



**CITY OF WICHITA FALLS BUILDING INSPECTIONS DIVISION**  
**NEW RESIDENTIAL PERMIT APPLICATION & SUBMITTAL CHECKLIST**  
(Single-family, Duplex and Townhouses)

**PROPERTY INFORMATION: (Please PRINT or TYPE)**

Project Address \_\_\_\_\_ Zoning Designation \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Description of Project \_\_\_\_\_  
(i.e. New Home, Renovation, Duplex, Townhouse)

Purposed use of Project \_\_\_\_\_

Building Square Footage Area \_\_\_\_\_ Type of Const. \_\_\_\_\_ Occ. Class \_\_\_\_\_

**Is the project a Landmark property (West Floral Heights Neighborhood)?**      **Yes**      **No**

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

**Is the property platted?**      **Yes**      **No**

(if property is not platted, platting may be required prior to permit issuance; contact the Planning Division at (940) 761-7451) if unplatted)

**Is the property located at Lake Kickapoo or Lake Arrowhead?**      **Yes**      **No**

**OWNER/CONTRACTOR INFORMATION: (Please PRINT or TYPE)**

**General Contractor** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email Address (for project correspondence only): \_\_\_\_\_

Contact Name \_\_\_\_\_

**Property Owner** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Owner Email Address (for project correspondence only): \_\_\_\_\_

**Estimated Project Cost: \$** \_\_\_\_\_

<h2>SUBMITTAL CHECKLIST</h2>
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**Complete**

Residential Building Permit Application and Submittal Checklist Completed.

Copy of Final Plat for property.

Copy of Property Survey.

Site plan on each plan set showing: (1) all existing and proposed structures, the distances between each, and the distances to all property lines, and (2) sidewalks, if applicable (generally, sidewalks are required for new home construction)

**DESIGN MUST COMPLY WITH ALL APPLICABLE ADOPTED CODES:**

- 2015 International Residential Code
- 2015 International Energy Conservation Code
- 2015 International Mechanical Code
- 2015 International Fuel Gas Code
- 2015 International Fire Code
- 2015 International Plumbing Code
- 2017 National Electrical Code
- City's Zoning Ordinance (**Zoning Ordinance is available online at [cityofwichitafallstx.gov](http://cityofwichitafallstx.gov)**)
- City's Subdivision Ordinance (**Subdivision Ordinance is available online at [cityofwichitafallstx.gov](http://cityofwichitafallstx.gov)**)
- City's Flood Plain and Drainage laws

Floor plan showing: (1) all rooms of the building, (2) window sizes, (3) the locations of all electrical devices such as plugs, lights, switches, ceiling fans, smoke detectors, sub-panels, and service panel, (4) locations of all plumbing fixtures, and (5) the location of heating and A/C units and appliances (such as water heater, and washer and dryer)  
Foundation plans and details  
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 proposed finished flood elevation, and once construction is completed noting that actual finished floor elevation.  
Door and window schedule/size and notations.  
Wall section, joist, and rafter details.  
Exterior elevations with plate heights

### **Important Notes**

- The City cannot issue construction permits if the property is not zoned for single-family or duplex construction (whichever is applicable to the project). Do not assume the property is "grandfathered".
- The City cannot issue construction permits if the property is not platted in accordance with the City's subdivision ordinance. Do not assume that projects on tracts with existing structures are exempt from this requirement.
- A residential building permit must be obtained by the general contractor prior to permits being issued for any sub-trades (i.e. electrical, plumbing, mechanical, etc.)
- The City strongly suggests the general contractor and/or project manager review/check all construction work (including sub-trades) prior to requesting inspections from the City.
- ***It is the responsibility of the general contractor and/or project manager to request of the City the following required inspections (approved building permit plan must be on-site for all inspections):***
  - Erosion Control (call Environmental Service Department 940-761-7820) Secured Portable Toilet Facility onsite prior to commencement of construction and before any building inspection is conducted;
  - Pre-Pour (i.e. Form-Board) Survey must be submitted and approved prior to the next inspection;
  - Plumbing under slab (must be done before steel);
  - Steel rebar (done before pour);
  - Nail pattern (all exterior walls);
  - Rough/In (all subs must be ready at the same time: framing, plumbing, electrical, and mechanical);
  - Firewalls (Pre-drywall and post-dry wall)
  - Insulation (before sheet-rock)
  - Driveway/Curb/Approach (done before pour)
  - Yard line/Sewer Tap
  - Final/Certificate of Occupancy (C.O.) (***RESIDENCE CANNOT BE OCCUPIED WITHOUT FINAL INSPECTION AND C.O.***)
- **All re-inspection fees are due prior to any re-inspection/further inspections being conducted.**
- **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)

***\*Property Owner's Signature Required.***



## Development Review Team – Staff Contact List

### Staff Contacts for Development

#### **Building Inspections Division**

Brandon Petersen  
Plans Examiner  
Phone: (940) 761-8872  
Email: [brandon.petersen@wichitafallstx.gov](mailto:brandon.petersen@wichitafallstx.gov)

#### **Public Works Engineering Division**

Tyson Traw  
Deputy Director of Public Works  
Phone: (940) 761-7477  
Email: [tyson.traw@wichitafallstx.gov](mailto:tyson.traw@wichitafallstx.gov)

Shanice Robinson, P.E.  
Assistant City Engineer  
Phone: (940) 761-7477  
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Rick Branum  
Development Review and Utility Coordinator  
Phone: (940) 761-7477  
Email: [ricky.branum@wichitafallstx.gov](mailto:ricky.branum@wichitafallstx.gov)

#### **Planning Division**

Christal Cates  
Neighborhood Revitalization Coordinator  
Phone: (940) 761-7451  
Email: [christal.cates@wichitafallstx.gov](mailto:christal.cates@wichitafallstx.gov)

Cedric Hu  
Planner  
Phone: (940) 761-7451  
Email: [cedric.hu@wichitafallstx.gov](mailto:cedric.hu@wichitafallstx.gov)

#### **Health Department**

Samantha Blair  
Environmental Administrator  
Phone: (940) 761-7822  
Email: [samantha.blair@wichitafallstx.gov](mailto:samantha.blair@wichitafallstx.gov)

#### **Legal Department**

Kinley Heggland  
City Attorney  
Phone: (940) 761-7627  
Email: [james.mckechnie@wichitafallstx.gov](mailto:james.mckechnie@wichitafallstx.gov)

#### **Traffic Engineering Division**

Larry Wilkinson  
Superintendent  
Phone: (940) 761-7640  
Email: [larry.wilkinson@wichitafallstx.gov](mailto:larry.wilkinson@wichitafallstx.gov)

#### **Historic Preservation**

Karen Montgomery-Gagné  
Principle Planner  
Phone: (940) 761-7451  
Email: [karen.montgomry@wichitafallstx.gov](mailto:karen.montgomry@wichitafallstx.gov)

#### **Property Management Division**

Pat Hoffman  
Property Management Administrator  
Phone: (940) 761-8816  
Email: [pat.hoffman@wichitafallstx.gov](mailto:pat.hoffman@wichitafallstx.gov)

#### **Administration**

Fabian Medellin, AICP  
Interim Director of Development Services  
Phone: (940) 761-7451  
Email: [fabian.medellin@wichitafallstx.gov](mailto:fabian.medellin@wichitafallstx.gov)

#### **For Any Other Questions**

Robin Marshall  
Development Services Assistant  
Phone: (940) 761-7451  
Email: [robin.marshall@wichitafallstx.gov](mailto:robin.marshall@wichitafallstx.gov)

# 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