



Enclosed you will find information regarding construction in the City of Cisco. Please make yourself familiar with the City's new Planning & Zoning Ordinance which can be found on the city's website at [cityofcisco.com](http://cityofcisco.com) 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](http://cityofcisco.com))
- Building Permit Application
- Plumbing Permit Application
- Electrical Permit Application
- Mechanical Permit Application
- Board of Adjustment Application for Appeal

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@cityofcisco.com](mailto:citysecretary@cityofcisco.com).



# City of Cisco

Zoning Map

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



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## 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.

## ACCESSORY AND INCIDENTAL USES

| TYPE OF USE   | A | SF-2 | TF | MF | MH-1 | C-1 | C-2 | M-1 |
|---|---|------|----|----|------|-----|-----|-----|
| ACCESSORY BUILDING TO MAIN USE  | X | X    | X  | X  | X    | X   | X   | X   |
| BOAT, BOAT TRAILER  | X | X    | X  | X  | X    | X   | X   | X   |
| BILLBOARD, ADVERTISING  |   |      |    |    |      |     | X   |     |
| CARPORT   | X | X    | X  | X  | X    | X   | X   | X   |
| CONSTRUCTION YARD (TEMPORARY)   | X | X    | X  | X  | X    | X   | X   | X   |
| HOME OCCUPATION   | X | X    | X  | X  | X    |     |     |     |
| FIELD OR SALES OFFICE   | X | X    | X  | X  | X    | X   | X   | X   |
| GARAGE, PRIVATE   | X | X    | X  | X  | X    |     |     |     |
| MOTOR HOME STORAGE; NOT TO BE USED FOR LIVING QUARTERS                                    | X | X    | X  | X  | X    |     |     |     |
| TRAILER, TRAVEL TRAILER, CATTLE TRAILER, ETC, STORAGE; NOT TO BE USED FOR LIVING QUARTERS | X | X    | X  | X  | X    |     |     |     |
|   |   |      |    |    |      |     |     |     |

## RESIDENTIAL TYPE USES

| 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    |     |     |     |  |
| MOTEL, MOTOR HOTEL, OR MOTOR LODGE |   |      |    |    |      |     | X   |     |  |
| MULTIPLE FAMILY RESIDENCE          |   |      |    | X  |      |     |     |     |  |
| RESIDENCE HOTEL                    |   |      |    | X  |      |     |     |     |  |
| RETIREMENT HOUSING                 |   |      |    | X  |      |     |     |     |  |
| SINGLE FAMILY DWELLING, ATTACHED   |   |      | X  | X  |      |     |     |     |  |

[illegible]

## EDUCATIONAL, INSTITUTIONAL, AND SPECIAL USES

| 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,<br>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,<br>NON-COMMERCIAL  | X | X    | X  |    | X    | X   | X   | X   |
| HEALTH CLUB, GYMNASIUM                          |   |      |    |    |      | X   | X   | X   |
| HOSPITAL (CHRONIC LONG-TERM<br>CARE)            |   |      |    | S  |      | X   | X   | X   |



| TYPE OF USE                          |  | A | SF-2 | TF | MF | MH-1 | C-1 | C-2 | M-1 |
|--------------------------------------|--|---|------|----|----|------|-----|-----|-----|
| HOSPITAL (ACUTE CARE)                |  |   |      |    | X  | S    | S   | X   | X   |
| 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, PLAYGROUND (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   |

## TRANSPORTATION, UTILITY, AND COMMUNICATIONS USES

| TRANSPORTATION, UTILITY, AND COMMUNICATIONS USES        |   |      |    |    |      |     |     |     |
|---|---|------|----|----|------|-----|-----|-----|
| TYPE OF USE   | A | SF-2 | TF | MF | MH-1 | C-1 | C-2 | M-1 |
| AIRPORT, LANDING FIELD                                  | S |      |    |    |      |     |     |     |
| ELECTRIC POWER GENERATING PLANT                         | S |      |    |    |      |     |     | X   |
| ELECTRICAL SUBSTATION                                   | S | S    | S  | S  | S    | X   | X   | X   |
| ELECTRICAL TRANSMISSION LINE                            | X | X    | X  | X  | X    | X   | X   | X   |
| GAS METERING STATION                                    | X | S    | S  | S  | S    | S   | S   | S   |
| GAS TRANSMISSION LINE                                   |   | X    | X  | X  | X    | X   | X   | X   |
| HELIPORT OR HELISTOP                                    | S |      |    |    |      | S   | X   | X   |
| LANDFILL  | S |      |    |    |      |     |     |     |
| LIQUIFIED PETROLEUM GAS, STORAGE, SALE (NO BULK PLANTS) | S |      |    |    |      |     | X   | X   |
| LOCAL UTILITY DISTRIBUTION LINES                        | X | X    | X  | X  | X    | X   | X   |     |

