residential / Commercial

Residential \$0.13 per square foot

Technology Fee \$10.00

Commercial \$0.19 per square foot

Technology Fee..... \$10.00

Multiple Units (2 or more units) \$10.00 per unit in addition to above fees

Plan Review Fees

Building Plan Review 50% of permit fees

Civil Engineering Review (Avg 6 hours)..... Actual Cost

Commercial Site

Small Site (less than 2 acres)..... \$550.00

Medium Site (2-5 acres) \$700.00

Large Site (greater than 5 acres) \$1,000.00

Remodel or Addition: Residential / Commercial

0-1,000 SF \$85.00

Each additional 1,000 SF \$25.00 per additional 1,000 or portion thereof

Demolition:

Basic permit \$60.00 plus \$300.00 deposit or \$1,000 Surety Bond

House Move:

Move House or Mobile Home within city \$150.00 plus \$500 deposit or \$1,000 surety bond + police escort + cost of TxDOT coordination if needed.

Signs:

On-Premise Signs	\$60.00
Off-Premise Signs	\$1,010.00
Portable / Temporary Signs	\$35.00

Swimming Pools:

Above Ground Pool	\$51.50
In-Ground Pool	\$90.00
Commercial/Institutional Pool	\$115.00

Other:

Fences	\$50.00
Roofing	\$50.00
Accessory Building (no electrical or plumbing)	\$60.00
Accessory Building (with electrical, plumbing, HVAC, etc.)	\$60.00 plus subcontractor fees

Inspections Required:

1. Foundation (footing)
 - a. All forms in place (footings, beams, etc.)
 - b. Clean of loose material
 - c. All steel in place
 - d. Property pins in place
2. Framing (walls)
 - a. After all plumbing, electrical & HVAC are installed in the walls
 - b. After meter in place and water in all water piping before insulation is installed.
3. Insulation
 - a. Before walls are covered
4. Final (Certificate of Occupancy)
 - a. All fixtures installed and working
 - b. Electrical & gas (if needed) meters installed
 - c. All plumbing, electric, and HVAC work complete

Electrical Contractor (Subject to change see adopted annual fee schedule)

All electricians must register with the City of Belton and must pull their own permits (separate from the general contractor's building permit). The City of Belton requires proof of the current Texas State Electrical Master License on file in the Building Safety Division. The City of Belton requires an Insurance

Certificate showing a minimum of \$300,000 in general liability to be on file in the inspections Office at City Hall.

Electrical permit Fees:

Basic Permit Fee	\$50 plus applicable fees below
Per 100 Amps	\$10.00
110 Circuits	\$5.00
220 Circuits	\$6.00
Equipment Motors (1/2 to 50 hp)	\$12.00
Equipment Motors (over 50 hp)	\$25.00
Electrical Signs	\$15.50
Temporary Pole	\$20.50
Pool Bonding/Grounding	\$10.50
Mobile Home – Electrical	\$20.50
Meter Loop/Service Charge	\$20.00
Re-Inspection Fee	\$50.00
Rescheduled Inspection Fee	\$50.00

Inspections Required:

1. Temporary Pole: Pole in place, braced and with ground rod. Do not forget G.F.C.I requirements.
2. Rough-In: Main Panel and subpanels installed. All wiring in place, but *before* installation of insulation. Do not forget main disconnect at the point of entry.
3. Meter Loop (Service): When meter can be set safely. If any fixtures are not installed, cover the conductors **with wire nuts and tape**.
4. Final Inspection: Meter is set, all fixtures in place and operative.

Plumbing Contractor (Subject to change see adopted annual fee schedule)

All plumbers must register with the City of Belton and must pull their own permits (separate from the general contractor’s building permit). The City of Belton requires proof of the current Texas State Plumbing Master License or a State Irrigators License (*when applicable*), on file with the Building Safety Division. The City of Belton requires an Insurance Certificate showing a minimum of \$300,000 in general liability to be on file in the inspections Office at City Hall.

