



Enclosed you will find information regarding construction in the City of Cisco. Please make yourself familiar with the City's Planning & Zoning Ordinance which can be found on the city's website at www.cityofcisco.com/planning--zoning---permitting.html or can be provided in paper form upon request. Additionally, if you are a skilled tradesman, please take note of the City's adopted codes. The attached packet includes the following:

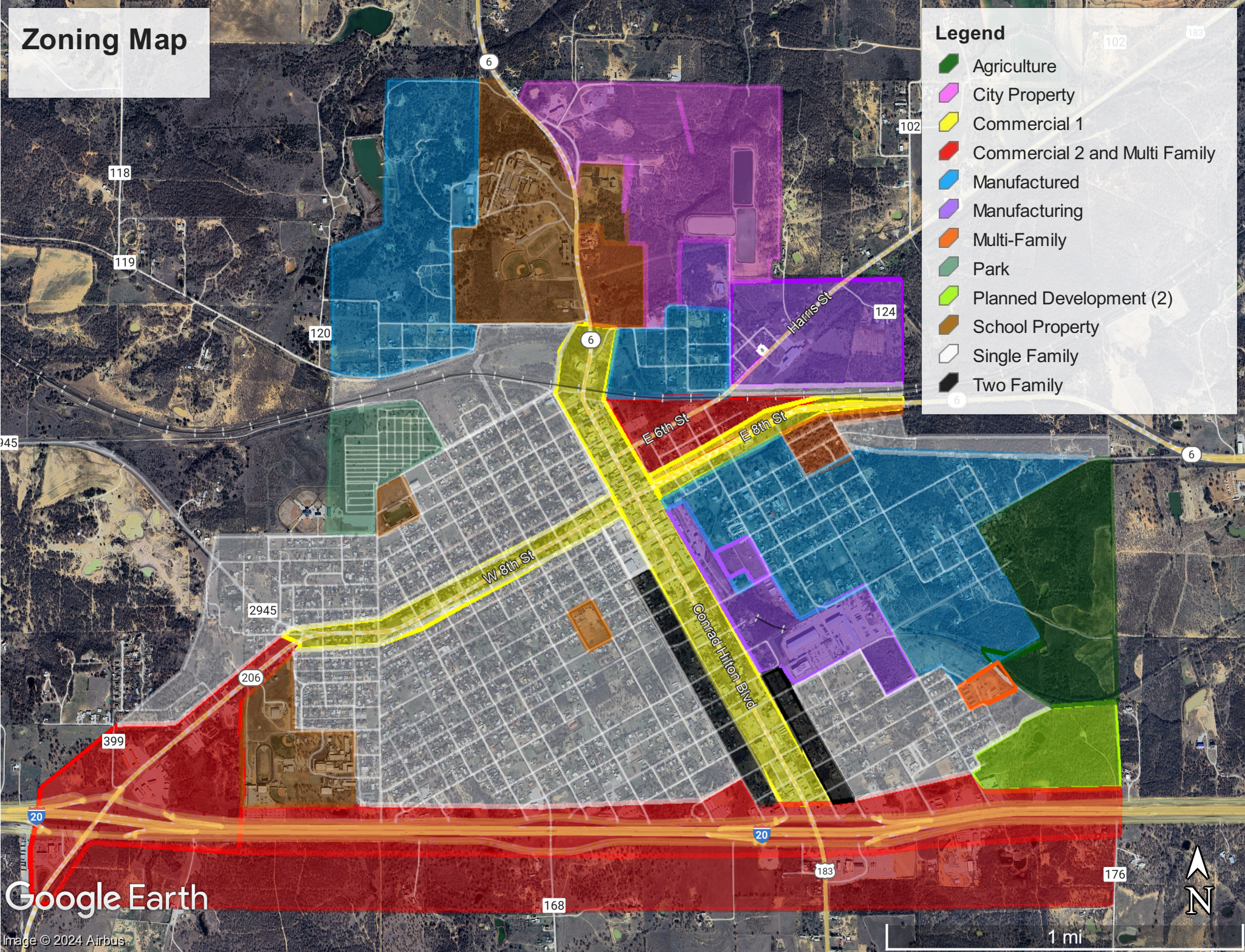
- Zoning Map
- Planning & Zoning Schedule of Uses describing allowed and prohibited uses for each zone.
- A list of work that does not require a permit.
- A flowchart for the permitting process.
- Schedule of Permit Fees (a Master Fee Schedule showing all fees the city charges is also available at cityofcisco.com)
- Building Permit Application
- Plumbing Permit Application
- Electrical Permit Application
- Mechanical Permit Application
- 911 Address Request Form

Understandably, all of these forms and permits may not be required for your project; however, the packet is provided in full. If you have any questions regarding the permitting process, please feel free to contact the City Secretary's office at 254-442-2111 or by email at citysecretary@ciscotexas.gov.

