



Brooks Valls, Mayor  
Christina Lockhart, Secretary

103 North Narcissus ◊ P.O Box 116 Kosse, Texas 76653 ◊ 254-375-2212 ◊ FAX 254-375-2331

**FEES**

*Effective April 17, 2018*

| <b>BUILDING PERMITS</b>   | <b>PERMIT FEE</b>  |
|---|--|
| New Commercial Construction   | \$300.00 Flat Fee  |
| New Residential Construction  | \$00.00  |
| Occupancy Inspection<br>(Residential and Commercial)  | \$30.00 initial inspection and first follow-up inspection (free), All subsequent inspections \$30.00 |
| Manufactured Home   | \$500.00 plus .05cents per SF  |
| Demolition  | \$30.00  |
| Peddlers Permit   | \$25.00 per year   |
| New Water Tap   | \$800.00   |
| New Sewer Tap   | \$800.00   |
| Water Account Deposit   | \$200.00   |
| Service Restoration Fee<br>(if water has been off more than 60-Days, this fee will need to be paid to have water service) | \$400.00   |
| Turn on/Turn Off Fee  | \$50.00  |



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## APPLICATION FOR PERMIT

Date: \_\_\_\_\_

Total Permit Fee \$ \_\_\_\_\_

Permit Applying for:

- |  |          |
|--|----------|
| <input type="checkbox"/> Residential Construction or Relocation Permit       | \$0      |
| <input type="checkbox"/> Residential Inspection for Certificate of Occupancy | \$30.00  |
| <input type="checkbox"/> Commercial Remodel or Construction Permit           | \$300.00 |
| <input type="checkbox"/> Commercial Inspection for Certificate of Occupancy  | \$30.00  |
| <input type="checkbox"/> Demolition (Permit and Insurance Required)          | \$30.00  |

Note: Applications for Construction or Relocation Permits must be accompanied by a sketch or diagram of the property to include the exterior dimensions of the structure, proposed utilities connections and proposed culvert and driveway location.

Note: Applications for Demolition (if being performed by anyone other than the owner) must be accompanied by the name of the person(s) to perform the work, and declaration page of their liability insurance policy.

Property address:

\_\_\_\_\_

Owner Name:

\_\_\_\_\_

Owner Phone Number:

\_\_\_\_\_

Renter Name:

\_\_\_\_\_

Renter Phone Number:

\_\_\_\_\_

Estimated Time to Complete:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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## **Residential Occupancy Inspection Requirements**

(International Building Code 2018)

(Effective April 17, 2018)

1. Occupancy inspection to be done **BEFORE** moving into residence while it is vacant or empty
2. Following items must be located and marked by Owner/Tenant **BEFORE** Occupancy Inspection:
  - **An approved sewer clean out accessible to plumber, tenant or homeowner**
  - **An approved water service cut off on customer side of water meter (inspectors will not search for this, causing occupancy inspection to fail).**
3. When ALL of the listed items below are complete, Contact Code Compliance at (254) 375-2212, or in person at 103 North Narcissus to schedule an occupancy inspection appointment. Someone will need to be present for the inspection.
4. ***ALL inspection points must pass the Occupancy Inspection prior to occupying the property. Utilities will not be turned on until a Certificate of Occupancy is issued. A new inspection will be required anytime utilities are off for more than thirty (30) days, or at any change of occupancy. Inspections may also be performed at the request of the owner / occupant.***
5. ***There is a \$30.00 charge for the INITIAL Occupancy Inspection.*** Should the INITIAL occupancy inspection fail, one follow-up inspection is allowed at no charge and will be scheduled on the NEXT AVAILABLE INSPECTION DAY; the 3<sup>rd</sup> and any subsequent inspections will require advance payment of \$30.00 prior to each inspection. **(NO EXCEPTIONS)**

- An approved sewer clean out accessible to plumber, tenant, or homeowner
- An approved water service cut off on customer side of water meter
- ALL walls need to be visible- if contents are in the house, move everything away from the walls
- 911 address (house address) must be posted on house and/or mail box (4" Numbers)
- Type ABC fire extinguisher in kitchen (5lb recommended) for residential use
- Electrical service entrance needs to be up to code (weather head, etc.)
- If circuit breaker panel is located inside the structure, a main breaker or service disconnect must be located on the exterior at or near the meter
- GFCI outlet in Kitchen sink area(s)
- GFCI outlet in bathroom sink area(s)
- Cover plates on ALL electrical switches , receptacles, junction boxes and appliances. NO exposed wiring connections
- Circuit breaker panel covered with no missing or empty break outs