Plumbing permit Fees:

Basic Permit Fee	\$50 plus applicable fees below
Per plumbing fixture (itemize list of fixtures, i.e. commodes, tubs, lavatories, sinks, showers, floor drains, urinals, washing machines, drinking fountains, hose bibs, grease traps, etc.)	\$5.50
Backflow Prevention Assembly	\$10.50
Water Heater	\$5.00
Gas System (up to 5 outlets)	\$6.50
Per Added Outlet	\$1.25
Grease Recovery Device	\$15.50
Lawn Sprinkler System (Per Head)	\$1.25
Gas Test	\$5.00
LPG Tank (Propane) Installation	\$25.00 per tank
Re-Inspection Fee	\$50.00
Rescheduled Inspection Fee	\$50.00

Inspections Required:

1. Soils (Rough-In): All waste and water piping in place under the slab and filled with a 5’ head.
2. Yard lines for Water, Sewer, and / or Gas: Yard lines may be inspected any time prior to the final inspection.
3. Stack Out (Top Out): Drain, waste, vent, gas and water piping complete, but not covered Two-story construction will require a water test. A preliminary gas test if applicable.
4. Final Inspection: All fixtures set and operational. Water heater installed and operational. A final gas test (if applicable) required assuring no gas piping was damaged during construction.

Mechanical Contractor (Subject to change see adopted annual fee schedule)

All mechanical must register with the City of Belton and must pull their own permits (separate from the general contractor’s building permit). The City of Belton requires proof of the current Texas State Air Conditioning and Refrigeration Contractors License to be on file with the Building Safety Division. The City of Belton requires an Insurance Certificate showing a minimum of \$300,000 in general liability to be on file in the inspections Office at City Hall.

Mechanical permit Fees:

Basic Permit Fee	\$50 plus applicable fees below
Each Heating Unit	\$20.50
Each Refrigeration Unit	\$20.50

Replacement of Heating or Refrigeration Unit	\$20.00
Each Commercial Vent Hood	\$15.50
Each Commercial Refrigeration System	\$7.50
Other Commercial work	\$15.00
Other Residential work	\$15.00
Re-Inspection Fee	\$50.00
Rescheduled Inspection Fee	\$50.00

Inspections Required:

1. Rough-In: All plenums and ductwork in place (including ducts for bath vents, dryer vents and vent hood vents). All gas appliance vents are to be in place (if applicable)
2. Final Inspection: All appliances in place and operational.

Water / Sewer Tapping Fees (Subject to change see adopted annual fee schedule)

All meters must be purchased directly from the City of Belton. Meters 2” or smaller must be installed by the City of Belton.

Please reach out to Public Works regarding questions about water & sewer connections.

New Meter Set Base Fee	\$2,000.00
All meter size	\$ - Base Fee + Cost of Meter
City Installed Water Tap	\$ - Materials + 10% + Equipment and Labor
Cut-in Tee on Existing line for irrigation meter	Base fee + cost of meter + \$500.00 (includes tap, service line, city cutoff valve, & meter box; the tap & service
City Installed Water Tap	Materials + 10% + Equipment and Labor
City Installed Fire Line Tap	Materials + 10% + Equipment & Labor
Calculation for Equipment - \$100 per hour per piece of equip. & Calculation for Labor - \$25 per employee per hour	
Contractor Installed Fire Line Tap	\$300.00 per tap
Sewer Base Rate	\$18.57 (2,000 gallons included in base rate)
City Installed Sewer Tap	Materials + 10% + Equipment and Labor
Calculation for Equipment - \$100 per hour per piece of equip. & Calculation for Labor - \$25 per employee per hour	

Irrigation permit fees (Subject to change see adopted annual fee schedule)

Irrigation Installation Permit	\$50.00 + Fees below
Per Sprinkler Head	\$1.25
Backflow Prevention Assembly	\$10.00
Re-Inspection Fee	\$50.00
Rescheduled Inspection Fee	\$50.00