

# **CITY OF BELTON**

# **BUILDING INFORMATION**

Planning Department  
(254) 933-5812

## **New Construction Information**

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

1. Complete and submit application for a building permit.
2. Submit a complete set of plans (five (5) sets for commercial construction) that includes the following:
  - a. A site plan showing all existing buildings, proposed buildings, the distances between all buildings and the distances from the property lines.
  - b. Foundation and building plans with plumbing, electrical and mechanical plans
  - c. Drainage study if not in an established subdivision.

The City of Belton has adopted the following codes:

1. 2009 International Building Code and the 2009 International Residential Code.
2. 2011 National Electrical Code, and the 2009 International Building Code, whichever is most stringent.
3. 2009 International Plumbing Code and the 2009 International Building Code, whichever is most stringent.
4. 2009 International Mechanical Code and the 2009 International Building Code, whichever is most stringent.
5. 2009 International Fire Code and the 2009 International Building Code, whichever is most stringent.
6. International Energy Conservation Code, 2009 Edition.

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

Rex Robertson Building Official	(254) 933-5815	Building Codes and Inspections
Kim Ross Code Enforcement Officer	(254) 933-5820	Code Enforcement
Byron Sinclair Interim Public Works Director	(254) 933-5824	Driveways and Approaches, Streets and Sidewalks, etc.
Angellia Points Interim City Engineer	(254) 933-5868	Water and/or Sewer Taps
Bruce Pritchard Fire Chief	(254) 933-5885	Fire Inspections or Protection
Jeff Booker Fire Marshal	(254) 933-5827	
Erin Smith Director of Planning	(254) 933-5816	Signs, Historic Preservation, Planning and Zoning
Planning Department	(254) 933-5812	Information/Dispatch Inspectors

If you are unsure whom to contact, call the Planning Department, and your call will be routed to the proper person or department.

**Permits Required:**

<b>Activity</b>	<b>Permit Required</b>
Air Conditioning Installation.....	Mechanical Permit
Burning (Outdoor).....	Fire Marshal's Permit
Construction (New or any Structural Change).....	Building Permit
Curbing .....	Public Works Permit
Driveway.....	Public Works Permit
Electrical Work.....	Electrical Permit
Fire Sprinkler System.....	Building Permit
Gas Work (Inside or Yard Line).....	Plumbing Permit
Heating Installation.....	Mechanical Permit
HVAC Work.....	Mechanical Permit
Irrigation System.....	Plumbing Permit
Plumbing Work.....	Plumbing Permit
Sewer Work (Inside or Yard Line).....	Plumbing Permit
Sewer Tap.....	Tapping Permit
Septic Systems.....	Bell Co. Health Department Permit
Sidewalks.....	Public Works Permit
Signs .....	Building Permit
Swimming Pool.....	Building Permit
Tents (Open to Public or Group Assemblies).....	Fire Marshal's Permit
Trenching .....	Utility Cut Permit
Water Heaters.....	Plumbing Permit
Water Lines (Inside or Yard Lines).....	Plumbing Permit
Water Tap.....	Tapping Permit

**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 procedures following:

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 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.

## **General Information**

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

1. Plumbing contractors must pull their own **separate** plumbing permit. The State of Texas must license all plumbers. 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 in the Inspections Office.
2. Electrical contractors must pull their own **separate** electrical permit. The State of Texas must license all electricians. 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 in the Inspections Office.
3. Mechanical contractors must pull their own **separate** mechanical permit. The State of Texas must license all mechanical contractors. 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 in the Inspections Office.
4. **All contractors must obtain permits before work begins.**
5. **All contractors and subcontractors must adhere to the noise ordinance adopted by the City Council March 27, 2007. See pages 11-12.**
6. Each contractor should call their inspections in to the Inspections Office. **The City will charge a re-inspection fee if the work does not pass inspection or the contractor is not ready for the inspection.**
7. No one can occupy any building without a **final inspection or Certificate of Occupancy**. An electric meter does NOT indicate that a building can be occupied. The City requires installation of the electric meter before a final inspection so the inspector can check all lights, circuits, appliances and other electrical equipment for proper operation during a final inspection.
8. The City of Belton requires a street address be displayed at the site of construction. If a property has no address, the City will assign one when we issue the building permit.
9. A list of required inspections is included in this packet.
10. If you have any questions concerning codes for building, plumbing, mechanical or electrical, please contact:

