

CITY OF WILLIS BUILDING PERMIT PROCEDURE

- 1) Permits shall not be required for the following mechanical work:
- A) any portable heating appliance;
 - B) any portable ventilation equipment;
 - C) any portable cooling unit;
 - D) any steam, hot or chilled water piping within any heating or cooling equipment regulated by the Standard Mechanical Code;
 - E) replacement of any part which does not alter its approval or make it unsafe;
 - F) any portable evaporative cooler;
 - G) any self-contained refrigeration system containing 10 lb. (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less;

or for minor repairs provided that such repairs shall not violate any of the any of the technical codes.

- 2) An owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, remove, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the Code Enforcement Department of the City of Willis and obtain the required permit for the work.
- 3) Upon completion of the permit forms the owner, authorized agent, or contractor shall return the completed forms to this office along with two sets of drawings drawn to scale with sufficient clarity and detail to indicate the nature and the character of the work.

WORKING DRAWING REQUIREMENTS:

- A) Drawings and specifications shall contain information, in the form of notes or otherwise as to the quality of materials, where quality is essential to conformity with the technical codes.
 - B) This information shall be specific, and the technical codes shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used as a substitute for specific information.
 - C) ***All information drawings, specifications and accompanying data shall bear the name and signature of the person responsible for the design.***
- 4) Upon receipt of the completed, permit forms and drawings the Code Enforcement Officer shall review or cause to have reviewed the plans, drawings, specifications and other information accompanying each application for conformance with the requirements of the technical codes, and other pertinent laws and ordinances. ***ALL COMMERCIAL AND RESIDENTIAL APPLICANTS SHALL SUBMIT A PLAN REVIEW FEE EQUAL TO ONE-HALF (½) OF THE BASE PERMIT FEE ALONG WITH THEIR APPLICATION. RESUBMITTAL OF PLANS MAY BE SUBJECT TO ADDITIONAL REVIEW FEES.***
- 5) After the permit application documents have been properly reviewed and the Building Official / Code Enforcement Officer is satisfied that the work described in the application conforms to the requirements of the technical codes, other pertinent laws and ordinances and upon payment of all permit fees in accordance with the City of Willis Schedule of Fees, the permits will be issued.