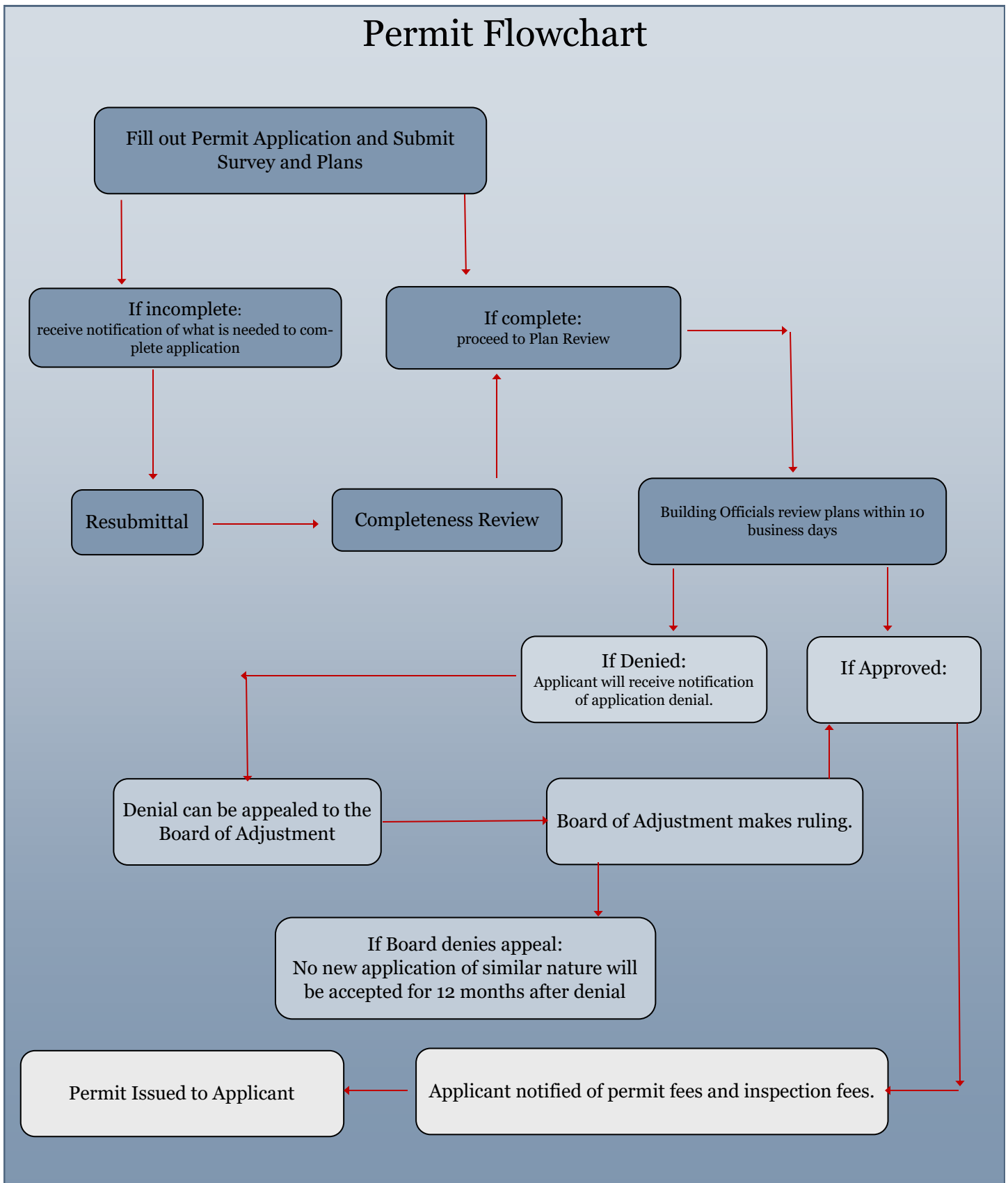
Zoning Map

Legend

- Agriculture
- City Property
- Commercial 1
- Commercial 2 and Multi Family
- Manufactured
- Manufacturing
- Multi-Family
- Park
- Planned Development (2)
- School Property
- Single Family
- Two Family



Permit Flowchart



Work Not Requiring a Permit

A. Building permits shall not be required for the following items.

1. Retaining walls that are not more than 4 feet (1219 mm) in developed height at any point when measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or imposed load or impounding Class I, II or IIIA liquids. See Article 1 of this Chapter regarding “tiered” retaining walls.
2. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
3. Swings and other playground equipment.
4. Prefabricated inflatable swimming pools that are less than 24 inches (610 mm) deep.
5. Window awnings supported by an exterior wall which do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
6. Flatwork (pedestrian sidewalks, vehicle parking and maneuvering areas) on private property.
7. Replacement of siding materials with materials of similar character. The installation of siding systems such as, but not necessarily limited to, stucco and Exterior Insulation and Finish Systems require a permit.
8. Non-fixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.
9. Shade cloth structures constructed for nursery or agricultural purposes.
10. Replacement or repair of roofing.

B. For 1- and 2-family structures only regulated by the International Residential Code, permits shall not be required for the following items.

1. Building:

- a. One-story detached accessory structures used as tool and storage sheds and similar uses, provided the floor area does not exceed 100 square feet (9.29 m²).
- b. Uncovered deck or uncovered patio that is 30 inches or less above grade at any point, the following is applicable:
 - Uncovered decks and patios that are over 12 inches above the average level of the adjoining ground cannot intrude in any building setback or zero lot line maintenance easements as required by the zoning ordinance.
 - Placement of any deck or patio cannot re-divert surface water onto adjoining property or impede the use of the easement for the maintenance provisions.

2. Electrical:

- a. Listed cord-and-plug connected temporary decorative lighting.
- b. Reinstallation of attachment plug receptacles but not the outlets thereof.
- c. Replacement of branch circuit over current devices of the required capacity in the same location.
- d. Electrical wiring, devices, appliances, apparatus or equipment operating as less than 25 volts and not capable of supplying more than 50 watts of energy.
- e. Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

3. Plumbing

- a. Portable heating, cooking or clothes drying appliances.
- b. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
- c. Portable fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.
- d. The stopping of leaks in drains, water, soil, waste or vent pipe provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
- e. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

4. Mechanical

- a. Portable heating appliances.
- b. Portable ventilation appliances.
- c. Portable cooling units.
- d. Steam, hot- or chilled-water piping within any heating or cooling equipment regulated by this code.
- e. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
- f. Portable evaporative coolers.

- g. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
- h. Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

C. A fence permit to install, enlarge or repair any fence is not required when the repair or replacement of fencing is less than 50 percent of one side of the fence is being repaired and/or replaced.

D. A sign permit to erect or alter a sign, including the copy face or lettering of any sign, either by changing the message or by renovating an existing message, or erect any sign or sign structure is not required when changing a changeable copy message or a message center sign message; general maintenance such as repainting the same message or changing the face of a sign permitted as an off-site advertising sign.

SCHEDULE B

LEGEND FOR INTERPRETING SCHEDULE OF USES

X	Designates use <i>permitted</i> in district indicated.
	Designates use <i>prohibited</i> in district indicated.
S	Designates use which may be approved as <i>Specific Use Permit</i>

Additional regulations relating to use of land and buildings in individual zoning districts are listed in Sections 8 through 21 and Section 27 of this ordinance.

RESIDENTIAL TYPE USES

TYPE OF USE	A	SF-2	TF	MF	MH-1	C-1	C-2	M-1
BOARDING AND ROOMING HOUSE				S		X	X	
GUEST HOUSE	X	S	S					
MANUFACTURED HOME PARK					X			
MANUFACTURED HOME SUBDIVISION					X			
MOBILE HOME					X			
MODULAR HOME		X	X	X	X			
MOTEL, MOTOR HOTEL, OR MOTOR LODGE							X	
MULTIPLE FAMILY RESIDENCE				X				
RESIDENCE HOTEL				X				
RETIREMENT HOUSING				X				
SINGLE FAMILY DWELLING, ATTACHED			X	X				

EDUCATIONAL, INSTITUTIONAL, AND SPECIAL USES								
TYPE OF USE	A	SF-2	TF	MF	MH-1	C-1	C-2	M-1
ATHLETIC FIELD	S						S	S
CEMETERY OR MAUSOLEUM	S	S	S	S	S	S	S	S
CHILD CARE CENTER		S	S	S	S	S	S	
CHURCH, RECTORY, PLACE OF WORSHIP	S	S	S	S	S	S	S	
CIVIC CENTER							X	X
COLLEGE OR UNIVERSITY	S	S	S	S	S	S	S	S
COMMUNITY CENTER, PUBLIC		S	S	S	S	S	X	X
COMMUNITY CENTER, PRIVATE		S	S	S	S	X	X	X
COUNTRY CLUB, PRIVATE	X	S	S	S	S			X
EXHIBITION AREA	S						X	X

