Fee Schedule

All development fees are to be paid at the time of application. All credit card transactions include a 2% convenience fee. All application processing fees are non-refundable.

### Permit Fees

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application processing fee</td>
<td>$25 min-$200 max</td>
</tr>
<tr>
<td>Banner</td>
<td>$25</td>
</tr>
<tr>
<td>Building (storage shed)</td>
<td>$50</td>
</tr>
<tr>
<td>Certificate of Occupancy</td>
<td>$100</td>
</tr>
<tr>
<td>Curb cut/driveway</td>
<td>$25</td>
</tr>
<tr>
<td>Demolition</td>
<td>$25</td>
</tr>
<tr>
<td>Fire alarm</td>
<td>$4/$1,000 value w/$75 min</td>
</tr>
<tr>
<td>Fire sprinkler</td>
<td>$4/$1,000 value w/$75 min</td>
</tr>
<tr>
<td>Lawn sprinkler</td>
<td>$4/$1,000 value w/$75 min</td>
</tr>
<tr>
<td>Mechanical</td>
<td>$4/$1,000 value w/$75 min</td>
</tr>
<tr>
<td>Moving (structures in R.O.W.)</td>
<td>$75</td>
</tr>
<tr>
<td>New commercial, apartments, accessory</td>
<td>$6/$1,000 value w/$125 min</td>
</tr>
<tr>
<td>additions remodels, &amp; finish outs</td>
<td>deposit required at time of submittal</td>
</tr>
<tr>
<td>New dwellings up to 4 units</td>
<td>$1,100/unit</td>
</tr>
<tr>
<td>Plumbing</td>
<td>$4/$1,000 value w/$75 min</td>
</tr>
<tr>
<td>Pool/spa</td>
<td>$200</td>
</tr>
<tr>
<td>Residential remodel</td>
<td>$5/$1,000 value w/$25 min</td>
</tr>
<tr>
<td>Retaining wall</td>
<td>$50</td>
</tr>
<tr>
<td>Satellite dish</td>
<td>$50</td>
</tr>
<tr>
<td>Sign (wall or freestanding)</td>
<td>$25</td>
</tr>
<tr>
<td>Special event</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,150</strong></td>
</tr>
</tbody>
</table>

**Note:** Development impact fees, water meter and sewer tap connection fees are separate from permit fees and are paid prior to issuance of permit.

### Service Fees

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-inspection</td>
<td>$50</td>
</tr>
<tr>
<td>Special inspection</td>
<td>$50</td>
</tr>
<tr>
<td>Temporary service/renovation heat</td>
<td>$100</td>
</tr>
<tr>
<td>Return check service</td>
<td>$35</td>
</tr>
<tr>
<td>Special services &amp; after hours inspection</td>
<td>$80</td>
</tr>
</tbody>
</table>

### License/Registration Annual Fees

There are currently no contractor registration fees for electrical, fire sprinkler, lawn sprinkler, mechanical, plumbing, or general contractors. **Note:** Plumbing contractors must supply proof of Certificate of Insurance.

All Board fees are to be paid at the time of application.

### Boards of Appeal

<table>
<thead>
<tr>
<th>Board Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Adjustment</td>
<td>$200</td>
</tr>
<tr>
<td>Property Standards Board</td>
<td>$200</td>
</tr>
</tbody>
</table>

### Utilities & Services

**Alarm Permits**

(Do not include fees for alarm installation or monitoring. If an existing business is purchasing an alarm permit, no additional fees are charged.)

- **Security Only**
  - $972-466-9134

**Alcoholic Beverages**

(Do not include fees for liquor license registration)

- **TABC** tabc.state.tx.us/
  - **The sale of alcoholic beverages is under the discretion of the state’s Texas Alcoholic Beverage Commission (TABC).**

**Business Name/DBA**

(Do not include fees for business name registration)

- **Collin County:** collincountytx.gov
- **Dallas County:** dallascounty.org

**Denton County:** dentoncounty.com

Contact the respective county clerk’s office for an application to record an assumed business name.

**Call Before You Dig**

- **Texas One-Call:** 800-245-4545
- **Dig Tess:** 800-344-8377

**SwPPP Review**

- $50

**Environmental Services**

- **Carrollton:** 972-466-3060

Carrollton’s code violations, food sales, health, and rental properties.

**Fire Prevention**

- **972-466-3070**

**New Construction**

- **ONCER Electric Delivery** (24 hrs): 800-711-9112
- **CoServ** (24 hrs): 800-274-4014
- **Atmos Energy** (24 hrs): 866-332-8667

**Post Office**

- **972-466-7877**

**Waste Management Services**

- Search for local providers.
- The City does not encourage trash or recycling collection services to commercial customers.