|   |   |      |    |    |      |     |     |     |
|---|---|------|----|----|------|-----|-----|-----|
| PUBLIC OR PRIVATE FRANCHISED UTILITY                            | S | S    | S  | S  | S    | S   | X   | X   |
| TYPE OF USE   | A | SF-2 | TF | MF | MH-1 | C-1 | C-2 | M-1 |
| RADIO, TV, OR MICROWAVE TOWER, AMATEUR                          | S | S    | S  | S  | S    |     | X   | X   |
| RADIO, TV, OR MICROWAVE TOWER, COMMERCIAL                       | S |      |    |    |      |     | X   | X   |
| RAILROAD STATION  |   |      |    |    |      |     | X   | X   |
| RAILROAD TEAM TRACK AND RIGHT OF WAY                            | X |      |    |    |      |     | X   | X   |
| RAILROAD TRACK AND RIGHT OF WAY                                 | X | X    | X  | X  | X    | X   | X   | X   |
| SERVICE YARDS OF GOVERNMENT AGENCY                              | S |      |    |    |      | X   | X   | X   |
| SEWAGE PUMPING STATION  | X | X    | X  | X  | X    | X   | X   | X   |
| SEWAGE TREATMENT PLANT  | S |      |    |    |      |     | X   | X   |
| SHOPS, OFFICE, AND/OR STORAGE AREA OF PUBLIC OR PRIVATE UTILITY | S |      |    |    |      | S   | X   | X   |
| SOLID WASTE TRANSFER STATION                                    | S |      |    |    |      |     |     | X   |
| TELEPHONE EXCHANGE  |   |      |    |    |      | S   | X   | X   |

[illegible]



### AUTOMOBILE AND RELATED SERVICE USES

| 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   |

[illegible]

## OFFICE, RETAIL, COMMERCIAL, AND SERVICE TYPE USES

| 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   |
| ANTIQUÉ 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;<br>COSMETOLOGY SPEC. SHOP |   |      |    |    |      | X   | X   | X   |
| BEAUTY SHOP                                      |   |      |    |    |      | X   | X   |     |
| BLDG. MATERIALS, HARDWARE<br>(INSIDE STORAGE)    |   |      |    |    |      | S   | S   | X   |
| BUSINESS SERVICE                                 |   |      |    |    |      | X   | X   | X   |
| CABINET AND UPHOLSTERY SHOP                      |   |      |    |    |      | S   | S   | X   |
| CLEANING AND DYEING, SMALL<br>SHOP               |   |      |    |    |      | S   | S   | X   |
| CLINIC, MEDICAL OR DENTAL                        |   |      |    |    |      | X   | X   |     |
| CLUB, PRIVATE                                    |   |      |    |    |      | S   | S   |     |
| CONVENIENCE STORE                                |   |      |    | S  |      | X   | X   | S   |



|   |   |      |    |    |      |     |     |     |
|---|---|------|----|----|------|-----|-----|-----|
| CUSTOM PERSONAL SERVICE SHOP                        |   |      |    |    |      | X   | X   | S   |
| TYPE OF USE   | A | SF-2 | TF | MF | MH-1 | C-1 | C-2 | M-1 |
| DISCOUNT, VARIETY, OR<br>DEPARTMENT STORE           |   |      |    |    |      | X   | X   | S   |
| DRAPERY, NEEDLEWORK, OR<br>WEAVING SHOP             |   |      |    |    |      | X   | X   | X   |
| ENGINE AND MOTOR REPAIR                             |   |      |    |    |      |     | S   | X   |
| FARM EQUIPMENT, SALES AND<br>SERVICE                | S |      |    |    |      |     | S   | X   |
| FEED AND FARM SUPPLY (INSIDE<br>SALES AND STORAGE)  | S |      |    |    |      |     | X   | X   |
| FEED AND FARM SUPPLY (OUTSIDE<br>SALES AND STORAGE) | S |      |    |    |      |     | X   | X   |
| FLEA MARKET   | S |      |    |    |      | S   | S   | S   |
| FLORIST   |   |      |    |    |      | X   | X   | S   |
| FOOD STORE; GROCERY STORE                           |   |      |    |    |      | X   | X   | X   |
| FURNITURE, APPLIANCE STORE                          |   |      |    |    |      | S   | X   | X   |
| GARDEN CENTER (RETAIL SALES)                        |   |      |    |    |      | S   | X   | X   |