TYPE OF USE	A	SF-2	TF	MF	MH-1	C-1	C-2	M-1
FAIRGROUNDS	S						S	X
FAMILY HOME	S	S	S	S	S	S	S	S
FARM, RANCH, OR ORCHARD	X							S
FEEDLOT, LIVESTOCK	S							
FRATERNAL ORGANIZATION, LODGE, OR CIVIC CLUB	X					X	X	X
GOLF COURSE	X	S	S	S	S		S	X
GOLF DRIVING RANGE	X					S	X	X
GREENHOUSE, COMMERCIAL	X					S	X	X
GREENHOUSE OR PLANT NURSERY, NON-COMMERCIAL	X	X	X		X	X	X	X
HEALTH CLUB; GYMNASIUM						X	X	X
HOSPITAL (CHRONIC LONG-TERM CARE)				S		X	X	X

HOSPITAL (ACUTE CARE)				X	S	S	X	X
TYPE OF USE	A	SF-2	TF	MF	MH-1	C-1	C-2	M-1
HOUSEHOLD CARE INSTITUTION				X	S	X	X	
KENNEL (OUTSIDE PENS)	S						S	X
KENNEL (NO OUTSIDE PENS)	S					S	S	X
LIBRARY		S	S	S		X	X	X
MUSEUM OR ART GALLERY	X	S	S	S		X	X	X
NURSERY SCHOOL, KINDERGARTEN		S	S	S	S	S	X	
PARK, PLAYGROUND (PUBLIC)	X	X	X	X	X	X	X	X
PARK, PLAGROUND (PRIVATE)		S	S	S	S	S		
PERSONAL CARE HOME (CUSTODIAL CARE)		S	S	S	S			
PRISON, JAIL, PLACE OF INCARCERATION	S					S	S	S
RACE TRACK	S							X

REGISTERED FAMILY HOME		S	S	S	S	S	S	
TYPE OF USE	A	SF-2	TF	MF	MH-1	C-1	C-2	M-1
REHABILITATION CARE FACILITY	S						S	S
REHABILITATION CARE INSTITUTION	S						S	S
REST HOME OR NURSING HOME	S	S	S	S		S	X	
RODEO ARENA AND GROUNDS	S							S
SCHOOL PRIVATE/PUBLIC (PRIMARY AND/OR SECONDARY)	S	S	S	S	S	S	X	S
SCHOOL, TRADE OR COMMERCIAL	S					S	S	X
SHOOTING RANGE, TARGET RANGE, OUTDOOR							S	S
STABLE, COMMERCIAL	X							
STADIUM OR PLAY FIELD, PUBLIC	S	S	S	S	S	X	X	X
SWIMMING POOL, COMMERCIAL		S	S	X		S	X	S
SWIMMING POOL, PRIVATE	X	X	X	X	X	S	S	S

AUTOMOBILE AND RELATED SERVICE USES								
TYPE OF USE	A	SF-2	TF	MF	MH-1	C-1	C-2	M-1
AUTO LAUNDRY						S	X	X
AUTO LEASING						S	X	X
AUTO PAINT AND BODY SHOP							S	X
AUTO PARTS SALES (INSIDE)						X	X	X
AUTO PARTS SALES (OUTSIDE)								S
AUTO REPAIR (INSIDE AND OUTSIDE)								X
AUTO REPAIR (INSIDE ONLY)							X	X
AUTOMOBILE AND TRAILER SALES AREA, NEW						S	X	X
AUTOMOBILE AND TRAILER SALES AREA, USED						S	X	X
AUTOMOBILE SERVICE STATION/REPAIR						S	X	X

AUTO STORAGE							S	X
TYPE OF USE	A	SF-2	TF	MF	MH-1	C-1	C-2	M-1
AUTO WRECKING YARD OR JUNK YARD								S
BUS TERMINAL							X	X
CAR WASH						S	X	X
PARKING LOT OR PARKING GARAGE, AUTOMOBILE						X	X	X
PARKING LOT OR PARKING GARAGE, TRUCK								X
QUICK OIL CHANGE FACILITY						S	X	X
QUICK TUNEUP FACILITY						S	X	X
TIRE DEALER (NO OUTSIDE STORAGE)							S	X
TIRE DEALER (WITH OUTSIDE STORAGE)							S	X
TIRE RETREADING AND RECAPPING								X
TRUCK AND BUS LEASING							S	X

OFFICE, RETAIL, COMMERCIAL, AND SERVICE TYPE USES								
TYPE OF USE	A	SF-2	TF	MF	MH-1	C-1	C-2	M-1
AIR CONDITIONING AND REFRIGERATION CONTRACTOR							S	X
AMUSEMENT, COMMERCIAL (INDOOR)						S	S	X
AMUSEMENT, COMMERCIAL (OUTDOOR)	S						S	X
ANTIQUE SHOP						X	X	
ARTS, CRAFTS STORE (INSIDE SALES)						X	X	X
ARTS, CRAFTS STORE (OUTDOOR SALES, LIMITED)						X	X	X
BAKERY AND CONFECTIONERY, RETAIL SALES						X	X	
GYM OR FITNESS CENTER						S	X	X
BAKERY AND CONFECTIONERY, RETAIL AND COMMERCIAL						S	S	X
BANK, SAVINGS AND LOAN, CREDIT UNION						X	X	S

BOAT SALES AND STORAGE							X	X
TYPE OF USE	A	SF-2	TF	MF	MH-1	C-1	C-2	M-1
BARBER SHOP						X	X	
BARBER SCHOOL OR COLLEGE						X	X	X
BEAUTY CULTURE SCHOOL; COSMETOLOGY SPEC. SHOP						X	X	X
BEAUTY SHOP						X	X	
BLDG. MATERIALS, HARDWARE (INSIDE STORAGE)						S	S	X
BUSINESS SERVICE						X	X	X
CABINET AND UPHOLSTERY SHOP						S	S	X
CLEANING AND DYEING, SMALL SHOP						S	S	X
CLINIC, MEDICAL OR DENTAL						X	X	
CLUB, PRIVATE						S	S	
CONVENIENCE STORE				S		X	X	S

MISCELLANEOUS RETAIL STORES						S	S	S
TYPE OF USE	A	SF-2	TF	MF	MH-1	C-1	C-2	M-1
MORTUARY OR FUNERAL HOME						X	X	X
MOTEL						S	X	X
OFFICE (EXECUTIVE)						S	S	S
OFFICE, PROF. OR GENERAL ADMINISTRATIVE						X	X	
OFFICE-SHOWROOM/WAREHOUSE						S	X	X
PAWN SHOP							S	S
PERSONAL SERVICE SHOP						S	S	S
PET SHOP						S	X	
MEDICAL SUPPLIES, SALES AND SERVICE						X	X	X
NEWSPAPER PRINTING						S	S	X
PHARMACY			S			X	X	X

