

FAQs

Related Questions

Accessory Building Permits

The applicant must submit a plan with the application showing where the accessory building will be installed on the property, the distance from the property lines, and the distance from existing buildings.

The accessory building must be a minimum of 5 feet from any property line and 10 feet from any building.

The application must also include information about the height and size of the accessory building.

If the accessory building is a storage shed, homeowners can draw the plans themselves; they do not have to hire a professional to draw up plans.

For larger or more permanent structures such as detached garages or barns, however, or any building that will be occupied, professional plans must be submitted.

Backflow Testing

[All backflow testing and registration are done through SC Tracking.](#)

Certificates of Occupancy

Certificates of occupancy are paid at the time of the application.

The application must include a copy of the lease and the asbestos survey form/ acknowledgment.

The asbestos survey acknowledgment form is part of the c.o. Application.

The C.O. requires two inspections – one by the building inspector and one by the fire department.

The permit office will schedule the building inspection.

The fire marshal will schedule the fire department inspection directly with the applicant.

The inspection should be scheduled within 15 days of applying for the C.O. The application expires 15 days after submittal.

Contractor Registration

The City requires any contractor who is doing work requiring a permit to register with us.

Contractors must provide a copy of their state license (if applicable), a driver's license, and a copy of their insurance.

[Login here.](#)

Demolition Permits

Demolition permits require plan review. An asbestos survey must be included with the application.

Fence Permits

The permit application should include a plan or drawing of where the fence will be installed on the property.

The application/ plan should also include information showing the height of the fence and the materials.

The maximum fence height is 8 feet. If the applicant is replacing an existing fence and the replacement is less than 50% of the total existing fence, then a permit is **not** required.

The plan can be sketched out by the applicant. However, for retaining walls 4 feet or more in height, engineered plans are required.

Inspections

Call 817-297-2201 ext. 3020 by 4 PM to have inspections scheduled for the next business day.

We do not set appointments. The customer may leave a phone number to have the inspector call approximately 30 minutes before arriving at the location.

The inspector will leave an inspection sheet at the job site noting whether the inspection passed or failed.

Patio Covers/ Pergolas

They are considered additions/ alterations and require a permit.

Plats

Beginning in 2021, plats are only accepted on a specific application date (see [Planning-Zoning for application schedule](#)). Plats submitted on other dates will not be accepted. The only exception to this is minor plats, which can be accepted on any date.

Applications should include the following:

- An application signed by the applicant.
- If the applicant is not the owner, the application should also include a notarized letter/statement from the owner authorizing the applicant to plat the property.
- Four full-size folded copies of the plat drawing.
- Official tax certificates from the tax assessor-collector's office showing no taxes are owed. Receipts from the tax assessor-collector's office and photocopies will **not** be accepted.
- Preliminary plats require preliminary engineering plans.
- Final plats should have engineering plans already approved.

Please note: Planning staff will review the application for completeness and will notify the applicant when it is determined that the application is complete. **Accepting the plat application at the front counter does not mean the city has determined the application is complete and does not guarantee placement on the next available Planning and Zoning Commission Agenda.**

Signs, Temporary

Temporary sign permits can be issued without plan review. Portable signs can be a maximum of 50 square feet and 8 feet in height. If more than one sign is at the same address, the signs must be at least 150 feet apart. Signs must be at least 20 feet from the right of way. Each sign can only be up for 30 days and must be down for 60 days before it can be put back up.

Portable off-premises signs can be up for 90 days, with 30 days between signs being up. The property owner must give permission in order for the sign to be installed.

Portable signs are not permitted in the Downtown Overlay District but are being allowed temporarily during Main St construction. Main St construction is expected to last until December 2021.

Banners can be up for a period of 30 days, up to 3 times per year, with at least 45 days between each 30-day period.

Solar Panels

Solar panel installations are considered additions/alterations and require a permit.

Storage Shed Permit

See accessory building permits.

[View All FAQ's](#)