

# The Simple Building Permit Process

Building permits are very beneficial to you and your community. By working with a Building Official, you will benefit from their knowledge of building codes to ensure your construction project is built right, will be safe, and will last.

## When do you need a building permit?

The best way to find out if you need a building permit is to call the Development Services Department at Keene City Hall, but usually building permits are required for the following:

*\*New Residential buildings, \*Additions (bedrooms, bathrooms, family rooms, etc.) \*Residential work (decks, garages, fences, fireplaces, pools, water heaters, etc.). \*Renovations (garage conversions, kitchen expansions, re-roofing, etc.) \*Electrical systems \* Plumbing systems and \*HVAC (heating, ventilating, and air-conditioning systems).*

## STEP 1: TALK TO THE BUILDING OFFICIAL

The Building Official wants your project to be a success and will help you avoid potential problems that could cost you time and money. You will be asked some basic questions. (What are you planning to do? Where?) then you will be advised of any requirements. The building official will provide you with the resources and information needed for compliance with the applicable building codes. You will then receive an application for a building permit.

## STEP 2: SUBMIT PERMIT

At this stage you will document the “who”, “what”, “when”, “where”, and “how” of the job on the permit application and attach any sketches or plans of the proposed work.

## STEP 3: REVIEW PROCESS

In a brief amount of time, the building official and our third party inspection/review firm will review your plans and determine if your project is in compliance with local & state requirements. If your plans meet these requirements, a permit is issued. If not, the building official may suggest solutions to help correct the problem.

## STEP 4: RECEIVE APPROVED PERMIT

Now that you have been approved for a permit, a fee, based on the size of the job, is collected to cover the cost of the application, the review, and the inspection process. The building official is available to you should you have any questions concerning your project. You should consider your building official as your ally who will help you make your project a success.

Once your fees are paid and you have been issued your approved permit, you have legal permission to start your project.

## STEP 5: JOB-SITE VISITS

On-site inspections will be required to make certain the work conforms to the permit, local/state codes, and plans. Your approved permit packet will state approximately how many inspections may be needed for your project. If inspection requests are called in by 4:00 pm, the inspections are usually scheduled for the next business day.

## STEP 6: FINAL APPROVAL

The building official will provide documentation when construction is complete, code compliance is determined and final inspections come back approved.



New Construction or remodel



HVAC Heating & Air



Plumbing



Electrical



Pools in-ground or above ground



Outbuildings, garages



Fences



Decks, patios



Roofing



Windows

Please submit permit applications to the  
Development Services Department

at Keene City Hall

1000 N. Old Betsy Rd.

817-641-3336 ext. 130

or via email: [permits@keenetx.com](mailto:permits@keenetx.com)

Questions regarding new build construction,  
remodels, code requirements, or if your  
project requires a permit.

contact:

Cheryl McClain - Building Official  
Development Services Department