|   |   |      |    |    |      |     |     |     |
|---|---|------|----|----|------|-----|-----|-----|
| GENERAL MERCHANDISE STORE                     |   |      |    |    |      | S   | X   | X   |
| TYPE OF USE                                   | A | SF-2 | TF | MF | MH-1 | C-1 | C-2 | M-1 |
| GYMNASTIC OR DANCE STUDIO                     |   |      |    |    |      | S   | X   | X   |
| HANDCRAFT SHOP                                |   |      |    |    |      | X   | X   | S   |
| HEAVY MACHINERY                               |   |      |    |    |      |     | S   | X   |
| HOTEL, MOTEL, MOTOR HOTEL, OR<br>MOTORS LODGE |   |      |    |    |      | S   | X   | X   |
| HOUSEHOLD APPLIANCE SERVICE<br>AND REPAIR     |   |      |    |    |      | S   | X   | X   |
| LABORATORY, MEDICAL OR DENTAL                 |   |      |    |    |      | X   | X   | S   |
| LABORATORY, SCIENTIFIC OR<br>RESEARCH         |   |      |    |    |      |     |     | X   |
| LAUNDRY AND CLEANING, SELF<br>SERVICE         |   |      | S  |    |      | X   | X   | S   |
| LAUNDRY AND CLEANING,<br>COMMERCIAL           |   |      |    |    |      | X   | X   | X   |
| METAL DEALER, SECONDHAND                      |   |      |    |    |      |     |     | X   |
| METAL DEALER, CRAFTED PRECIOUS                |   |      |    |    |      | X   | X   | S   |

|   |          |             |           |           |             |            |            |            |
|---|----------|-------------|-----------|-----------|-------------|------------|------------|------------|
| MISCELLANEOUS RETAIL STORES             |          |             |           |           |             | S          | S          | S          |
| <b>TYPE OF USE</b>                      | <b>A</b> | <b>SF-2</b> | <b>TF</b> | <b>MF</b> | <b>MH-1</b> | <b>C-1</b> | <b>C-2</b> | <b>M-1</b> |
| 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          |

|   |   |      |    |    |      |     |     |     |
|---|---|------|----|----|------|-----|-----|-----|
| PLUMBING, HEATING, REFRIG. OR<br>AIR CONDITIONING BUSINESS              |   |      |    |    |      | S   | X   | X   |
| TYPE OF USE   | A | SF-2 | TF | MF | MH-1 | C-1 | C-2 | M-1 |
| PLUMBING SERVICE  |   |      |    |    |      |     | X   | X   |
| PORTABLE BUILDING SALES   |   |      |    |    |      |     | S   | X   |
| POST OFFICE, GOVERNMENT AND<br>PRIVATE                                  |   |      |    |    |      | X   | X   | X   |
| PRINT SHOP  |   |      |    |    |      | S   | S   | X   |
| RACQUETBALL FACILITIES  |   |      |    |    |      | S   | X   | X   |
| RESTAURANT OR CAFETERIA, WITH<br>DRIVE IN SERVICE                       |   |      | S  |    |      | X   | X   | X   |
| RESTAURANT OR CAFETERIA<br>WITHOUT DRIVE IN OR DRIVE<br>THROUGH SERVICE |   |      | S  |    |      | X   | X   | X   |
| RESTAURANT WITH DRIVE IN<br>SERVICE                                     |   |      |    |    |      | X   | X   | S   |
| RESTAURANT WITH DRIVE<br>THROUGH SERVICE                                |   |      |    |    |      | X   | X   | S   |
| RETAIL SHOPS AND STORES OTHER<br>THAN LISTED                            |   |      |    |    |      | X   | X   | S   |
| SECOND HAND STORE,<br>FURNITURE/CLOTHING                                |   |      |    |    |      | S   | X   | X   |

