



CITY OF WICHITA FALLS BUILDING INSPECTIONS DIVISION
DOWNTOWN COMMERCIAL/MULTI-FAMILY RENOVATION AND REMODELING
PERMIT APPLICATION AND SUBMITTAL CHECKLIST

PROPERTY INFORMATION: (Please PRINT or TYPE)

Project Address _____ Zoning Designation _____

Subdivision Name _____ Block _____ Lot _____

Description of Project _____
(i.e. New office, new business, new restaurant, etc.)

Purposed use of Project _____

Building Square Footage Area _____ Type of Const. _____ Occ. Class _____

Is the project within the Depot Square Historic District or a Landmark property? ☐ Yes ☐ No

(If "yes", project may require Landmark Comm. approval prior to commencement)

Is the project in the Greater Downtown Area ☐ Yes ☐ No

Is the property platted? ☐ Yes ☐ No (if property is not platted, platting may be required prior to permit issuance)

OWNER/CONTRACTOR INFORMATION: (Please PRINT or TYPE)

General Contractor _____ Phone (____) _____ - _____ FAX (____) _____ - _____

Email Address (for project correspondence only): _____

Contact Name _____

Property Owner _____ Phone (____) - _____

Property Owner Email Address (for project correspondence only): _____

Estimated Project Cost: \$ _____

PROJECT PLANNING/DUE DILLIGENCE

The City recognizes the inherent challenges in renovating older buildings in the greater downtown area and strongly encourages interested parties to take advantage of the following free services before any financial commitments are finalized:

- ☐ Has a predevelopment meeting between the owner/tenant been held with City staff, or waived by the property owner?
- ☐ Has a pre-submittal "walk-through" of the property in question been conducted with City staff?
- ☐ Utility (water/sewer) capacity analysis.

SUBMITTAL CHECKLIST

All applicable items below must be submitted electronically to make **5-business day turn-around time** possible. (This allows all departments to begin plan review immediately upon receipt. See attached information for instructions to upload plans electronically. **Five (5) business day turn-around** is not guaranteed, but should be accomplished if all submittals as laid out below are submitted and the project is not extraordinarily large.

Complete

- ☐ Completed and Signed Submittal Checklist
- ☐ Plans Drawn to Scale in CAD or digital format (i.e. not hand-drawn)
- ☐ Electronic Submission of Building Plans in Compliance with the following City/State laws:

DESIGN MUST COMPLY WITH ALL APPLICABLE ADOPTED CODES:

- 2015 International Building Code 2015 International Plumbing Code 2015 International Mechanical Code
- 2015 International Gas Code
- 2015 International Fire Prevention Code
- 2017 NEC
- 2006 IECC Energy Code
- 2015 Life Safety 101 Code

- Current City Zoning Ordinance. **Zoning Ordinance is available online at cityofwichitafallstx.gov**
- Current City Subdivision Ordinance. **Subdivision Ordinance is available online at cityofwichitafallstx.gov**
- Current City Flood Plain and Drainage laws

SITE PLAN: *Not all elements listed below may be applicable to all Downtown projects.*

- ☐ Is property zoned for intended use? City's Zoning Map is available online at wichitafallstx.gov
- ☐ Is property subdivided (i.e. platted)?
- ☐ Are the property and building under the same ownership (i.e. land is not leased)?
- ☐ Title Block with the following information:
 - Name of Project
 - Physical Address and Property Legal Description (Lot # Block #, Subdivision Name)
 - Sheet Title and Sheet Number
 - Date, and revision date (when applicable)
 - Scale
- ☐ North Arrow
- ☐ Site Data Table showing the following information:
 - Lot Area
 - Building(s) square footage, per use and total
 - Impervious/Pervious Area
 - Landscape Area
 - Lot coverage percentage Building layout
- ☐ Setback requirements (*by plat, zoning ordinance and site triangle*)
- ☐ Location of Easements (*for exterior remodels and/or additions to the exterior of the building*)
**Note: Building exterior additions such as canopies, awnings, etc. may require an Encroachment Agreement – contact the Property Management Division for more details.*
- ☐ Location of solid fence on the rear and dividing Zoning districts (*note: may require discussion w/Planning staff*)
- ☐ Parking Data Table showing the following information
 - Number of parking spaces required and provided, per use and total
 - Number of handicap parking spaces required and provided, to include van accessible handicap parking spaces
- ☐ Parking lot layout with angle, and width and length dimensions (*new parking spaces not required if zoned CBD*)
- ☐ Curb Cuts and/or Property Access Points
- ☐ Loading area for all retail, commercial and industrial structures in excess of 12,000 square feet, and kindergartens, day schools and child training and care establishments
- ☐ Trash receptacle (dumpster) location
- ☐ Freestanding signs (location/height – if applicable). New signs require a separate Sign Permit
- ☐ Clear zones for driveways/site triangle
- ☐ Are the condition of all existing sidewalks in compliance with City ordinance?
- ☐ 4-foot sidewalk required along each street Frontage Drainage plan with: (*new building construction only*)
 - Gradient elevations
 - Flow rates
 - Retention / detention areas
 - Gutting or sloping details
- ☐ Storm water pollution prevention plan (SWP3) a.k.a. Erosion Control Plan (*new building/parking construction only*)
- ☐ Detention Study – required for new construction permits when the lot is one acre or more (*new construction only*)