BOILER WORKS								X
TYPE OF USE	A	SF-2	TF	MF	MH-1	C-1	C-2	M-1
BOOKBINDING, EXCEPT HAND BINDING								X
BOTTLING WORKS								X
BRICK, TILE, POTTERY, OR TERRA COTTA MANUFACTURE, OTHER THAN HANDCRAFT								S
BROOMS OR BRUSHES, MANUFACTURE								X
BUILDING MATERIALS (INSIDE STORAGE)						S	S	X
BUILDING MATERIALS (OUTSIDE STORAGE)						S	X	X
CAMERAS OR OTHER PHOTOGRAPHIC EQUIPMENT						S	X	X
CANDLE MANUFACTURE							S	X
CARPET MANUFACTURE OR CLEANING								X
CELLULOID MANUFACTURE OR TREATMENT								X
CEMENT, LIME, GYPSUM, OR PLASTER OF PARIS MANUFACTURE								S

CERAMICS, STONE, GLASS, MARBLE, OR PORCELAIN PRODUCTS MANUFACTURE								X
TYPE OF USE	A	SF-2	TF	MF	MH-1	C-1	C-2	M-1
CHEMICAL MANUFACTURING								S
CLEANING AND DYEING; DRY CLEANING PLANT								X
COAL, COKE. OR WOOD YARD								S
CONCRETE, ASPHALT, BATCHING PLANT (PERMANENT)								S
CONCRETE, ASPHALT, BATCHING PLANT (TEMPORARY)	X	X	X	X	X	X	X	X
CONTRACTOR'S SHOP AND STORAGE YARD (TEMPORARY)	X	X	X	X	X	X	X	X
COSMETIC MAUNFACTURE								X
COTTON GIN								S
CREOSOTE TREATMENT								S
DAIRY PROJECTS PROCESSING, MANUFACTURING	S							S
DISENFECTANT MANUFACTURE								S

DISTILLATION OF BONES, COAL, OR WOOD								S
TYPE OF USE	A	SF-2	TF	MF	MH-1	C-1	C-2	M-1
DRUGS OR PHARMACEUTICAL PRODUCTS MANUFACTURE								S
DYE STUFF MANUFACTURE								S
ELECTRICAL APPLIANCES, SUPPLIES, AND MACHINERY, ASSEMBLE OR MANUFACTURE								X
ELECTRONIC PRODUCTS, ASSEMBLY								X
ELECTRONIC PRODUCTS, MANUFACTURING								X
EMERY CLOTH AND SANDPAPER MANUFACTURE								S
EXPLOSIVES OR FIREWORKS MANUFACTURE OR STORAGE								S
FARM SUPPLY SALES (INSIDE)	S					S	X	X
FARM SUPPLY SALES (OUTSIDE)	S							X
FAT RENDERING								S
FERTILIZER MANUFACTURE								S

FIBERGLASS MANUFACTURE								S
TYPE OF USE	A	SF-2	TF	MF	MH-1	C-1	C-2	M-1
FISH SMOKING AND CURING								S
FOOD PRODUCTS PROCESSING							S	S
FORGE PLANT								S
FOUNDRY (IRON, STEEL, BRASS, OR COPPER)								S
FUR GOOD MANUFACTURE (NOT INCLUDING TANNING OR DYEING)								X
FURNITURE AND UPHOLSTERY MANUFACTURE								X
GARBAGE, OFFAL OR DEAD ANIMAL REDUCTION								S
GAS MANUFACTURE								S
GENERAL COMMERCIAL PLANT								S
GENERAL MANUFACTURING								S
GLASS PRODUCTS								X

GLUE OR GELATIN MANUFACTURE								S
TYPE OF USE	A	SF-2	TF	MF	MH-1	C-1	C-2	M-1
GRAIN ELEVATOR	S							S
HATCHERY	S							S
HERBICIDE MANUFACTURE								S
HOUSEHOLD APPLIANCE PRODUCTS ASSEMBLY AND MANUFACTURE FROM PREFABRICATED PARTS								X
ICE PRODUCTION, DRY OR NATURAL							S	X
INDUSTRIAL PARK								X
INSECT POISON MANUFACTURE								S
JUNK OR SALVAGE YARD								S
JUTE, HEMP, SISAL, OR OAKUM PROJECTS MANUFACTURE								S
LAUNDRY PLANT								X
LIGHT MANUFACTURING								X

LIVESTOCK FEED YARDS	S							
TYPE OF USE	A	SF-2	TF	MF	MH-1	C-1	C-2	M-1
MATTRESS MANUFACTURE OR RENOVATION								X
MEAT PROCESSING/LOCKER PLANT/FROZEN FOOD PRODUCTS	S						S	X
METAL FABRICATION							S	X
MILL (GRAIN, FLOUR, FOOD PRODUCTS)	S							S
MINES AND QUARRIES							S	X
MUSICAL INSTRUMENT MANUFACTURE							S	X
OIL FIELD SERVICE								S
OIL, GAS, OTHER MINERAL EXTRACTION	X							X
OILCLOTH OR LINOLEUM MANUFACTURE								S
ORE REDUCTION								S
ORTHOPEDIC OR MEDICAL APPLIANCE MANUFACTURE								X

PAINT OIL, SHELLAC, TURPENTINE OR VARNISH MANUFACTURE								S
TYPE OF USE	A	SF-2	TF	MF	MH-1	C-1	C-2	M-1
PAPER PRODUCTS MANUFACTURE								S
PETROLEUM PRODUCTS, SALES (WHOLESALE)	S						S	X
PETROLEUM PRODUCTS, BULK QUANTITIES								S
PIPE SALES AND SUPPLY							S	S
PLASTIC PRODUCTS MANUFACTURE (NOT INCLUDING PROCESSING OR RAW MATERIALS)								S
PUMP SALES, REPAIR AND MAINTENANCE							S	X
SCRAP METAL SALES AND STORAGE								S
SELF STORAGE; MINI WAREHOUSE	S						S	X
SPORTING AND ATHLETIC EQUIPMENT MANUFACTURE								X
STEEL FABRICATION								S
STORAGE/WHOLESALE WAREHOUSE, LIGHT							S	X

MASTER FEE SCHEDULE

ANIMALS

<u>Description</u>	<u>Amount</u>
Animal Impound Fee	\$30.00
Daily Shelter Fee	\$10.50
Daily Quarantine Fee	\$15.00
Livestock Permit Fee	\$26.00 per year
Animal Surrender Fee	\$30.00
Entity Impound Fee	\$85.00
Administrative Rehousing Fee	\$12.00