|   |   |      |    |    |      |     |     |     |
|---|---|------|----|----|------|-----|-----|-----|
| SERVICE, RETAIL   |   |      |    |    |      | X   | X   |     |
| TYPE OF USE   | A | SF-2 | TF | MF | MH-1 | C-1 | C-2 | M-1 |
| SHOPPING CENTER   |   |      |    |    |      | S   | X   | X   |
| STORAGE, REPAIR OF FURNITURE<br>AND APPLIANCE (INSIDE)  |   |      |    |    |      | S   | S   | X   |
| STORAGE, REPAIR OF FURNITURE<br>AND APPLIANCE (OUTSIDE) |   |      |    |    |      | S   | S   | X   |
| STUDIO (PHOTOGRAPHER,<br>MUSICIAN, ARTIST)              |   |      |    |    |      | S   | X   | X   |
| STUDIO FOR RADIO AND TELEVISION                         |   |      |    |    |      | X   | X   |     |
| TANNING SALON   |   |      |    |    |      | S   | X   | S   |
| TATTOO PARLOR   |   |      |    |    |      | S   | S   | S   |
| TAXIDERMIST   |   |      |    |    |      | S   | X   | S   |
| THEATER (INDOOR)  |   |      |    |    |      | X   | X   | X   |
| THEATER (OUTDOOR)                                       | S |      |    |    |      | S   | S   | S   |
| TOOL RENTAL SHOP  |   |      |    |    |      | S   | X   | X   |





## MANUFACTURING, STORAGE, AND WAREHOUSING USES

| MANUFACTURING, STORAGE, AND WAREHOUSING USES                |   |      |    |    |      |     |     |     |  |
|---|---|------|----|----|------|-----|-----|-----|--|
| TYPE OF USE   | A | SF-2 | TF | MF | MH-1 | C-1 | C-2 | M-1 |  |
| ACETYLENE GAS MANUFACTURE OR STORAGE                        | S |      |    |    |      |     |     | X   |  |
| ACID MANUFACTURE  |   |      |    |    |      |     |     | S   |  |
| ADVERTISING DISPLAYS MANUFACTURE                            |   |      |    |    |      |     |     | X   |  |
| ALCOHOL MANUFACTURE   |   |      |    |    |      |     |     | S   |  |
| AMMONIA, BLEACH OR CHLORINE MANUFACTURE                     |   |      |    |    |      |     |     | S   |  |
| APPAREL AND OTHER PRODUCTS ASSEMBLED FROM FINISHED TEXTILES |   |      |    |    |      |     |     | X   |  |
| ARSENAL   |   |      |    |    |      |     |     | S   |  |
| ASPHALT MANUFACTURE OR REFINING                             |   |      |    |    |      |     |     | S   |  |
| BLAST FURNACE   |   |      |    |    |      |     |     | X   |  |
| BOATS, BUILDING OR REPAIR                                   |   |      |    |    |      |     |     | 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,<br>OR PORCELAIN PRODUCTS<br>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<br>CLEANING PLANT                              |   |      |    |    |      |     |     | X   |
| COAL, COKE, OR WOOD YARD  |   |      |    |    |      |     |     | S   |
| CONCRETE, ASPHALT, BATCHING<br>PLANT (PERMANENT)                        |   |      |    |    |      |     |     | S   |
| CONCRETE, ASPHALT, BATCHING<br>PLANT (TEMPORARY)                        | X | X    | X  | X  | X    | X   | X   | X   |
| CONTRACTOR'S SHOP AND STORAGE<br>YARD (TEMPORARY)                       | X | X    | X  | X  | X    | X   | X   | X   |
| COSMETIC MAUFACTURE   |   |      |    |    |      |     |     | X   |
| COTTON GIN  |   |      |    |    |      |     |     | S   |
| CREOSOTE TREATMENT  |   |      |    |    |      |     |     | S   |
| DAIRY PROJECTS PROCESSING,<br>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<br>ASSEMBLY AND MANUFACTURE<br>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<br>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<br>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<br>(WHOLESALE)                                       | S |      |    |    |      |     | S   | X   |
| PETROLEUM PRODUCTS, BULK<br>QUANTITIES   |   |      |    |    |      |     |     | S   |
| PIPE SALES AND SUPPLY  |   |      |    |    |      |     | S   | S   |
| PLASTIC PRODUCTS MANUFACTURE<br>(NOT INCLUDING PROCESSING OR<br>RAW MATERIALS) |   |      |    |    |      |     |     | S   |
| PUMP SALES, REPAIR AND<br>MAINTENANCE  |   |      |    |    |      |     | S   | X   |
| SCRAP METAL SALES AND STORAGE  |   |      |    |    |      |     |     | S   |
| SELF STORAGE; MINI WAREHOUSE   | S |      |    |    |      |     | S   | X   |
| SPORTING AND ATHLETIC<br>EQUIPMENT MANUFACTURE                                 |   |      |    |    |      |     |     | X   |
| STEEL FABRICATION  |   |      |    |    |      |     |     | S   |
| STORAGE/WHOLESALE<br>WAREHOUSE, LIGHT  |   |      |    |    |      |     | S   | X   |