**State Comptroller (sales tax)**

- 800-252-5555

**Telephone/Cable**

- Search for local providers.

**Water Services**

- cityofcarrollton.com/ucs | 972-466-3120

A contract for services and a deposit are required and must be arranged through the City’s Utility Customer Services Division.

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**Development Services General Information**

**City of Carrollton**

1945 E. Jackson Road
Carrollton, Texas 75006

**General Business Hours:**

Monday–Thursday 7:30 a.m.–5:30 p.m.
Friday 7:30 a.m.–11:30 a.m.

**Inspection Services Hours:**

Monday–Thursday 7 a.m.–4:30 p.m.
Friday 7–11 a.m.
(no inspections Friday afternoon)

- **972-466-3225**
- **Fax:** 972-466-3220
- **24-Hour Inspection Request Hotline:** 972-466-3370

To schedule an after-hour inspection, call during business hours.

**BldgIns@c Cityofcarrollton.com**

**cityofcarrollton.com/buildinginspection**
Submittals for Project Permits

Single Family Dwellings
The following plans are required for submittal along with the completed application form:
1. Plot plan (2 copies)
2. One complete set of house plans
3. Structural framing plans
4. Foundation plan and details (designed by an engineer registered in the state of Texas)
5. Energy code calculations

NOTE: If a minimum finished floor elevation has been designated on the plat, a letter from a registered surveyor must be submitted prior to the foundation inspection indicating that a survey has been performed and the minimum finished floor is in compliance.

Residential Additions
The following plans are required for submittal along with the completed application form:
1. Plot plan (2 copies)
2. Scaled floor and elevation drawings
3. Complete framing information
4. Foundation plan and details
5. Door and window schedule
6. Floor plan of the connecting area of existing home with rooms labeled and all windows and doors shown and sized

Pools and Spas
Two (2) plot plans showing the specific location of the pool or spa. The plot plans must show the approval stamp of the servicing electrical utility company.

Commercial
Two (2) complete sets of civil engineering and architectural plans are required for submittal along with an application form.

NOTE: After all tracking topics have been approved, a total of two (2) architectural and three (3) civil engineering sets shall be submitted for final processing along with a CD with all record drawings in .tif format. In addition, all civil engineering plans shall be 24” x 36.” All construction permits listed must have Carrollton registered subcontractors stated on the application prior to issuance.

Submittals for Specific Permits

Signs
The following plans are required for submittal along with the completed application form:
1. Sign dimensions
2. Sign specifications
3. Signs shall be designed and constructed to withstand a wind pressure of no less than 30 pounds per square foot of area.
4. Two (2) copies of the plot plan showing the specific location of a free-standing sign

Fences/Accessory Structures/Retaining Walls
Applicant should submit two (2) plot plans of the property or a drawing to scale indicating location of the proposed fence, retaining wall, or satellite dish. Permits are required with engineered design for retaining walls above four (4) feet in height.

One-Stop Shop Program
Carrollton offers an efficient fast track development system. This is accomplished through a partnership between the applicant and Building Inspection.

This innovative permit process provides the following benefits:
• One-Stop Shop with the project manager
• Simplified, step-by-step process
• Solution-oriented teamwork
• Ensured compliance with codes and ordinances
• Issue resolution

Most permits will be faxed when ready. A copy will be mailed if a stamped, self-addressed envelope is provided with the application.

Applicable Codes

<table>
<thead>
<tr>
<th>Current Codes</th>
<th>City Ordinances</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 IRC</td>
<td>Zoning Ordinance</td>
</tr>
<tr>
<td>2015 IBC</td>
<td>Sign Regulations</td>
</tr>
<tr>
<td>2015 IFC</td>
<td>Sign Design Guidelines</td>
</tr>
<tr>
<td>2015 IPC</td>
<td>Driveway Ordinance</td>
</tr>
<tr>
<td>2015 IMC</td>
<td>General Design Standards</td>
</tr>
<tr>
<td>2015 IFGC</td>
<td>Subdivision Ordinance</td>
</tr>
<tr>
<td>2015 IECC</td>
<td>Other city ordinances</td>
</tr>
<tr>
<td>2014 NEC</td>
<td>when applicable</td>
</tr>
</tbody>
</table>

Building Permit Process

1. Submit Permit Application & Complete Set of Plans
2. Staff Review “Permit Review Center”
3. Pay Fee
4. Obtain Building Permit
5. Pre-Construction Meeting
6. Begin Construction