

**CITY OF CREEDMOOR**  
**5008 Hartung Ln.**  
**Creedmoor, Texas. 78610**  
**Tel: (512)243-6700 Fax: (512)243-6701**

# **COMMERCIAL PERMITS PACKET**

**Return all applicable forms to:**

Robert R. Wilhite  
City Administrator  
City of Creedmoor  
5008 Hartung Ln  
Creedmoor, Texas 78610  
[administrator@cityofcreedmoortx.gov](mailto:administrator@cityofcreedmoortx.gov)

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**MAYOR** Fran Klestinec

**COUNCIL MEMBERS**

Jesse Solis, Mayor Pro Tem

John Gray

Jeff Jakobeit

Sabrina Nelson

Jacob Wilhite

Robert Wilhite, City Administrator

**BUILDING PLAN REQUIREMENTS  
FOR SUBMITTALS AND INSPECTIONS**

**Commercial Plan Submittal**

Three Complete Sets of the Following:

1. Application
2. TDLR# (if over \$50,000) - Accessibility
3. Site Plan
4. Architecture (Building Design)
5. Foundation Plans Sealed by Engineer
6. Electrical Plans
7. Mechanical Plans
8. Plumbing Plans
9. Com-Check (Energy Conservation)

**Inspections**

1. Temporary Power
2. Foundation Pre-pour by design engineer with verification by City
3. In-Slab Distribution
4. Sewer and Yard Line
5. Plumbing Rough and Layout
6. Frame, Mechanical, Plumbing Rough
7. Insulation
8. Wallboard
9. Final Inspection - Building, Mechanical, Electrical & Plumbing

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**Building Permit Fees Schedule  
Applies to New Construction or Remodel/Alteration**

<b>Building Category</b>	<b>Building Fee</b>	
<b>Residential</b>		
Single Family	\$1,000	Includes plan review and 9 inspections
Duplex	\$1,250	Includes plan review and 9 inspections
Triplex	\$1,450	Includes plan review and 9 inspections
Quadraplex	\$1,500	Includes plan review and 9 inspections
Mobile/Modular	\$700	\$85 inspection (*Water) \$85 inspection (*Electric)
Garage/Barn	\$250	\$85 inspection (*Water) \$85 inspection (*Electric)
Swimming Pool	\$500	\$85 inspection (*Water) \$85 inspection (*Electric)
Demolition	\$200	
Interior Remodel		
-<=1,000 square feet	\$300	\$85 inspection (*Water) \$85 inspection (*Electric)
-<=2,000 square feet	\$350	\$85 inspection (*Water) \$85 inspection (*Electric)
-<=2,000 square feet	\$500	\$85 inspection (*Water) \$85 inspection (*Electric)
-<=5,000 square feet	\$700	\$85 inspection (*Water) \$85 inspection (*Electric)
Accessory Building (less than 200 square feet)	\$150	
Certificate of Occupancy (Temporary or Permanent)	\$150	
Annexation Petition	\$500	
Development Agreement/MUD Consent	\$700	
HVAC New/Renewal	\$100	\$85 inspection (*Water) \$85 inspection (*Electric)
Water Heater	\$100	\$85 inspection (*Water) \$85 inspection (*Electric)

**Industrial/Commercial**

Under 15,000 square feet deposit	25 cents per square foot. Minimum: Cost plus 10%. \$800	
15,001-25,000 square feet	\$3,750 + 20 cents per square foot	
25,001-75,000 square feet	\$5,750 + 15 cents per square foot	
Over 75, square feet	\$3,250 + 10 cents per square foot	
Certificate of Occupancy (Temporary or Permanent)	\$150	
Annexation Petition	\$500	
Development Agreement/MUD Consent	\$700	

**Miscellaneous**

Temporary Noise Permit \$50  
Temporary Event Permit \$150

**Escrow Authorization -** For any building and development related fee, the city may require escrow of funds to cover any third-party review expenses beyond normal and customary. Such escrow shall be based on estimated costs provided by the applicable third-party professional service provider.

**Double Permit Fees -** If work for which a permit is required is started or proceeded without the permit first being obtained, the fees identified above shall be doubled.

**Failed Inspections -** There will be a \*\$85.00 fee for each failed inspection.

All permit applications are to be accompanied by a site plan and building plans, including front, side and rear elevations, material listing, foundation plans and MEP (mechanical, electrical, plumbing) drawings.