LANDSCAPE PLAN

Note: A Landscaping Plan is required if a project cost exceeds 25% of the current improvement value. For properties zoned CBD, the plans shall strive to provide landscaping recognizing spatial constraints.

- ☐ Title Block with the following information:
 - Name of Project
 - Physical Address and Property Legal Description (Lot # Block #, Subdivision Name)
 - Sheet Title and Sheet Number
 - Date, and revision date (if applicable)
 - Scale
- ☐ North Arrow
- ☐ Landscape data table showing the following information:
 - Landscape area required and provided
 - Total number of trees required and provided
 - Name, species and size (height and caliper) of trees and other landscape materials
- ☐ Required landscaping (*per City Zoning Ordinance Sec.6810*)
- ☐ Proposed trees to be planted. Trees shall not be in utility easements or near power lines Existing trees to remain indicating caliper size
- ☐ Water sources (irrigation meter location)

- ☐ Irrigation Service Note ("Irrigation being provided by licensed irrigation contractor")
***Note: Separate irrigation system plan and permit must be submitted separately by a licensed irrigation contractor; Irrigation Service Note (as noted above) should be on the landscape plan**

FLOOR PLAN AND ELEVATIONS:

- ☐ Architectural Drawings and Engineering required on buildings 5,000 sq. ft. or over
☐ On all A, I, or E occupancies, above 2,500 sq. ft., an engineers' and/or architect's seal required- (**Assembly** (ex: church/restaurant) **Institutional** (ex: hospital/jails) **Educational** (ex: schools/day care center)
☐ A building that is three (3) or more stories in height requires architectural drawings and engineering
☐ All areas / rooms denoted or labeled
☐ All pertinent dimensions shown
☐ All door & window sizes shown or referenced to schedules
☐ All accessory details and drawings
 - Wall section details
 - Framing details (roof & wall)
 - Engineered metal building drawing (if applicable)☐ Elevations shall be labeled as north, south, east and west elevations
☐ Roof overhang dimensions on all elevations

PLAN SPECIFICATIONS:

- ☐ Plans to scale
☐ Building shall meet all Building Codes that apply to the specific Occupancy.
☐ Mechanical (M), electrical (E) and plumbing (P) designs signed by master of the profession; or engineer (**if required**) ***Note: See MEP sections on page 4**
☐ Total building square feet. Plans shall reflect existing and finished floor plan
☐ If project is multi-tenant, show each tenant area & square feet of each area
☐ Identify each room as to use (rest room, storage room, mechanical room, office, sales area, kitchen, etc.)
☐ Identify adjacent tenant space on either side (in multi-tenant buildings only)
☐ Indicate all plumbing fixtures and complete diagrams indicating size and placement of (water heater, furnace, sink, commodes, lavatories, sand traps, grease traps, etc.)
☐ Identify components of accessibility for the disabled (ramps, rest room facilities). Provide details of such installations as per code and the Texas Accessibility Standards.
☐ Provide door & window information, including clear opening width of doorways, direction of door swing, location of windows & doors, latching or locking hardware & fire rating & classification if located in a fire rated wall, barrier or partition.
☐ Indicate location of glazed openings relative to doors & walking surfaces.
☐ Indicate corridors, passage ways, steps & stairs, landings and stairway details.
☐ Indicate fire extinguisher location & type.
☐ Indicate exit light location & type.
☐ Indicate interior finish for walls, ceilings and floors.
☐ If over one story above or below grade, show exterior elevations.
☐ If interior or exterior demolition is proposed, provide detailed information and drawings.
☐ Provide outdoor advertising sign location, height and area on the site plan.
☐ Any electrical changes, upgrades or additions will require a riser diagram, load calculations and panel locations specified on the plans.

ACCESSORY DOCUMENTS:

- ☐ Life Safety Plan
☐ Energy Conservation Report (Com. Check)
☐ Registration letter from T.D.L.R. for A.D.A. project registration
☐ Asbestos survey and TDOH clearance letter (if work is to be done in existing commercial buildings)
☐ Flood elevation certificate if project is located in flood plain, except if in flood zone "C". Completed flood elevation certificates are required before construction noting proposal finished, flood elevation, and once construction is completed noting the actual finished floor elevations.