- Smoke detectors:
  - To be located within three feet (3') outside of bathroom door(s).
  - To be located within 10 feet (10') inside and outside every bedroom
  - Located in **each** bedroom on wall above or near door frame, or on ceiling
  - To be located within three feet of the doorway to an attached garage
- Check to make sure batteries are working, smoke detectors must be less than ten years old and be free of paint or any foreign materials
- Carbon monoxide detectors:
  - To be located on wall within ten feet (10') on outside of bedroom(s) if there is gas service available and/or an enclosed garage (**DO NOT install on ceilings**).
  - Another carbon monoxide detector is required inside the house (only in gas appliances) near or over the door frame leading to garage if there is an enclosed, attached garage (**DO NOT install on ceilings**).
- Gas valve jets, not in use, need to be capped.
- When gas inspections are to be performed, make sure all items using gas are turned off and all unused gas valves are also turned off and capped.
- Water heater:
  - If located in garage, whether gas or electric, must be 18" off floor level. Copper gas line tubing must be replaced with stainless steel appliance connection tubing.
  - Needs to be up to code, cover plate needs to be over wiring and proper size ¾" line needs to be on pressure release valve. Water heater also needs to be vented (a licensed plumber may be required).
  - Isolation valve on hot water heater required (this valve turns water off to only the hot water heater).
- No broken or missing windows. Boarded up windows will not pass inspection
- All skirting must be secure around perimeter of structure (*if applicable*).
- No leaks in the roof or walls.
- No trash and debris in or around home, building or lot.
- No infestations of rodents, animals or insects
- No violations of the City of Kosse's Dilapidated, Sub-Standard and Vacant Buildings Ordinance outlined below;

## ***Sub-Standard, Dilapidated and Vacant Buildings Ordinance 101112***

### **2.01 Minimum Standards – Dangerous Conditions Prohibited**

- No building shall have floor decks or ceilings supports that are rotted or termite infested/affected to the point that the floor or ceiling, or any substantial portion thereof, is not structurally safe, and thus presents a danger to persons entering the building.
- No building shall have thirty-three percent (33%) or more of damage or deterioration of the supporting members/components of the building, or fifty percent (50%) or more of damage or deterioration of the non-supporting enclosing or outside walls or coverings.
- No building shall be allowed to exist in a state of disrepair or damage (by fire, wind, explosion, vandalism or elements of nature) so as to have become dangerous to the health, safety and welfare of the occupants thereof, or to the citizens of the City of Kosse.
- No building shall be allowed to exist with deteriorated or inadequate foundations.
- No building shall be allowed to exist with defective or deteriorated flooring or floor supports.
- No building shall be allowed to exist with members of walls, partitions, or other vertical supports that split, lean, list, or buckle or which allow moisture penetration due to defective material or deterioration.
- No building shall be allowed to exist with members of ceilings, roofs, ceiling and roof supports or other horizontal members which split, or buckle or which allow moisture penetration due to defective material or deterioration.
- No building shall be allowed to exist with fireplaces or chimneys that list, bulge, or settle, due to defective material or deterioration. The fireplace/chimney must be removed to correct the problem.
- No building shall exist in a state where components or parts thereof are so attached or have fallen into such a state of disrepair or deterioration, that they may fall and injure members of the public or damage property.
- No building shall have a condition maintained thereon, whether or not specifically identified, which an engineer, architect or safety consultant determines poses an unreasonable risk to the health, safety, and/or welfare of the occupants, or the public based on recognized architectural or engineering standards.

### **2.02 Habitability, Safety and Public Welfare**

#### **Buildings must be in compliance with the following standards:**

- All buildings must be in compliance with applicable building codes, plumbing codes, electrical codes, fire prevention codes and sanitation codes or ordinances heretofore adopted by the City of Kosse or which are adopted hereafter unless specifically exempted therefrom.
- All buildings must meet applicable state sanitation standards.
- No building shall be allowed to exist in a state of neglect or non-maintenance which results in creating an environment or habitat conducive to the infestation and breeding of rodents, insects or other pests in and around the building.
- No accumulation of garbage or refuse shall be allowed to exist in the building or on its premises that poses a fire hazard or creates an environment which facilitates pest infestation.
- All building occupied or used for authorized permanent or temporary occupancy shall have at least one sink and lavatory basin installed in compliance with the plumbing code adopted by the City and must have City water service.
- All buildings occupied or used for authorized permanent or temporary occupancy must have at least one functional restroom containing a toilet installed and connected to the municipal sewage system.
- All buildings occupied or used for authorized permanent or temporary occupancy shall have safe and unobstructed means of egress leading to safe and open space at ground level, as required by the building/safety code(s) adopted by the City of Kosse.
- All buildings occupied or used for authorized permanent or temporary occupancy shall have adequate windows and systems for ventilation.
- No building occupied or used for authorized permanent or temporary occupancy shall be maintained in a condition which renders it unsafe or uninhabitable for humans.
- No building occupied or used for authorized permanent or temporary occupancy shall be maintained in a condition which does not offer reasonable protection from the elements to its inhabitants.
- To the extent allowed by municipal code, any septic tank system must be constructed and maintained in accordance with the applicable code adopted by the City and applicable State Standards.