|   |   |      |    |    |      |     |     |     |
|---|---|------|----|----|------|-----|-----|-----|
| STORAGE/WHOLESALE<br>WAREHOUSE, HEAVY                 |   |      |    |    |      |     |     | S   |
| TYPE OF USE   | A | SF-2 | TF | MF | MH-1 | C-1 | C-2 | M-1 |
| TIRE RECAPING, VULCANIZING                            |   |      |    |    |      |     |     | S   |
| TOOLS OR HARDWARE<br>MANUFACTURE                      |   |      |    |    |      |     |     | X   |
| TOYS AND NOVELTY PROJECTS<br>MANUFACTURE              |   |      |    |    |      |     | S   | X   |
| WINDOW SHADE, AWNINGS,<br>VENTILIAN BLIND MANUFACTURE |   |      |    |    |      |     |     | X   |
| WRECKING YARD (JUNK OR SALVAGE<br>YARD)               |   |      |    |    |      |     |     | S   |
| YEAST MANUFACTURE                                     |   |      |    |    |      |     |     | S   |
|   |   |      |    |    |      |     |     |     |
|   |   |      |    |    |      |     |     |     |
|   |   |      |    |    |      |     |     |     |

## 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.

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 m<sup>2</sup>).
- 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 at less than 250 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.