IF FOOD PREPARATION/RETAIL FOOD ESTABLISHMENT:

- ☐ Grease Trap
☐ Vent Hood
☐ Type of ceiling finish
☐ Type of finish floor surface
☐ Type of wall surface
☐ Type of food contact surface
☐ Kitchen equipment layout including storage areas Location of 3-compartment sink

- ☐ Location of mop sink
- ☐ Location of employee hand lavatories
- ☐ Paper towel and soap dispenser(s) above all employee hand sinks
- ☐ Self-closing device on all bathroom doors
- ☐ In-direct drain connections for 3-compartment and ice machine
- ☐ Hot and cold water supply to ALL sinks
- ☐ Location of outside trash dumpster
- ☐ Sneeze guard protection (if applicable)
- ☐ Food protection during display
- ☐ Location of storage area

***Note: A Food Retail Permit will be required for most projects preparing/selling food. Please contact the Health Department for more details on project requirements.**

FOUNDATION PLAN (if a new foundation/foundation repair will be part of project)

- ☐ Dimensions & detail for construction Engineer's seal required

ELECTRICAL PLAN:

- ☐ Provide electrical fixture plan
- ☐ Provide electrical panel schedule
- ☐ Engineers seal required if building is > 5,000 sq. ft. On all A, I, or E occupancies, above 2,500 sq. ft., an engineers' seal required- (**Assembly** (ex: church/restaurant) **Institutional** (ex: hospital/jails) **Educational** (ex: schools/day care center)
- ☐ Energy conservation report on air-conditioned areas

MECHANICAL PLAN:

- ☐ A/C duct layout
- ☐ A/C equipment schedule size designation
- ☐ Details on dampers (if required)
- ☐ Engineers seal required if building is > 5,000 sq. ft. On all A, I, or E occupancies, above 2,500 sq. ft., an engineers' seal required- (**Assembly** (ex: church/restaurant) **Institutional** (ex: hospital/jails) **Educational** (ex: schools/day care center)

PLUMBING PLAN:

- ☐ Layout of all fixtures
- ☐ Schematic of drain / waste system layout
- ☐ Engineers seal required if building is > 5,000 sq. ft. On all A, I, or E occupancies, above 2,500 sq. ft., an engineers' seal required- (**Assembly** (ex: church/restaurant) **Institutional** (ex: hospital/jails) **Educational** (ex: schools/day care center)

FIRE PROTECTION:

***Note: Fire Suppression (i.e. sprinkler system) and/or other fire protection upgrades (fire alarm, smoke detectors, etc.) may be required for projects increasing occupancy space, change of use/occupations, interior additions or other work that may change or increase the occupancy and/or use of a building. Please check with the Building Inspections Division and Fire Marshal's Office for more details on requirements.**

- ☐ Designation of all firewalls or partitions
- ☐ Fire rating designation on doors & windows assemblies in fire-rated wall and/or partitions
- ☐ Fire alarm layout (if required)
- ☐ Fire suppressions system layout (if applicable – sprinklers, stand pipes, aerosol systems, CO2 systems, etc.)
- ☐ Fire department accessibility

- **Alterations, changes, and/or deviations from any plans submitted to and approved by the City shall be re-submitted to and approved by the City prior to the commencement of any such work.**
- **Construction work (including sub-trades) requiring City permits that is initiated without such permits shall be subject to a permit fee twice the normal permit fee and the possibility of citations to the municipal court and/or the revocation of his/her City registration.**

I attest the foregoing is a true and correct description of the improvement proposed and that I will have full authority over the construction of the same. I also hereby warrant that I am the legal owner of the property or that I am acting as a legal agent of the property owner.

Authorized Agent _____ **Date** _____
(i.e. Design Professional, Contractor, other Project Representative)

Owner _____ **Date** _____
(i.e. Property Owner and/or Tenant)



Development Review Team – Staff Contact List

Staff Contacts for Development

Building Inspections Division

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Public Works Engineering Division

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Planning Division

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Fire Department

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Legal Department

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Historic Preservation

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Property Management Division

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Property Management Administrator
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Administration

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For Any Other Questions

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Development Services Assistant
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2025 PLATS SCHEDULE



NOTIFICATION PLATS DEADLINE 3:00 pm	PLATS (PRELIM, FINAL, MINOR) DEADLINE 3:00 pm	P&Z MEETING DATE 2:00 pm COUNCIL CHAMBERS
December 12, 2024	December 12, 2024	January 8, 2025
January 16, 2025	January 16, 2025	February 12
February 13	February 13	March 12
March 13	March 13	April 9
April 17	April 17	May 14
May 15	May 15	June 11
June 12	June 12	July 9
July 17	July 17	August 13
August 14	August 14	September 10
September 11	September 11	October 8
October 16	October 16	November 12
November 13	November 13	December 10
December 18	December 18	January 14, 2026