BUILDINGS AND BUILDING REGULATIONS

<u>Description</u>	<u>Amount</u>
Building Permit	
Plan Review	25% payable upon submittal to be credited up issuance of permit
Building Permit	\$55.00 (minimum fee)
Reinspection Fee	\$75.00 (each)
Temporary Buildings	\$84.00
Demolition (Residential)	\$58.00
Demolition (Commercial)	\$170.00
New Construction & Additions (Enclosed Area)	\$0.14 SQ FT
Carports & Storage Buildings (under 500 sq ft)	\$0.12 SQ FT
Residential Garage Enclosures	\$110.00
Foundation Only	\$110.00
Mobile Home Permit	\$110.00
Certificate of Occupancy Inspection	\$110.00 (each)
Plumbing Permit	\$27.00
In Addition: each plumbing fixture, trap, drain, or set of fixtures (including water and drainage piping)	\$4.00

For House Outside Sewer line (if not included with inside fixtures)	\$11.00
For House Outside Water Line (if not included with inside fixtures)	\$11.00
For Sewer Tap to Main	\$28.00
For Each Water Heater and/or Vent	\$6.00
For Installation of Water Piping for Water Treatment Equipment	\$28.00
Sprinkler System Backflow Prevention Inspection	\$28.00
Water or Sewer Mains	\$28.00
Plumbing Inspection	\$55.00 (each)
Gas Inspection	\$55.00 (each)
Mechanical Permit	\$55.00 (minimum fee)
Mechanical Reinspection Fee	\$85.00
Forced Air or Gravity Type Furnace up to 150,000 BTU's	\$11.00
Suspended Unit Heater or Wall Heater	\$17.00
Air Handler up to 10,000 CFM	\$58.00
Dryer, Bathroom, & Kitchen Ventilation Fans Part of Heating & Cooling System and Connected to a Duct	\$4.00
Installation of Refrigerant Air Conditioner System up to 712 Tons	\$11.00
Type I Grease Hood	\$28.00
Type II Grease Hood	\$11.00
Electrical Permit	\$58.00
Electrical Inspection	\$55.00 (each)
Variance Application Fee	\$32.00
Specific Use Permit Application Fee	\$110.00
Limited Use Application Fee	\$110.00
Limited Use Permit Fee	\$850.00

BUSINESSES

<u>Description</u>	<u>Amount</u>
Peddler's Permit	\$7.00 per day \$11.00 for 7 days \$22.00 for 30 days \$80.00 for 1 year
Hotel Occupancy Tax	7%
Franchise Fee	\$

EMERGENCY SERVICES

<u>Description</u>	<u>Amount</u>
Accident Reports	<u>\$6.00</u>
Golf Cart Permit	\$25.00 Every 2 Years

ENVIRONMENT

<u>Description</u>	<u>Amount</u>
Abatement of Weeds, etc.:	
Residential Property	Actual Expenses Incurred
Non-Residential Property	Actual Expensed Incurred

FIRE PREVENTION AND PROTECTION

<u>Description</u>	<u>Amount</u>
Burn Permit	\$28.00
Fire Report	\$6.00

MISCELLANEOUS

<u>Description</u>	<u>Amount</u>
Alcohol Permit Fees	½ of fees set forth by the Texas Alcoholic Beverage Commission
Document Processing & Recording Fee	\$58.00
Abandonment of Easement or Right of Way Fee Application Fee	\$32.00
Return Check Fee	\$35.00
Certified Birth Certificate	\$23.00
Certified Death Certificate	\$21.00 for first/\$4.00 each additional
Convenience Station Permit	\$35.00
Public Information Fees: Standard Paper Copy	\$0.10 per page (over 50 pages)
Non Standard Size Copy	Actual Cost
Magnetic Tape	Actual Cost
Data Cartridge	Actual Cost
Tape Cartridge	Actual Cost
Rewritable CD (CD-RW)	\$1.00
Non-rewritable CD (CD-R)	\$1.00
Digital Video Disk (DVD)	\$3.00
Flash Drive or Other Electronic Media	Actual Cost
VHS Video Cassette	\$2.50
Audio Cassette	\$1.00
Over Sized Paper Copy (not including maps or photographs)	\$0.50 each
Specialty Paper (Mylar, blueprint, blueline, map, photographic)	Actual Cost
Labor Charge:	
Programming	\$28.50 per hour
For Locating, Compiling, and Reproducing	\$15.00 per hour
Remote Document Retrieval	Actual Cost
Computer Resource Charge:	
Mainframe	\$\$10.00 per CPU minute
Midsize	\$1.50 per CPU minute
Client/Server System	\$2.20 per clock hour
PC or LAN	\$1.00 per clock hour
Postage and Shipping Charge	Actual Cost

MUNICIPAL COURT

Description	Amount
Special Expense for Issuance and Service of Warrant of Arrest	\$50.00
Special Expense for Processing Request for Driver's Safety Course	\$10.00
Municipal Court Building Security Fee	\$3.00
Municipal Court Technology Fee	\$4.00

PARKS AND RECREATION

Lake Lot Lease	\$300.00 Per Lot
Airport Hangar Lease	\$
Boat Dock Permit	Initial Permit-\$200.00 Annual Permit Renewal-.20/sq. ft. (minimum fee of \$200.00)
Recreation Permit	\$22.00

SOLID WASTE

Description	Amount
Residential:	
First 96 Gallon Polycart	\$20.57
Each Additional Cart	\$8.50
Commercial:	
First 96 Gallon Polycart	\$22.17
Each Additional Cart	\$8.50
2 Yard:	
1X	\$80.63
2X	\$149.15
3 Yard:	
1X	\$110.86
2X	\$205.09

6 Yard:	
1X	\$181.39
2X	\$335.58
8 Yard:	
1X	\$231.66
2X	\$428.58
Extra Pickup 2 Yard	\$59.67
Extra Pickup 3 Yard	\$67.13
Extra Pickup 6 Yard	\$82.04
Extra Pickup 8 Yard	\$96.97
Deliver and Removal Fees:	
2 Yard	\$59.67
3 Yard	\$59.67
6 Yard	\$59.67
8 Yard	\$59.67

UTILITIES

<u>Description</u>	<u>Amount</u>
Water Tap Fee:	
¾ Inch	\$717.73
1 Inch	\$937.13
1 ½ Inch	\$1,203.93
2 Inch	\$2,066.36
3 Inch	\$4200.00
4 Inch	\$5250.00
6 Inch or Larger	TBD by CM