Rex Robertson, Building Official  
City Hall, 333 Water Street  
P. O. Box 120, Belton, Texas 76513  
(254) 933-5815  
or  
Inspections Office  
(254) 933-5812

**General Contractor**

**Building Permit Fees:**

Basic Minimum Permit.....\$60.00

**New Construction: Residential / Commercial**

Residential.....\$0.10 per Square Foot

Plus Technology Fee.....\$10.00

Commerical.....\$0.15 per Square Foot

Plus Technology Fee.....\$10.00

Multi-Family with more than 2 Units.....\$10.00 per Unit in Addition to Above Fees

**Remodel or Addition: Residential / Commercial**

0-1,000 Square Feet.....\$85.00

Each Additional 1,000 Square Feet.....\$25.00 per additional 1,000 or Portion Thereof

**Demolition:**

Basic Permit .....\$60.00 plus \$300 Deposit or \$1,000 Surety Bond

**House Move:**

Move Mobile Home into City.....\$110.00

Move House or Mobile Home within City.....\$110.00 plus \$300 Deposit or \$1,000 Surety Bond

**Signs:**

On-Premise Signs.....\$60.00

Off-Premise Signs.....\$1,010.00

Portable /Temporary Signs.....\$60.00

**Swimming Pools:**

Above Ground Pool.....\$35.00

In-Ground Pool.....\$85.00

Commercial/Institutional Pool.....\$110.00

**Miscellaneous:**

Fences.....\$35.00

Roofing.....\$35.00

**Contractor Registration**

New Contractors.....\$50.00

**Inspections Required:**

**1. Footing (Foundation)**

All forms in place (Footings, Beams, etc.)

Clean of Loose Material

All Steel in Place

Property Pins in Place

**2. Framing (Walls)**

After All Plumbing, Electrical & HVAC installed in Walls

Water Meter in Place and Water in all Water Piping before Insulation is installed

**3. Insulation**

Before Walls are covered

**4. Final (Certificate of Occupancy)**

All Fixtures Installed and Working

Electrical & Gas (if needed) Meters Installed

All Plumbing, Electric and HVAC Work Complete

**Not Occupied**

**Electrical Contractor**

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 a current Texas State Electrical Master License on file in the Inspections Office. 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.....	\$35.00
Service Under 200 Amps.....	10.00
Additional 100 Amps .....	10.00 each 100 amps
Each 110 Circuit .....	4.00
Each 220 Circuit .....	5.00
Temporary Pole.....	20.00
Mobile Home Service.....	20.00
Pool Ground.....	10.00
Equipment Motors ½ to 50 HP.....	12.00
Electric Motors Over 50 HP.....	25.00
Re-inspection Fee.....	35.00
New Contractor Registration.....	50.00

**Inspections Required:**

**1. Temporary Pole**

Pole in Place, Braced and with Ground Rod  
Do not forget G.F.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.

**Not Occupied**

**Plumbing Contractor**

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 a current Texas State Plumbing Master License or a State Irrigators License on file in the Inspections Office.

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 Fee.....	\$35.00
Itemize List of Fixtures (commodes, tubs, lavatories, sinks, Showers, floor drains, urinals, washing machines, Drinking fountains, hose bibs, grease traps, etc.) Each Fixture.....	5.00
Each Water Heater.....	5.00
Gas Installation (First 5 Openings).....	6.00
Per Added Outlet.....	1.00
Gas Test Only.....	5.00
Sprinkler Systems-Each Head .....	1.00
Each Water/Sewer Yard Line.....	5.00
Re-inspection Fee.....	35.00
New Contractor Registration.....	50.00

**Inspections Required:**

**1. Soils (Rough-In)**

All waste and water piping in place under the slab and filled with a 5' head, but not covered  
Covered systems will get an automatic red tag

**2. Yard Lines for Water, Sewer and/or Gas**

Yard Lines may be inspected any time prior to the final inspection  
Plumbers must not cover yard lines until inspected. Covered lines will get an automatic red tag

**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

**Not Occupied**

**Mechanical Contractor**

All mechanical contractors must register with the City of Belton and must pull their own permits separate from the general contractor's building permit.

The City requires a copy of your current Texas State Air Conditioning and Refrigeration Contractors License to be on file in the Inspections Office at City Hall.