PLAT FEE SCHEDULE – Wichita County:

Preliminary Plats up to five acres.....\$ 175
 Plus additional per acre fee of \$10.25 up to a maximum of\$512.50

Plat Type	Wichita County
Final Plat: Up to five acres More than five acres Plus, additional per acre fee or fraction thereof up to \$500.00 maximum	\$290.00 \$290.00 \$ 10.25
Notification Plat, in addition to final plat fee	\$ 76.00
Plat Vacation	\$205.00
Minor Plat	\$290.00

MISCELLANEOUS FEES:

Closures and encroachments (street, alley & easement).....\$ 205
 (some closures require payment of property appraisal)
 Right-of-way and easement encroachment release.....\$102.50
 Street Name Change.....\$512

FEE SCHEDULE FOR AIRPORT ZBA:

Variance (Airport Zoning)\$ 205
 Administrative Appeal\$ 205

2025 AIRPORT BOARD of ADJUSTMENT

APPLICATION DEADLINE 5:00 pm	ABOA MEETING DATE 1:30 pm COUNCIL CHAMBERS
January 2, 2025	January 22
February 5	February 26
March 5	March 26
April 2	April 23
May 7	May 28
June 4	June 25
July 2	July 23
August 6	August 27
September 3	September 24
October 1	October 22
November 5	November 26
December 3	December TBD
January 7, 2026	January 28, 2026

NOTE: Planning staff will place Variance/Administrative Appeal signs on the property at least 15-days prior to Airport Zoning Board of Adjustment meeting.

Plat Type	Archer County	Clay County
Final Plat: Up to five acres More than five acres Plus, additional per acre fee or fraction thereof up to \$500.00 maximum	\$290.00 \$290.00 \$ 10.25	\$512.00 \$512.00 \$ 10.25
Notification Plat, in addition to final plat fee	\$76.00	\$76.00
Plat Vacation	\$205.00	\$460.00
Minor Plat	\$290.00	\$512.00

Annexation.....\$512
 Certification Letter:
 Basic review.....\$25.50
 Intensive review.....\$51
 Liquor Permit Certification fee (City Clerk's Office)\$50
 Donation Box Permit/Renewal.....\$76/51

**Credit Card/Online Transaction Fee - no more than 5% of transaction amount

2025 REZONING & CONDITIONAL USE



APPLICATION DEADLINE 5:00 pm	P & Z MEETING 2:00 pm COUNCIL CHAMBERS	CITY COUNCIL MEETING 8:30 am COUNCIL CHAMBERS
December 13, 2024	January 8, 2025	February 4
January 17	February 12	March 4
February 14	March 12	April 1
March 14	April 9	May 6
April 18	May 14	June 3
May 16	June 11	July 1
June 13	July 9	August 5
July 18	August 13	September 2
August 15	September 10	October 7
September 12	October 8	November 4
October 17	November 12	December 2
November 14	December 10	January 6, 2026
December 19	January 14, 2026	February 3, 2026

NOTE:

1. Conditional Use Appeals must be filed within 10 days of the P&Z Commission's decision. The appeal will be placed on the next City Council agenda but not earlier than 15 days after filing of the appeal.
2. Site Plan Appeal must be filed within 10 days of the City Planning Administrator's decision. The appeal will be placed on the next P&Z agenda but not earlier than 15 days after filing of the appeal.
3. Planning staff will place rezoning signs on the property at least 15 days prior to the P&Z Commission hearing date.

FEE SCHEDULE FOR REZONINGS & CONDITIONAL

USES:

Rezoning, up to five (5) acres	\$ 460	Conditional Use Application	\$ 175
For each additional acre.....	\$10.25	Conditional Use Appeal	\$ 102
Planned Unit Development.....	\$565 + \$10.25/acre	Site Plan Application.....	\$ 76
Conditional use carport.....	\$ 175	Site Plan Appeal.....	\$ 51
Conditional use for communications tower.....	\$ 255		

2025 BOARD of ADJUSTMENT

APPLICATION DEADLINE 5:00 pm	BOA MEETING DATE 1:30 pm COUNCIL CHAMBERS
December 26, 2024	January 15
January 29, 2025	February 19
February 26	March 19
March 26	April 16
April 30	May 21
May 28	June 18
June 25	July 16
July 30	August 20
August 27	September 17
September 24	October 15
October 29	November 19
November 26	December 17
December 31	January 21, 2026

NOTE:

Planning staff will place Variance/Administrative Appeal signs on the property at least 15 days prior to the Board of Adjustment meeting.

FEE SCHEDULE FOR BOARD OF ADJUSTMENT:

Variance	\$ 205
Administrative Appeal.....	\$ 205

**Credit Card/Online Transaction Fee - no more than 5% of transaction amount