Water Rates:	
Residential: 0-2000 Gallons	\$32.41
2001-4000 Gallons	\$4.05 per 1000 Gallons
4001-6000 Gallons	\$4.34 per 1000 Gallons
6001-8000 Gallons	\$4.63 per 1000 Gallons
8001-10000 Gallons	\$4.93 per 1000 Gallons
10001-12000 Gallons	\$5.21 per 1000 Gallons
12001 and over	\$5.50 per 1000 Gallons
Commercial: First 4000 Gallons	\$28.36
Over 400 Gallons	\$1.15 per 1000 Gallons
Public Schools: First 4000 Gallons	\$28.36
Over 4000 Gallons	\$1.15 per 1000 Gallons
Water Service Outside City Limits	\$22.00 per month
Utility Bill Late Charge	\$25.00
Water Service Deposit	5/8"-1 1/2"-- \$225.00 2" and up -- \$275.00
Water Service Connect Fee	5/8" -- \$27.00 1" -- \$33.00 1 1/2" -- \$44.00 2" -- 50.00
Water Service Reconnection Fee	\$80.00
Sewer Tap Fee	Up to 3 feet--\$400.00 3 feet-10 feet--\$690.00 Over 10 feet—to be determined by City Manager
Sewer Rates:	
Residential: First 4000 Gallons Metered	\$26.05
First 4000 Gallons Metered (over 65, disabled, employees)	\$23.91
4001 and over	\$1.15 per 1000 Gallons
Commercial: First 4000 Gallons Metered	\$28.36
4001 and over	\$1.15 per 1000 Gallons
Sewer Service Outside City	\$5.50 per Month

Bulk Water Sales:	
0-500 Gallons	\$17.00
501-750 Gallons	\$21.00
751-1000 Gallons	\$25.00
1001-1500 Gallons	\$30.00
1501-2000 Gallons	\$38.00
2001-3000	\$55.00
3001-4000	\$71.00
4001-5000	\$86.00
5000 +	\$100.00

Effective: 10/01/2024



City of Cisco

9-1-1 Addressing Information Sheet



Please provide all information available. This will expedite the process of assigning your address.

Customer Information:	
Full Name	
Telephone #	
Email Address	

In order to correctly assign your 9-1-1 address, we must be able to identify the entrance to your property.
(Where you leave the PUBLIC road to enter your PRIVATE property.)

Location Information:	
What road are you on?	
Which side of the road?	
What is the closest intersection?	
Which direction are you from that?	
Is this new construction?	
Is there an existing driveway?	
Names and/or addresses of neighbors:	

CAD Info:	http://www.eastlandcad.org/
Property ID/Parcel #:	
Previous Owner's Name:	

Please attach drawings, aerial photographs, or maps marking property, structures, and driveways.

Other Info:	
--------------------	--

Please complete form and email to citysecretary@ciscotexas.gov or mail or drop off in person at
500 Conrad Hilton Blvd., Cisco, Tx. 76437



DATE: _____

PERMIT NUMBER: _____

CITY OF CISCO

ACCESSORY BUILDING PERMIT APPLICATION

The City of Cisco has adopted the 2021 International Building Code and the 2021 International Residential Code and the 2021 Existing Building Code. All work will be expected to conform to the adopted codes.

A survey of the property and plans/drawings are required to be submitted with the Accessory Building Permit Application. Permits will not be approved without all required documents for plan review.

Once application has been submitted, it will be reviewed by the Building Official. Upon approval from the Building Official, you will receive notice from the city that the permit is approved and any fees due for the permit. Work on any project should **NOT** be commenced until you have received an approved permit and paid all necessary fees.

Questions regarding the permitting process can be directed to the City Secretary by phone at 254-442-2111 or by email at citysecretary@ciscotexas.gov.

SUBMITTAL OF PERMITS

In Person	500 Conrad Hilton Blvd., Cisco, TX 76437
By Mail	P.O. Box 110, Cisco, TX 76437
By Email	citysecretary@ciscotexas.gov

LOCATION OF WORK

Job Address	
Legal Description	
Owner	
Owner Address	
Owner Phone/Email	

BUILDING USE

Class of Work	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Relocate <input type="checkbox"/> Demolition
Description of Work	
Value of Work	\$
Will Accessory Building have Plumbing, Gas, Electrical, or Mechanical?	<input type="checkbox"/> Yes <input type="checkbox"/> No

TRADE INFORMATION

If Accessory Building will have plumbing, electricity, and/or HVAC, please provide the following trade information.

<u>Plumber</u>		Phone	
Address		Fax	
City, State ZIP Code		E-mail	
<u>Electrician</u>		Phone	
Address		Fax	
City, State ZIP Code		E-mail	
<u>HVAC</u>		Phone	
Address		Fax	
City, State ZIP Code		E-mail	
<u>Additional Trades</u>		Phone	
Address		Fax	
City, State ZIP Code		E-mail	

NOTICE

Separate permits are required for electrical, plumbing, gas, and mechanical work. There will also be additional fees for inspections of work. This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 1 year at any time after work is commenced. Revised construction plans must be submitted for city review and approval is required for any changes made after the City of Cisco issues a building permit.

SIGNATURES

I hereby certify that I have read and examined this application and know the same to be true and correct . All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor		Signature of Owner	
Name and Title		Name and Title	
Date		Date	

PLANS REVIEW

Building Plan Review: _____

REVIEWER'S NOTES



DATE: _____ CITY OF CISCO
 PERMIT NUMBER: _____ **BUILDING PERMIT APPLICATION**

The City of Cisco has adopted the 2021 International Building Code and the 2021 International Residential Code and the 2021 Existing Building Code. All work will be expected to conform to the adopted codes.

A survey of the property and plans/drawings are required to be submitted with the Building Permit Application. Permits will not be approved without all required documents for plan review.

Once application has been submitted, it will be reviewed by the Building Official. Upon approval from the Building Official, you will receive notice from the city that the permit is approved and any fees due for the permit. Work on any project should **NOT** be commenced until you have received an approved permit and paid all necessary fees.

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SUBMITTAL OF PERMITS

In Person	500 Conrad Hilton Blvd., Cisco, TX 76437
By Mail	P.O. Box 110, Cisco, TX 76437
By Email	citysecretary@ciscotexas.gov

LOCATION OF WORK

Job Address	
Legal Description	
Owner	
Owner Address	
Owner Phone/Email	

BUILDING USE

Use of Building	<input type="checkbox"/> Commercial <input type="checkbox"/> Manufacturing <input type="checkbox"/> Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Two Family <input type="checkbox"/> Manufactured/Mobile Home
Class of Work	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Relocate <input type="checkbox"/> Demolition
Decription of Work	
Value of Work	\$

BUSINESS/TRADE INFORMATION

<u>Contractor</u>		Phone	
Address		Fax	
City, State ZIP Code		E-mail	
<u>Architect or Designer</u>		Phone	
Address		Fax	
City, State ZIP Code		E-mail	
<u>Engineer</u>		Phone	
Address		Fax	
City, State ZIP Code		E-mail	
<u>Plumber</u>		Phone	
Address		Fax	
City, State ZIP Code		E-mail	
<u>Electrician</u>		Phone	
Address		Fax	
City, State ZIP Code		E-mail	
<u>HVAC</u>		Phone	
Address		Fax	
City, State ZIP Code		E-mail	
<u>Additional Trades</u>		Phone	
Address		Fax	
City, State ZIP Code		E-mail	

NOTICE

Separate permits are required for electrical, plumbing, gas, and mechanical work. There will also be additional fees for inspections of work. This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 1 year at any time after work is commenced. Revised construction plans must be submitted for city review and approval is required for any changes made after the City of Cisco issues a building permit.