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 Fee.....	\$35.00
Heating Unit.....	20.00
Air Conditioning Unit.....	20.00
Commercial Vent-a-Hood.....	7.00
Commercial Refrigeration System.....	7.00
Other Commercial Work.....	15.00
Other Residential Work.....	15.00
Re-inspection Fee.....	35.00
New Contractor Registration.....	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

**Not Occupied**



**Water / Sewer Tapping Fees**

**WATER TAPS**

5/8"-3/4" meter	
Laid in place connected at main.....	\$400.00
Not laid in place (no street cut).....	900.00
Not laid in place connected at service line.....	600.00
Not laid in place (street cut).....	1,300.00
Over 5/8"-3/4" up to 1" meter.....	Appropriate fee above + \$100.00 additional
Over 1" meter.....	Actual cost material + equipment/labor

Technology Fee.....10.00

**SEWER TAPS**

4" sewer tap	
Laid in place.....	\$300.00
Not laid in place (no street cut).....	800.00
Not laid in place (street cut).....	1,200.00
Sewer taps larger than 4" .....	Actual cost (\$800.00 minimum) + equipment/labor

**IRRIGATION PERMIT FEES**

Basic fee.....	\$40.00
Irrigation systems per head.....	\$1.00
Re-inspection fees.....	\$35.00

**PUBLIC WORKS PERMIT**

Per opening to street.....	\$60.00
For any additional driveway.....	\$25.00
Re-inspection fee.....	\$60.00

## Water & Sewer Connections

### **Tapping Fees:**

1. The customer will pay a tapping fee of four hundred dollars (**\$400.00**) for each laid in place 5/8 x 3/4 inch water tap with a 5/8 x 3/4 inch meter.
2. When a water tap is not laid in place and we must make a tap, the tapping fee will be nine hundred dollars (**\$900.00**). If the tap requires the cutting of a street, the tapping fee will be twelve hundred- fifty dollars (**\$1250.00**).
3. The customer will pay a tapping fee of three hundred dollars (**\$300.00**) for each laid in place four (4) inch sewer tap.
4. When a four (4) inch sewer tap is not laid in place and the City must make a tap, the tapping fee will be eight hundred- fifty dollars (**\$850.00**). If the tap requires the cutting of a street, the tapping fee will be twelve hundred dollars (**\$1200.00**).
5. Water taps larger than 1 inch meter will be assessed a fee in an amount equal to the actual cost of equipment, materials and installation labor expended by the City.  
Parts & Material Actual Cost to City  
Equipment \$100 per hour per Piece of Equipment  
Labor \$25.00 per hour per employee
6. Sewer taps larger than 4 inches will be assessed a fee in an amount equal to the actual cost of equipment, materials and installation labor expended by the City, with an eight hundred (\$800) minimum.  
Parts & Material Actual Cost to City  
Equipment \$100 per hour per Piece of Equipment  
Labor \$25.00 per hour per employee
7. With the approval of the Director of Public Works, an applicant for water taps larger than four (4) inches, or sewer taps larger than six (6) inches, may use a private contractor for the connection.
8. The City defines a laid in place tap as a customer's service connection to a utility main made at the time the utilities and public facilities were constructed in a subdivision by the developer. They will be clearly located on as-built plans and on the ground.

**ORDINANCE NO. 2007-10**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BELTON, TEXAS, AMENDING IN ITS ENTIRETY, CHAPTER 13 OF THE CODE OF ORDINANCES OF THE CITY OF BELTON, TEXAS, REGARDING NOISE.**

**WHEREAS**, the purpose of this ordinance is to prevent any loud, disturbing and unnecessary noise;

**WHEREAS**, unnecessary noise is determined to disturb the ordinary sensibilities of a reasonable and prudent person unless otherwise further restricted by this article; and

**WHEREAS**, the City Council has considered the matter and deems it in the public interest to authorize this action.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BELTON, TEXAS, THAT:**

**Part 1.** Chapter 13 of the Code of Ordinances of the City of Belton, Texas, regarding Noise, be and is hereby amended to read as follows:

**Section 13.1. Making of noise detrimental to life, health, or well being prohibited.**

It shall be unlawful for any person to knowingly make or allow noise of such character, intensity and duration that is detrimental to the life, health, or well being of any individual in the City.

**Section 13.2. Noise interfering with enjoyment of property or public peace and comfort.**

It shall be unlawful for any person to knowingly make, cause to be made or allow any loud, disturbing and unnecessary noise in the City which is offensive to the sensibilities of a reasonable and prudent person, so that it renders the enjoyment of life or property uncomfortable, or interferes with the public peace and comfort.

**Section 13.3. Acts creating unlawful noises.**

The following acts are declared to create loud, disturbing and unnecessary noises, and a person commits an offense if he knowingly performs or allows the following:

1. *Animals*: Owning, keeping, possessing or harboring any animal or animals which, by frequent or habitual noisemaking, is disturbing to a reasonable and prudent person of ordinary sensibilities. The provisions of this subsection shall apply to all public and private facilities and residences, including any animal shelter, commercial kennel, or veterinary clinic that holds or treats animals.
2. *Radios, television sets, musical instruments and similar devices*: Operate or permit to be operated any radio receiver set, musical instrument, television, stereo, or electronic device in such a manner as to unreasonably disturb or interfere with the public peace and comfort, or disturb the ordinary sensibilities of a reasonable and prudent person.
3. *Vehicle loudspeaker*: Operate or permit to be operated any loudspeaker or sound-amplifying equipment in a fixed or movable position mounted on or in any vehicle in or upon any street, alley, sidewalk, park, or other public property so that the sound is clearly audible for fifty feet from its source.
4. *Power and pneumatic equipment*: Operate or permit to be operated any power or pneumatic equipment outdoors in a residential zone or within one hundred fifty (150) feet of the boundary line of a residence between the hours of 10:00 p.m. and 7:00 a.m. Motorized electric or fuel powered equipment including but not limited to tractors, lawnmowers and other similar devices or equipment shall be considered power equipment.
5. *Powered model or mechanical devices*: Flying of model aircraft powered by internal combustion engines, whether tethered or not, or the flying or operating of model rocket vehicles or similar noise-producing devices, in a residential area between the hours or 10:00 p.m. and 7:00 a.m.
6. *Vehicles*: Operate a vehicle that has excessive noise from its motor or exhaust.

7. *General amplification of sound:* Operate or cause to be operated any mechanical or electrical device, machine, apparatus, or instrument that will intensify, amplify or reproduce the human voice or any other sound whereby the sound is plainly audible to adjacent private property or for fifty feet (50') onto public property.

**Section 13.4. Exemptions.**

The following activities are exempt from this article:

1. Sound caused by emergency or public service work, including police, fire and public utility operations, when the sound is associated with the performance of lawful duties to protect the health, safety or welfare of the community.
2. Amplifiers used on vehicles to attract patrons that are operated by ice cream and snow-cone vendors that produce jingles or music from 8:00 a.m. to 8:00 p.m. However, such amplified jingles or music shall not be done in a loud manner so as to be offensive to the ordinary sensibilities of a reasonable and prudent person.
3. The use and operation of an amplified, mechanical bell system in connection with the use and occupancy of a church structure. However, such systems shall not be used or operated in a manner so as to be offensive to the ordinary sensibilities of a reasonable and prudent person.
4. Individuals possessing an authorized permit from the City such as a special event or parade permit shall be allowed to engage in activity authorized by the permit. Under no circumstances should the amplification of sound be in a manner that is offensive to the ordinary sensibilities of a reasonable and prudent person or in such a manner as to interfere with the public peace and comfort.

**Part 2:** Any person or persons, firm or corporation which violates any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00) for each offense and each violation hereof shall be deemed a separate and distinct offense for each of said days and shall be punishable as such.

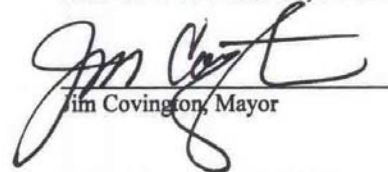
**Part 3:** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable and, if any phrase, clause, sentence, paragraph or section should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such phrase, clause, sentence, paragraph or section.

**Part 4:** This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Belton, Texas, and it is accordingly so ordained.

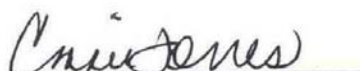
**Part 5:** It is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act.