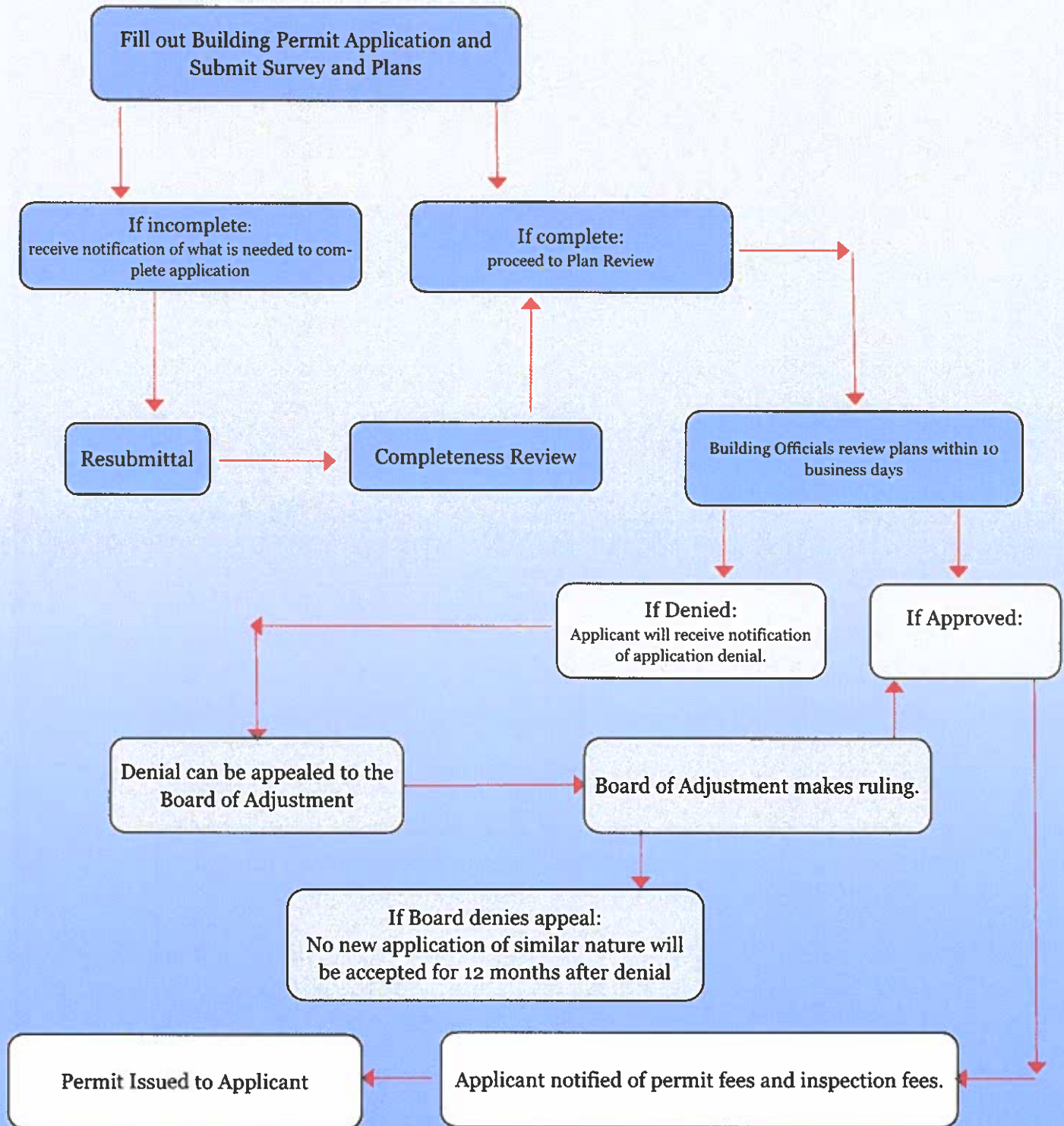


- g. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
- h. Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

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.

## Permit Flowchart



# BUILDINGS AND BUILDING REGULATIONS

| Description   | Amount  |
|---|---|
| <b>Building Permit</b>  |   |
| Plan Review   | 25% payable upon submittal to be credited up issuance of permit |
| Building Permit   | \$50.00 (minimum fee)   |
| Reinspection Fee  | \$75.00   |
| Temporary Buildings   | \$75.00   |
| Demolition (Residential)  | \$50.00   |
| Demolition (Commercial)   | \$150.00  |
| Residential New Construction & Additions (Enclosed Area)  | \$0.12 SQ FT  |
| Residential Carports & Storage Buildings (under 500 sq ft)  | \$0.10 SQ FT  |
| Residential Garage Enclosures   | \$100.00  |
| Foundation Only   | \$100.00  |
| Mobile Home Permit  | \$100.00  |
| Certificate of Occupancy Inspection   | \$100.00  |
| <b>Plumbing Permit</b>  | \$25.00   |
| In Addition: each plumbing fixture, trap, drain, or set of fixtures (including water and drainage piping) | \$3.00  |
| For House Outside Sewer line (if not included with inside fixtures)                                       | \$10.00   |
| For House Outside Water Line (if not included with inside fixtures)                                       | \$10.00   |
| For Sewer Tap to Main   | \$25.00   |
| For Each Water Heater and/or Vent   | \$5.00  |
| For Installation of Water Piping for Water Treatment Equipment  | \$25.00   |
| Sprinkler System Backflow Prevention Inspection   | \$25.00   |
| Water or Sewer Mains  | \$25.00   |
| Plumbing Inspection   | \$50.00   |
| Gas Inspection  | \$50.00   |
| <b>Mechanical Permit</b>  | \$50.00 (minimum fee)   |
| Mechanical Reinspection Fee   | \$75.00   |
| Forced Air or Gravity Type Furnace up to 150,000 BTU's  | \$10.00   |
| Suspended Unit Heater or Wall Heater  | \$15.00   |
| Air Handler up to 10,000 CFM  | \$50.00   |
| Dryer, Bathroom, & Kitchen Ventilation Fans Part of Heating & Cooling System and Connected to a Duct      | \$3.00  |
| Installation of Refrigerant Air Conditioner System up to 712 Tons   | \$10.00   |
| Type I Grease Hood  | \$25.00   |
| Type II Grease Hood   | \$10.00   |
| <b>Electrical Permit</b>  | \$50.00   |



DATE: \_\_\_\_\_ CITY OF CISCO  
PERMIT NUMBER: \_\_\_\_\_ **BUILDING PERMIT APPLICATION**

The City of Cisco has adopted the 2015 International Building Code and the 2015 International Residential 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.

### 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<br><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                                       |
| Description 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: _____   |
| Plumbing Plan Review: _____   |
| Mechanical Plan Review: _____ |
| Electrical Plan Review: _____ |

## REVIEWER'S NOTES

|  |
|--|
|  |
|--|



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

CITY OF CISCO

PERMIT NUMBER: \_\_\_\_\_

**PLUMBING PERMIT APPLICATION**

Plumbing Permits will only be issued to licensed plumbers upon presentation of a valid master plumber's license. The City of Cisco has adopted the 2015 International Plumbing and Gas Code and all work must conform to that code.

**LOCATION OF WORK**

|                    |  |
|--------------------|--|
| Job Address        |  |
| Legal Description  |  |
| Owner              |  |
| Owner Address      |  |
| Owner Phone/E-mail |  |

**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<br><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                                       |
| Description of Work |  |
| Value of Work       | \$ _____   |

**BUSINESS/TRADE INFORMATION**

|                      |        |
|----------------------|--------|
| Plumber              | 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 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 plumbing permit.

