

WHEN IS A BUILDING PERMIT REQUIRED?

A building permit is required to erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, use, occupy, or maintain any structure or building. This includes residential accessory buildings that are 100 square feet or larger, such as storage sheds, car ports, etc.

HOW DO I APPLY FOR A BUILDING PERMIT?

1. **CALL:** If possible, call the City of Emory at (903)473-2465 before visiting our offices to apply for a permit. We can discuss the details of the project and outline the information you will need to bring with you when you come to our offices. Please have the physical address and legal description of the property before you call.

2. **VERIFY ZONING:** Check the official Zoning Map and Zoning Ordinance of the City of Emory Code of Ordinances to verify that the proposed use of the property is permitted. Zoning Map and Zoning Ordinance are located at: www.cityofemory.com

If the proposed use is not permitted by the City's Zoning Ordinance, ask the City Staff about options.

3. **VERIFY PLATTING:** If the project is an interior remodel only of an existing building, skip down to step #4. Otherwise, check the Legal Description of the property from a warrantee deed,

tax notice or other legal document. If you can not locate the legal description, please call the Tax Appraisal Office at (903)473-2391 and ask them to give you the legal description. If the property is part of a platted subdivision, the legal description will include a lot and block number, and subdivision name. If the project is a new building or addition, and the property is not part of a platted subdivision, you will be required to complete the platting process before applying for a building permit. Ask City Staff for details.

4. **REVIEW THE BUILDING PERMIT PLAN REVIEW CHECKLIST:** A completed Building Permit Plan Review Checklist is required with every building permit application. The Checklist outlines all the information required for your permit application. Copies of the Checklist are available at Emory City Hall 399 N. Texas Street.

5. **PREPARE APPLICATION MATERIALS:** After reviewing the Building Permit Checklist, prepare all information required for your building project as outlined in the plan review checklist.

6. **SUBMIT APPLICATION:** Submit all the required application materials to City of Emory at 399 N. Texas St., Emory. A complete application **MUST** include the following:

1. A complete *Building Permit Plan Review Checklist*.

2. A complete *Building Permit* application form.
3. Copies of detailed site plan (if required)
4. Copies of the building construction plans.

The City of Emory Staff **CANNOT** accept an incomplete application.

HOW LONG DOES IT TAKE TO OBTAIN A BUILDING PERMIT?

Upon receiving a **complete** application, City Staff will review the application for compliance with applicable city codes. The review time varies depending on the complexity of the work, but generally you can expect the following time frame: 3 to 5 days for single-family projects, and 1 to 2 weeks for non-residential and multi-family projects. After review is complete, and it is determined that no changes to the plan or additional information are required, a building permit will be issued. If changes to the plans or additional information are required, City Staff will notify the project manager. A building permit will be issued when all outstanding requirements have been addressed. Work on the project can not commence until a building permit is issued.