**PASSED AND APPROVED** on the 27th day of March, 2007

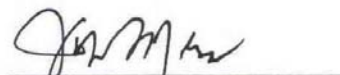
THE CITY OF BELTON, TEXAS

  
Jim Covington, Mayor

ATTEST:

  
Connie Torres, City Clerk

APPROVED AS TO FORM:

  
John Messer, City Attorney



**CITY OF BELTON**

**BUILDING PERMIT FEE SCHEDULE**

**BASIC PERMIT (MINIMUM) .....\$60.00**

**RESIDENTIAL NEW CONSTRUCTION**

Per square foot.....\$0.10  
Multifamily .....\$10.00 per Additional Unit  
Plus Technology Fee.....\$10.00

**COMMERCIAL NEW CONSTRUCTION**

Per square foot.....\$0.15  
Plus Technology Fee.....\$10.00

**RESIDENTIAL / COMMERCIAL REMODEL / ADDITIONS**

0-1,000 Square Feet .....\$85.00  
Each Additional 1,000 Square Feet .....\$25.00 per Additional 1,000 Square Feet or Portion Thereof

**DEMOLITION**

Basic Permit .....\$60.00 with \$300.00 Cash Deposit or \$1,000.00 Surety Bond  
Equipment Costs.....\$100.00 per Hour per Piece of City Equipment  
Personnel Costs.....\$25.00 per Hour per City Employee

**HOUSE MOVES (Including Mobile Homes)**

Move House Off Lot in City.....\$110.00 with \$300.00 Cash Deposit or \$1,000.00 Surety Bond  
Move House Into City.....\$110.00

**SIGNS**

On-Premise Sign .....\$60.00  
Off-Premise Sign .....\$1,010.00  
Portable / Temporary Sign.....\$60.00

**SWIMMING POOLS**

Above Ground Pools.....\$35.00  
In Ground Pools .....\$85.00  
Commercial / Institutional Pool.....\$110.00

**OTHER**

Fences .....\$35.00  
Roofing .....\$35.00

**CONTRACTOR REGISTRATION**

New Contractors .....\$50.00

**INSPECTIONS DEPARTMENT**

CITY OF BELTON  
P. O. BOX 120

BELTON, TEXAS 76513

PHONE: (254) 933-5812

FAX : (254) 933-5822

## Building Permits & Inspections

### **BEGINNING AUG. 5, 2015**

Belton uses the MyPermitNow Customer Portal (also known as MyGovernmentOnline) for online permitting and inspection purposes. The software platform allows contractors and residents to:

- Apply for permits
- Pay permit fees
- Submit plans in PDF format
- Track progress from application to permit
- View/Print comment letters
- View/Print building plans
- Request inspections
- View/Print inspection reports
- Receive real-time notifications upon completion of inspection

For those new to MyPermitNow, instructions on how to register and use it are available [here](#). A customer portal account is required to use the software. There is no cost to establish an account. Those with existing accounts simply designate Belton as the jurisdiction for the submittal and/or request.



Customer Portal

Those without computer or Internet access may submit a paper application to the City of Belton Planning Department, 333 Water Street, in person, by email ([planning@beltontexas.gov](mailto:planning@beltontexas.gov)), or by fax (254) 933-5822, Attn: Planning Department.

For questions about how to use the MyPermitNow system, please contact a planning clerks at 254-933-5812, or directly contact MyPermitNow customer support at 1-866-95PERMIT (76764) or [support@mypermitnow.org](mailto:support@mypermitnow.org).

Once an account is established, MyPermitNow software allows permit applications to occur online rather than traveling to the Planning Department office. Please note that when submitting an application online any documents required with it (i.e. building plans, construction documents, site plans, rescheck, etc.) must be uploaded in PDF format.

Requesting an inspection time and date online is a feature allowed by the software, but users must provide at least a 24 hour notice for the request to be considered. Inspectors enter inspection results in the field to ensure that users receive the results in near real-time via e-mail or through the customer portal.

For assistance using MyPermitNow, please call technical support at 1-866-957-3764, option 1 for assistance. The agents can assist with any software related questions.

### **Adopted Codes**

- 2009 International Building Code
- 2009 International Residential Code
- 2009 International Mechanical Code
- 2009 International Plumbing Code
- 2009 International Fuel Gas Code
- 2009 International Existing Building Code
- 2009 International Energy Conservation Code
- 2009 International Fire Code
- 2011 National Electrical Code