Site plan shall include dimensions of all improvements and setbacks from property lines.

Foundation plans for all occupied structures and foundations where heavy machinery and equipment are to be located must be sealed by a licensed engineer.

**Other Fee Schedule**

Zoning Change Application \$500  
Variance Application \$500  
Subdivision Plat \$500 First 10 acres + \$150 for each additional 10 acres  
PUD Plat \$250 First 10 acres + \$100 for each additional 10 acres  
Plan Review by Engineers \$250 + \$25 per lot – Fees from Engineers

**\*Fees may change based on inspector fees**

**Permits not listed shall start at a minimum of \$150.00**

**\*\*Special Note: special permit situation fees to be determined by City Council.**

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**BUILDING PLAN REQUIREMENTS  
FOR SUBMITTALS AND INSPECTIONS**

**Residential Plan Submittal**

**Three Complete Sets of the Following:**

1. Application
2. Site Plan
3. Architecture (Building / Framing Design)
4. Foundation Plans Sealed by Engineer
5. Electrical Plans
6. Res-Check (Energy Conservation)
7. Master J (HVAC)

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**BUILDING UTILITIES INFORMATION**

**Information for New Residents/Builders in Creedmoor  
Welcome to our Community**

For your convenience, we have made a list of items that are important to you.

Our City Council meets on the 3<sup>rd</sup> Thursday of each month at the Creedmoor Community Center located at 12513 Farm Road 1625, just south of the intersection of FM 1327 and FM 1625.

Our office hours are Monday - Friday 9:00 a.m. - 5:30 p.m.

**UTILITY CONNECTIONS**

**NEW ADDRESSING**

City of Austin 911 Addressing

[addressing@austintexas.gov](mailto:addressing@austintexas.gov)

<http://austintexas.gov/911addressing>

(512)974-974-3337

**ELECTRICITY:**

Pedernales Electric Cooperative Inc.

P.O. Box 1

Johnson City, Texas 78636-0001

<https://creedmoormahawsc.com>

**(888)554-4732**

**SEPTIC:**

TCEQ

P.O. Box 13087

Austin, TX 78711

(512)339-2929

**TRASH:**

Texas Disposal Systems\*

12200 Carl Rd

Creedmoor, TX 78610

(512) 421-1300

(800) 375-837

[www.texasdisposal.com](http://www.texasdisposal.com)

\*Creedmoor has a Franchise

Agreement with "TDS" and that is the only service used in the City of Creedmoor.

**WATER**

Creedmoor-Maha-Water Corp.

2100 Laws Road

Buda, Texas 78610

(512)243-2113

Permit# \_\_\_\_\_

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DATE: \_\_\_\_\_

**DRIVEWAY PERMIT APPLICATION**

LOCATION/ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ISSUED TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

**CULVERT SIZE:** Minimum eighteen inches (18") diameter, twelve feet (12') wide

**THERE IS NO FEE FOR THIS PERMIT** however the City Administrator of Creedmoor must inspect your driveway. Please call the office (512-243-6700) to make arrangements for the inspection.

**Mailing Address:**  
City of Creedmoor  
5008 Hartung L.  
Creedmoor, Texas 78610

**Physical Address:**  
City of Creedmoor  
12513 FM 1327  
Creedmoor, Texas 78610

**OFFICIAL USE ONLY**

Approved  
 Disapproved  
Approved/Disapproved by Creedmoor City Council Date: \_\_\_\_\_

Signature of City Administrator \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner/Authorized Agent \_\_\_\_\_ Date: \_\_\_\_\_

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**BUILDING PERMIT ATTACHMENT  
For DRIVEWAYS**

Driveway Permits are obtained at the Creedmoor City Office.

The standard diameter for the driveway culvert pipe being a minimum of eighteen inches (18") with the minimum standard width of the driveway being between twelve feet (12'). Please note that on certain occasions a larger culvert pipe may have to be used depending upon the depth of the ditch being laid for the driveway pipe.

If there are any questions regarding this matter, please contact the City Administrator.

Please see the attached Building Permit Fee Schedule for the Building Permit.

**There is no fee for the Driveway Permit, but the City Administrator must inspect the driveway.**

Please call the City Office at 512-243-6700 to make arrangements.

Robert R. Wilhite  
City Administrator