- 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 |  |
| Name and Title          |  | Name and Title     |  |
| Date                    |  | Date               |  |





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

**LOCATION OF WORK**

Job Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Owner \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Phone/Email \_\_\_\_\_

**BUILDING USE**

Use of Building

☐ Commercial ☐ Manufacturing ☐ Residential ☐ Multi-Family ☐ Two Family  
☐ Manufactured/Mobile Home

Class of Work

☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ Relocate ☐ Demolition

Description of Work \_\_\_\_\_

Value of Work

\$ \_\_\_\_\_

**BUSINESS/TRADE INFORMATION**Electrician

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 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 plumbing permit.

- Are you installing or repairing Electrical Vehicle Charging Station Systems? \_\_\_\_ Yes \_\_\_\_ No  
If yes, how many of each voltage? \_\_\_\_ 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)

## 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               |  |



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. The City of Cisco has adopted the 2015 International Mechanical Code and all work must conform to that code.

**LOCATION OF WORK**

Job Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Owner \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Phone/Email \_\_\_\_\_

**BUILDING USE**

Use of Building

☐ Commercial ☐ Manufacturing ☐ Residential ☐ Multi-Family ☐ Two Family  
☐ Manufactured/Mobile Home

Class of Work

☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ Relocate ☐ Demolition

Description of Work \_\_\_\_\_

Value of Work

\$ \_\_\_\_\_

**BUSINESS/TRADE INFORMATION**HVAC

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 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 plumbing permit.

- 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 cooling tower, evaporative or air cooled condenser? \_\_\_\_  
If yes, how many tons? \_\_\_\_ (Mechanical plans must be submitted for plan review)
- Are you installing or replacing a hot/chill water coil 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               |  |

## **Board of Adjustment Application Checklist**

### **General Requirements:**

- ☐ A universal application form and the appropriate fees.
- ☐ A letter of explanation/justification.
- ☐ Submit copies of site plan (if applicable) for the property.
- ☐ A location map clearly indicating the site in relation to adjacent streets, distance to nearest intersection and other landmarks.
- ☐ **Submit one (1) copy of proof of ownership (recorded property deed or current yeartax statements).**
- ☐ **Submit documentation on any and all liens and lien holders of property.**
- ☐ I have reviewed the checklist and all submittals for completeness and accuracy. If application submittal is determined to be incomplete, additional fees may be assessed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Content of the Letter of explanation/justification for a Zoning Variance:**

I understand that I am applying for a variance from the Zoning Ordinance of the City of Cisco and that this variance can only be granted if I prove hardship by meeting four of the conditions below. I also understand that financial or self-induced hardship cannot be considered for granting a variance. Below I explain exactly how I meet these four conditions.

1. The requested variance does not violate the intent and spirit of the ordinance:

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2. Special conditions of restricted area, shape, topography or physical features exist that are peculiar to the subject parcel of land and are not applicable to the other parcels of land in the same zoning district:

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3. The hardship is in no way the result of the applicant's action:

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4. The interpretation of the provisions in this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district that comply with the same provisions:

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Check box to indicate application type

**Incomplete applications will be rejected**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Amending Plat             | <input type="checkbox"/> Replat                   | <input type="checkbox"/> Special Use Permit    |
| <input type="checkbox"/> Comprehensive Plan        | <input type="checkbox"/> ROW Use Agreement        | <input type="checkbox"/> Zoning Change         |
| <input type="checkbox"/> Amendment Conveyance      | <input type="checkbox"/> ROW Abandonment/ Closing | <input type="checkbox"/> Zoning Variance (ZBA) |
| <input type="checkbox"/> Design Standards Variance | <input type="checkbox"/> Final Plat               | <input type="checkbox"/> Other _____           |

**Application Requirements:** Signed application form, application fees, Copy and filing fees, Proof of Ownership (Recorded Deed or current tax statements), required plats / plans, and signed checklist.

**PROJECT INFORMATION:** ☐ Residential ☐ Commercial Is this property platted? ☐ Yes ☐ No  
Project Name: \_\_\_\_\_ Total Acres: \_\_\_\_\_

Project Address (Location): \_\_\_\_\_ Parcel(s) Tax ID R #: \_\_\_\_\_  
(LOT, BLOCK & SUBDIVISION OR SURVEY WITH METES & BOUNDS DESCRIPTION SEALED BY A LICENSED SURVEYOR)

Parent Project Name/Number: \_\_\_\_\_ Parcel(s) Tax ID GEO #: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_ ETJ ☐ Yes ☐ No

**Please state the identity of any individual(s), or other entities that presently hold a lien upon the real estate which is the subject of this request:** \_\_\_\_\_  
**Lien holder/mortgagee must also sign plat for filing of record.**

Existing Use: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_ # of Existing Lots: \_\_\_\_\_ # of Existing Units: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ # of Proposed Lots: \_\_\_\_\_ Proposed Units: \_\_\_\_\_

**APPLICANT INFORMATION:**

Please circle your preferred method of contact.