SIGNATURES

I hereby certify that I have read and examined this application and know the same to be true and correct . All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor		Signature of Owner	
Name and Title		Name and Title	
Date		Date	

PLANS REVIEW

Building Plan Review: _____

REVIEWER'S NOTES



DATE: _____

CITY OF CISCO

PERMIT NUMBER: _____ **ELECTRICAL PERMIT APPLICATION**

Electrical Permits will only be issued to licensed Texas Electrical Contractors upon presentation of a valid Texas EC Contractor’s license. If a homeowner is completing their own electrical work without a valid license, they **MUST** present, as part of the permit application, proof of ownership of the property.

The City of Cisco has adopted the 2017 National Electric Code and all work must conform to that code.

Once application has been submitted, the application will be reviewed by the inspector, and once approved, you will receive notice from the city that the permit is approved and any fees due for the permit. Work on any project should **NOT** be commenced until you have received an approved permit and paid all necessary fees.

Each electrical permit will potentially require inspection. When you have completed each phase of work, please contact the inspector, **Banjo Berryman, at 940-247-9640** before continuing with work.

Questions regarding the permitting process can be directed to the City Secretary by phone at 254-442-2111 or by email at citysecretary@ciscotexas.gov.

SUBMITTAL OF PERMITS

In Person	500 Conrad Hilton Blvd., Cisco, TX 76437
By Mail	P.O. Box 110, Cisco, TX 76437
By Email	citysecretary@ciscotexas.gov

NOTICE

Separate permits are required for electrical, plumbing, gas, and mechanical work. There will also be additional fees for inspections of work. This permit becomes null and void if work authorized is not commenced within 6 months, or if work is suspended or abandoned for a period of 1 year at any time after work is commenced. Revised plans must be submitted for city review and approval is required for any changes made after the City of Cisco issues a permit.

LOCATION OF WORK

Job Address	
Legal Description	
Owner	
Owner Address	
Owner Phone/Email	

BUILDING USE

Use of Building	<input type="checkbox"/> Commercial <input type="checkbox"/> Manufacturing <input type="checkbox"/> Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Two Family <input type="checkbox"/> Manufactured/Mobile Home
Class of Work	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Relocation <input type="checkbox"/> Repair <input type="checkbox"/> Emergency
Description of Work (If emergency conditions exist, please explain.)	

BUSINESS/TRADE INFORMATION

<u>Electrician</u>		Phone	
Address		Fax	
City, State ZIP Code		E-mail	

SPECIFICATIONS

- Are you installing or repairing Electrical Vehicle Charging Station Systems? Yes No
If yes, how many of each votage? 120 volts, 240 volts, 480 volts
- Are you installing a T-pole? Yes No
If yes, how many?
- Are you installing a Sign Branch Circuit? Yes No
If yes, how many?
- Are you installing a new service? Yes No
If yes, how many services of what size? up to and including 200 amps, over 200 amps and up to 400 amps, over 400 amps (services that are over 400 amps require that electrical plans be submitted for review)
- Are you repairing or replacing an existing service? Yes No
If yes, how many services of what size? up to and including 200 amps, over 200 amps and up to 400 amps, over 400 amps (services that are over 400 amps require that electrical plans be submitted for review)
- Are you installing repairing or replacing subpanels? Yes No
If yes, how many subpanels of what size? up to and including 200 amps, over 200 amps and up to 400 amps, over 400 amps
- Are you installing or replacing lights, outlets, fixtures, switches, receptacles (openings)? Yes No
If yes, how many total devices?
- Are you installing or replacing equipment that is rated in horse power? Yes No
If yes, how many pieces of equipment of what size? up to and including 3 horse power, over 3 horse power and up to 10 horse power, over 10 horse power
- Are you installing or replacing an equipment rated in KW? Yes No
If yes, how many pieces of what size? up to and including 15 KW, over 15 KW and up to 50 KW, over 50 KW
- Are you installing or replacing equipment rated in tons? Yes No
If yes, how many pieces of equipment of what size? up to and including 5 tons, over 5 tons and up to 7.5 tons, over 7.5 tons
If yes, how many tons? (Mechanical plans must be submitted for plan review)
- Are you installing Solar Panels? Yes No
- Are you upgrading the electrical panel? Yes No
- Are you adding a breaker? Yes No

SIGNATURES

I hereby certify that I have read and examined this application and know the same to be true and correct . All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor		Signature of Owner	
Name and Title		Name and Title	
Date		Date	
Signature/Stamp of Inspector		Date	



DATE: _____

CITY OF CISCO

PERMIT NUMBER: _____ **MECHANICAL PERMIT APPLICATION**

Mechanical Permits will only be issued to licensed Texas Air Conditioner Contractors upon presentation of a valid Texas AC Contractor’s license. If a homeowner is completing their own mechanical work without a valid license, they **MUST** present, as part of the permit application, proof of ownership of the property.

The City of Cisco has adopted the 2021 International Mechanical Code and all work must conform to that code.

Once application has been submitted, the application will be reviewed by the inspector, and once approved, you will receive notice from the city that the permit is approved and any fees due for the permit. Work on any project should **NOT** be commenced until you have received an approved permit and paid all necessary fees.

Questions regarding the permitting process can be directed to the City Secretary by phone at 254-442-2111 or by email at citysecretary@ciscotexas.gov.

SUBMITTAL OF PERMITS

In Person	500 Conrad Hilton Blvd., Cisco, TX 76437
By Mail	P.O. Box 110, Cisco, TX 76437
By Email	citysecretary@ciscotexas.gov

Each mechanical permit will require inspection. When you have completed each phase of work, please contact the inspector, **Banjo Berryman, at 940-247-9640** before continuing with work.

NOTICE

Separate permits are required for electrical, plumbing, gas, and mechanical work. There will also be additional fees for inspections of work. This permit becomes null and void if work authorized is not commenced within 6 months, or if work is suspended or abandoned for a period of 1 year at any time after work is commenced. Revised plans must be submitted for city review and approval is required for any changes made after the City of Cisco issues a permit.

