

PERMIT PROCESS

- ✓ Check your zoning regulations before beginning a project.
- ✓ Make sure your contractor is registered with the city.
- ✓ Submit **completed** permit application along with **required** documents online.
- ✓ City Inspectors will review & approve your permit application.

Process can take up to 10 business days. As long as *ALL* required documents have been submitted with your online application.

- ✓ An email notification will be sent if any revisions or documents are requested by an inspector or a payment notification.
- ✓ Permit issued.
- ✓ All inspections are requested online through MGO Connect or Customer Support (866) 957-3764.
- ✓ Inspector conducts inspections.

AM 09:30-11:30 & PM 01:30- 04:30.

- ✓ Passed or Failed inspections will be sent via email and recorded to your permit in MGO.
- ✓ Any failed inspection will require a reinspection fee of \$65.00 paid prior to scheduling your reinspection.



www.mgoconnect.org

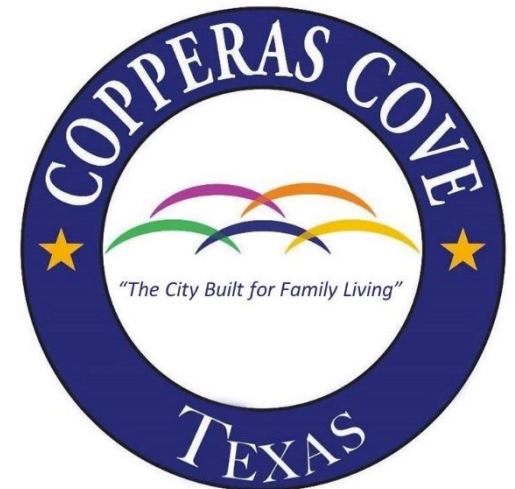
1-866-957-3764

Download the app to your phone or tablet for best results



The City of Copperas Cove

Building & Development
Services



Please refer to the City of Copperas Cove website to view the most current fee schedule.

www.copperascovetx.gov

Home projects that do not require a permit:

- Painting
- Wallpapering
- Floor covering
- Replacing rotten wood when less than 20 percent of exterior surfaces are involved.
- Storm doors
- Cabinets
- General roof maintenance not to exceed 5 percent of total surface.
- Landscaping including rock or brick work.
- Connection of approved portable electrical equipment or approved permanently installed receptacles.
- Portable heating, cooking, or clothes drying appliances.
- Replacement of any minor parts that does not alter approval of equipment or make such equipment unsafe.

Home projects that do require a permit:

- Building: i.e., Remodeling/Additions
- Plumbing: i.e., Hot water heaters, water/sewer lines repairs
- Mechanical/HVAC
- Fence
- Irrigation
- Electrical, Service Upgrades
- Demolition
- Siding
- Driveway, sidewalk, flatwork of any kind, retaining wall, patio,
- Re-roofing i.e., over 5%.
- Swimming Pools/Spa/Water Feature.
- Any outdoor shed, Accessory building, Stable, Kennel, Green House, Cabana, Pergola.
- Doors and Windows

EMERGENCY REPAIRS

When emergency repairs or replacement must be performed, the permit application must be submitted to the Building Department the next business day.

Required Plans

Please check all zoning regulations and requirements prior to beginning any project.

Certain projects may require plans such as:

- Site Plan: Fences, Accessory Buildings, Residential Additions, Decks, Patio Covers, Fencing, Swimming Pools, Retaining Walls, Accessory Doweling Units.
- Floor plans: Residential Remodel, Residential Additions, Accessory Building/Dwelling Unit; existing and propose.
- Electrical Plan: Required if adding circuits.
- Plumbing Plan: Required if adding to current system.
- Stamped Irrigation Plan: if installing or upgrading current sprinkler system.
- Engineered plans; retaining walls if 2' or higher.
- Traffic Control Plan: required if closing the road to repair/replace water or sewer lines.

Contractors

All contractors must be registered annually with the City of Copperas Cove. **NO FEE** shall be charged to *Master Plumbers, Master Electricians, and Mechanical contractor* with proof of valid Texas license and driver's license.

Permit becomes null and void if work or construction is not commenced within 6 months of permit being issued, or if construction or work is suspended for a period of 6 months at any time after work started.

