

# City of Comanche News

## Comanche Building Permits

**When is a Permit Required?** A Building Permit is required to erect, construct, enlarge, alter, repair, improve, remove, convert, move or demolish any building or structure within the City's zoning jurisdiction.

**Examples of Work Requiring a Permit:** Any new construction, remodel, repair, demolition, building addition, storage building, porch, deck, patio, driveway, carport, garage, roof, fence, signs, mobile, manufactured, or modular home.

**How do I obtain a Building Permit?** You must complete a Building Permit Application in person at Comanche City Hall, 200 North Austin and pay a Building Permit Fee. A Site Plan **must** be included in the submitted application.

**How long does it take to get a Building Permit approved?** You are strongly encouraged to submit your application a **minimum of sixty (60) days** prior to beginning your project.

**What is the Review Process?** There is a three-phase Review and Approval Process for all Building Permits. The first phase of the Review Process is an application review by the Code Administrator, Public Works Director and Development Director to ensure the project is compliant with City Ordinances. The second phase is the formal review and acceptance (or rejection) by the Planning & Zoning Commission. If the Planning & Zoning Commission accepts the application, the Commission recommends the application move to the third and final phase - presentation to the Comanche City Council for final approval.

**When can I start my project?** You may begin your project once confirmation from Code Administrator or Development Director has been received that the Comanche City Council approved your Building Permit Application.

Please contact Comanche City Hall at 325.356.2616 if you have any additional questions.