LOCATION OF WORK

Job Address	
Legal Description	
Owner	
Owner Address	
Owner Phone/Email	

BUILDING USE

Use of Building	<input type="checkbox"/> Commercial <input type="checkbox"/> Manufacturing <input type="checkbox"/> Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Two Family <input type="checkbox"/> Manufactured/Mobile Home
Class of Work	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Relocation <input type="checkbox"/> Repair <input type="checkbox"/> Emergency
Description of Work (If emergency conditions exist, please explain)	

BUSINESS/TRADE INFORMATION

HVAC		Phone	
Address		Fax	
City, State ZIP Code		E-mail	

SPECIFICATIONS

- Are you installing or replacing split system(s) up to and including 10 tons? Yes No If yes, how many? _____
- Are you installing or replacing package unit(s) up to and including 10 tons? Yes No If yes, how many? _____
- Are you installing or replacing split system(s) greater than 10 tons? Yes No If yes, how many? _____
- Are you installing or replacing package unit(s) greater than 10 tons? Yes No If yes, how many? _____
- Are you installing or replacing a condensing unit or evaporator coil? Yes No If yes, how many? _____
- Are you installing or replacing a forced air heating furnace? Yes No If yes, how many? _____
- Are you installing or replacing environmental duct work? Yes No If yes, how many outlets? _____
- Are you installing or replacing a non-ducted heater? Yes No If yes, how many? _____
- Are you installing or replacing an absorption unit, reciprocating, centrifugal or rotary (screw) compressors, air cooled condensing, or chiller unit? Yes No If yes, how many tons? _____
- Are you installing or replacing commercial cooling tower, evaporative or air cooled condenser? Yes No
If yes, how many? _____ If yes, how many tons? _____ (Mechanical plans must be submitted for plan review)
- Are you installing or replacing a hot/chill water or steam coil or commercial air handler? Yes No
If yes, how many? _____
- Are you installing or replacing a complete Type I Hood System? Yes No If yes, how many? _____
(Mechanical plans must be submitted for plan review)
- Are you installing or replacing only a component of a Type I Hood? Yes No If yes, how many? _____
(Mechanical plans must be submitted for plan review.)
- Are you installing or replacing a complete Type II Hood System? Yes No If yes, how many? _____
- Are you installing or replacing only a component of a Type II Hood System? Yes No If yes, how many? _____
- Are you installing or replacing a steam or hot water boiler? Yes No If yes, how many? _____
- Are you installing or replacing any miscellaneous appliances? Yes No If yes, how many? _____
- Are you installing or replacing a dust collection system? Yes No If yes, how many? _____
(Mechanical plans must be submitted for plan review)

SIGNATURES

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor		Signature of Owner	
Name and Title		Name and Title	
Date		Date	
Signature/Stamp of Inspector		Date	



CITY OF CISCO

DATE: _____ **PLUMBING PERMIT APPLICATION**

PERMIT NUMBER: _____

Plumbing Permits will only be issued to licensed plumbers upon presentation of a valid master plumber’s license. If a homeowner is completing their own plumbing work without a valid license, they **MUST** present, as part of the permit application, proof of ownership of the property.

The City of Cisco has adopted the 2021 International Plumbing and Gas Code and all work must conform to that code.

Once application has been submitted, the application will be reviewed by the inspector, and once approved, you will receive notice from the city that the permit is approved and any fees due for the permit. Work on any project should **NOT** be commenced until you have received an approved permit and paid all necessary fees.

Each plumbing permit will potentially require three inspections; rough in, top out, and final. When you have completed each phase of work, please contact the inspector, **Banjo Berryman, at 940-247-9640** before continuing with work.

Questions regarding the permitting process can be directed to the City Secretary by phone at 254-442-2111 or by email at citysecretary@ciscotexas.gov.

SUBMITTAL OF PERMITS

In Person	500 Conrad Hilton Blvd., Cisco, TX 76437
By Mail	P.O. Box 110, Cisco, TX 76437
By Email	citysecretary@ciscotexas.gov

NOTICE

Separate permits are required for electrical, plumbing, gas, and mechanical work. There will also be additional fees for inspections of work. This permit becomes null and void if work authorized is not commenced within 6 months, or if work is suspended or abandoned for a period of 1 year at any time after work is commenced. Revised plans must be submitted for city review and approval is required for any changes made after the City of Cisco issues a permit.

LOCATION OF WORK

Job Address	
Legal Description	
Owner	
Owner Address	
Owner Phone/Email	

BUILDING USE

Use of Building	<input type="checkbox"/> Commercial <input type="checkbox"/> Manufacturing <input type="checkbox"/> Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Two Family <input type="checkbox"/> Manufactured/Mobile Home
Class of Work	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Relocation <input type="checkbox"/> Repair <input type="checkbox"/> Emergency
Description of Work (If emergency conditions exist, please explain)	

BUSINESS/TRADE INFORMATION

Plumber		Phone	
Address		Fax	
City, State ZIP Code		E-mail	

SPECIFICATIONS

- Are you installing or repairing a Med Gas Piping/Vacuum System? Yes No
If yes, how many Outlets/Terminations? _____
- Are you installing or replacing a Water Heater(s)? _____
If yes, how many gas fired water heaters? _____
If yes, how many electric fired water heaters? _____
- Are you installing or replacing a sewer line and/or potable water line? Yes No
- Will a water or sewer tap be required at the city's main? Yes No
- Are you installing or replacing a reclaimed water line? Yes No
If yes, how many piping outlets? _____
- Are you repairing/replacing an existing gas line, or performing a gas test? Yes No
- Are you installing a new gas line? Yes No
If yes, how many outlets? _____
- Are you installing services (gas, water, sewer) for a mobile home? Yes No
- Are you installing or replacing a backflow prevention device indoors? Yes No
If yes, how many? _____
- Are you installing or replacing a backflow prevention device outdoors? Yes No
If yes, how many? _____
- Are you installing or replacing a grease interceptor? Yes No
If yes, how many? _____
- Are you installing or replacing a sand interceptor? Yes No
If yes, how many? _____
- Are you installing or replacing a lint trap? Yes No
If yes, how many? _____
- Are you installing or replacing an oil separator? Yes No
If yes, how many? _____
- Are you installing roof drains? Yes No
If yes, how many? _____
- Are you installing new fixtures? Yes No
If yes, how many water closets _____, sinks _____, lavatories _____, tubs _____, shower pans _____, floor drains _____,
Pressure regulating valves _____, expansion tanks _____?
- Are you installing a test well or manhole? Yes No
If yes, how many test wells _____ and how many manholes _____
- Are you installing a water softener? Yes No

SIGNATURES

I hereby certify that I have read and examined this application and know the same to be true and correct . All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor		Signature of Owner	
Date		Date	
Signature/Stamp of Inspector		Date	