Applicant / Company: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Key Contact/Company: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**(MUST BE SIGNED FOR ALL APPLICATIONS)** - Letter of authorization required if signature is other than property owner and a letter of authorization is required from lienholder/mortgagee, if applicable.

I hereby certify that I am the owner of the property identified in this application; or, that I am the authorized agent of the owner of said property; and that I am authorized to act in their behalf, and that this application, to the best of my knowledge and belief, is true and correct.

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
SIGNATURE OF LIEN HOLDER

**PLAT WAIVER (MUST BE SIGNED FOR ALL PRELIMINARY, FINAL & REPLATS)**

I waive the statutory time limits in accordance with Section 212 of the Texas Local Government Code.

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
SIGNATURE OF LIEN HOLDER

Known to me to be the person(s) whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration expressed and in the capacity therein stated. Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

*For Departmental Use Only*

Case#: \_\_\_\_\_

Project Mgr: \_\_\_\_\_

Total Fee(s): \_\_\_\_\_

Payment Method: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

Accepted By: \_\_\_\_\_

## FREQUENTLY ASKED QUESTIONS

### ***When will my application be considered?***

Your application will be reviewed by the Planning & Zoning Commission (P & Z) and then the City Council. P & Z usually meets the third **Tuesday** of each month at the end of each quarter (March, June, September, and December). The City Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> **Mondays** of each month. Depending on the timeline of construction, the P & Z may call a Special Called Meeting to review the application.

### ***When should I apply?***

By law, your application **may** require a minimum of two public hearings. These hearings must be advertised in the local newspaper 15 days prior to the meetings. In order to be heard at the next P & Z meeting, you will need to apply AS SOON AS POSSIBLE to allow the City to meet all timelines set out by law.

### ***What happens at the meetings?***

The person chairing the meeting will open the public hearing and invite people to speak about your item. After gathering all public comments, the chair will close the public hearing and the commission will make a decision about your application.

### ***So others may talk about my application?***

Yes, if your application requires a public hearing, your case will be advertised in the local newspaper. In addition, for most public hearing items, everyone within 200 feet of the property will be mailed a notification letter.

### ***How do they decide?***

The P & Z looks at local, state and federal laws as well as the City's long-range plan and makes a recommendation to the City Council. Council considers P & Z's recommendation and may approve, deny or approve with conditions.

### ***How much does it cost?***

The application fee is based on the City's current Fee Schedule Ordinance. Check the City's Web Site or the Planning Department for the most current Fee Schedule. Please make checks payable to the "City of Cisco".

### ***What type of Property Drawings do I need?***

The applicant must provide a legible and reasonable drawing, to scale, illustrating that which is requested. At a minimum, the drawing must show property in question along with all adjacent properties, streets, street names, north arrow and scale of drawing. Identify lots with lot and block numbers and subdivision name or, if not subdivided, a complete metes and bounds description when addressed. For assistance, contact a surveyor. For additional requirements, please refer to City of Cisco's Planning & Zoning Ordinance.

**DO NOT WRITE BELOW THIS LINE—TO BE COMPLETED BY STAFF ACCEPTING APPLICATION**

|                               |            |           |
|-------------------------------|------------|-----------|
| • <i>Application</i>          | <i>Yes</i> | <i>No</i> |
| • <i>Fee Paid</i>             | <i>Yes</i> | <i>No</i> |
| • <i>Survey Provided</i>      | <i>Yes</i> | <i>No</i> |
| • <i>Plans Provided</i>       | <i>Yes</i> | <i>No</i> |
| • <i>Application Accepted</i> | <i>Yes</i> | <i>No</i> |

### ***Key Dates:***

On P&Z Agenda: \_\_\_\_\_

On Council Agenda: \_\_\_\_\_

Newspaper Publication Dates:

P&Z: \_\_\_\_\_

CC: \_\_\_\_\_

Property Owner Notification Date \_\_\_\_\_

### ***Recommendations and Decisions***

Staff: \_\_\_\_\_

P&Z: \_\_\_\_\_

CC: \_\_\_\_\_