

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

Application processing fee	\$25 min-\$200 max
Banner	\$25
Building (storage shed)	\$50
Certificate of Occupancy	\$100
Curb cut/driveway	\$100
Demolition.....	\$125
Electrical	\$4/\$1,000 value w/\$75 min
Electric/plumbing permit (annual)	\$200
Fence.....	\$50
Fire alarm.....	\$4/\$1,000 value w/\$75 min deposit required at time of submittal
Fire sprinkler	\$4/\$1,000 value w/\$75 min deposit required at time of submittal
Lawn sprinkler	\$4/\$1,000 value w/\$75 min
Mechanical.....	\$4/\$1,000 value w/\$75 min
Moving (structures in R.O.W.)	\$75
New commercial, apartments, accessory,.....	\$6/\$1,000 value w/\$125 min additions remodels, & finish outs deposit required at time of submittal
New dwellings up to 4 units.....	\$1,100/unit
Plumbing	\$4/\$1,000 value w/\$75 min
Pool/spa.....	\$200
Residential remodel.....	\$5/\$1,000 value w/\$125 min
Retaining wall	\$50
Satellite dish.....	\$50
Sign (wall or freestanding).....	\$125
Special event ***	\$50
***An administrative processing fee of \$25 will be added to all Special Event, Parade and Block Party permits, as set forth in the Ordinance.	
SWPPP review	\$50
NOTE: Development impact fees, water meter and sewer tap connection fees are separate from permit fees and are paid prior to issuance of permit.	
Tent.....	\$50
Temporary buildings and trailers.....	\$75

Service Fees

Re-inspection.....	\$50
Special inspection	\$50
Temporary service/construction heat.....	\$100
Return check service fee.....	\$35
Special services & after hours inspection (\$40/hr, 2 hr min)	\$80

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

Board of Adjustment	\$200
Property Standards Board.....	\$200

Utilities & Services

Alarm Permits (security only) 972-466-9134

Alcoholic Beverages tabc.state.tx.us/

The sale of alcoholic beverages is under the requisition of the state's Texas Alcoholic Beverage Commission (TABC).

Business Name/DBA (Doing Business As)

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

Electrical Providers

powertochoose.org or saveonenergy.com

Electrical services in Carrollton are provided by third-party entities.

Environmental Services 972-466-3060

Carrollton's code violations, food sales, health, and rental properties

Fire Prevention 972-466-3070

New Construction

ONCOR Electric Delivery (24 hrs)..... 800-711-9112

CoServ 800-274-4014

Atmos Energy (24 hrs) Gas 866-332-8667

Post Office..... 800-275-8777

Waste Management Services

Search for local providers. The City does not provide 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.

Development Services General Information



Building Inspection

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.

BldgInsp@cityofcarrollton.com

cityofcarrollton.com/buildinginspection

Outstanding services
through cooperative
planning and
development efforts

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

Current Codes

- 2015 IRC
- 2015 IBC
- 2015 IFC
- 2015 IPC
- 2015 IMC
- 2015 IFGC
- 2015 IECC
- 2014 NEC

City Ordinances

- Zoning Ordinance
- Sign Regulations
- Sign Design Guidelines
- Driveway Ordinance
- General Design Standards
- Subdivision Ordinance
- Other city ordinances when applicable

Building Permit Process

Development Consultation Meeting

Submit Permit Application & Complete Set of Plans

Staff Review
"Permit Review Center"

Pay Fee

Obtain Building Permit

Pre-Construction Meeting

Begin Construction

