



CITY OF FROST, TEXAS

WHERE COTTON IS KING AND FRIENDLINESS IS QUEEN

PERMITTING PROCEDURE

1. Citizen picks up and fills out permit package.
2. Citizen contacts **Gary Garner Inspections 254-715-8833** and sets up a project Plan Review Meeting (if applicable)
 - Review citizens project drawings etc.
 - How many inspections will be needed
 - What type of inspections will be needed
 - Rough schedule of when inspections shall occur
3. Copies of the planning meeting (schedule) is given to the citizen and The City while one is kept by Gary Garner Inspections.
4. Citizen come back into City Hall and pays for permit and all inspections required
5. Citizen is given permit and may begin the project.
6. After project / inspections are completed, Gary Garner Inspections issues a certificate of occupancy to the citizen and informs The City of the issuance.
7. Project is closed out.



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CITIZEN NEEDS FOR PLAN REVIEW MEETING

(As a minimum)

1. A filled out application for building permit
2. Two copies of architectural project drawings (if needed)
 - Floor Plan
 - Foundation Plan
 - Typical wall and Foundation Section / Detail
 - Plumbing Plan
 - Electrical Plan
3. Type of project
 - Commercial
 - Residential
 - a. Single Family dwelling
 - b. Multi Family dwelling
4. New construction or renovations
5. Demolition
6. Construct, repair, or renovate
 - Shed
 - Sigh
 - Fence
7. Pool



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PERMIT / PLAN REVIEW FEES

Building permit / per trade	\$100.00
Inspections / per trade	\$85.00
Re-Inspections	\$85.00
Residential Plan Review	\$125.00
Commercial Plan Review	\$100/hour

Permit(s) applying for:

☐ Building	☐ Electrical	☐ Plumbing
☐ HVAC	☐ Mechanical	

Inspection(s) applying for:

☐ Building	☐ Electrical	☐ Plumbing
☐ HVAC	☐ Mechanical	

ALL permits, inspections, and reviews must be paid prior to permit being issued.

City of Frost, Secretary

Rachel Williams

PH# (903) – 682-3861

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Property Information:

Full Name: _____

Address: _____

Street Address

Apartment/Unit #

City

State

Zip Code

Phone: _____ Email: _____

Owner: Yes _____ No _____

Type of work being performed:

New _____ Addition _____ Swimming Pool _____ Fuel Tanks _____

Single _____ Storage Building _____ Repair _____ Fence _____

Remove _____ Remodel _____ Other: _____

Applicant Signature: _____



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Permit Acceptance / Rejection Form

Date: _____

Person Applying: _____

Project description: _____

YES _____ REJECT _____

Gary Garner

Check one/all that apply:

_____ Permit Fee/Per Trade	\$100.00 (per permit)
_____ Residential Plan Review	\$125.00
_____ Commercial Plan Review	\$100.00 (per hour)
_____ Inspections / Pay all now	\$85.00 (per inspection)

All Inspection notes:

Rejection Reason:
