

CITY PERMITS/LICENSES

TYPE OF PERMIT OR LICENSE	DEPARTMENT LOCATION WHERE ISSUED	AUTHORITY
Alarm system registration	Police Records – 205 N. Grant, Police Department	Ord. 93-70, § 2, (11-9-93); Ord. 94-71, § 2, (9-27-94), Ch. 9, sec. 41
Alcohol permits	Building Inspection, then Billing and Collection, then City Secretary – 411 W. 8 th Street, City Hall, all on 1 st Floor	Ord. 83-106, §1 (10-25-83), Ch. 3, secs. 2 and 3
Ambulance, private and operator's license	Fire Administration – 119 W. 4 th , Municipal Plaza – 5 th Floor	Ord. 98-20, § 1 (2-24-98), Ch. 3A, sec. 31
Bicycle licenses	Police Department – 205 N. Grant	Ord. 72-17, § 31, (2-22-72) Ch. 18, sec36
Building permit (minimum)	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. No. 97-45, Sec. 1, (11-21-97), Ch. 19, sec. 118 and Ord. 99-28, Sec. 1, (6-22-99), Ch. 19, sec. 180.
Certificate of occupancy permit (existing structures)	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. No. 97-45, Sec. 1, (11-21-97), Ch. 19, sec. 118 and Ord. 99-28, Sec. 1, (6-22-99), Ch. 19, sec. 180..
City vehicle permit	Equipment Services – 801 E. Pool Rd.	Ord. 85-76, § 1, (9-10-85); Ord. 95-13, § 1, (2-14-95), Ch. 20, sec. 13
Construction in public right-of-way permit	Public Works – 411 W. 8 th Street, City Hall, 4 th Floor	Ord. 65-105, § 1, (11-23-65); Ord 75-95, § 2, (10-14-75); Ord. 92-21, § 1, (3-24-92), Ch. 16, sec. 38
Contractor registration (building, remodeling, electrical, plumbing, mechanical, water well, etc.)	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 83-27, § 1, (3-15-83); Ord. 83-83, § 1, (8-23-83), Ord. 86-28, §1, (5-13-86); Ord. 90-06, §2, (1-9-90); Ord. 90-78, § 1, (12-18-90); Ord. 93-02; § 1, (2-9-93); Ord. 93-72, § 1, (11-23-93); Ord. 96-24, § 1, (3-26-96); Ord. 96-45, § 2, (7-9-96); Ord. 2000-19, § 1, (7-11-00); Ord. 2001-05, § 1, (1-23-01); Ch. 4A, sec. 21
Dance hall license	Billing and Collection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 2001-15, § 2 (4-10-01), Ch. 15A, sec. 17
Dog and cat tags	Animal Control – 910 W. 42 nd Street	Ord. 97-13, §2 (4-8-97), Ch. 4, sec. 23
Drilling of well permit	Public Works – 411 W. 8 th Street, City Hall – 4 th Floor	Ord. 60-25, §2, (4-26-60); Ord. 69-84, SubSec. 1-3, (12-9-69); Ord. 2001-16, §. 2, (4-10-01), Ch. 11, sec. 3

Electrical permit (complete)	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 93-72, § 2, (11-23-93); Ord. 2000-30, § 4, (9-12-00), Ch. 2, sec. 116
Electrical permit (minimum)	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 93-72, § 2, (11-23-93); Ord. 2000-30, § 4, (9-12-00), Ch. 2, sec. 116
Finish-out only permit	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 93-72, § 2, (11-23-93); Ord. 2000-30, § 2, (9-12-00), Ch. 2, sec. 114
Fire alarm system registration	Fire Administration – 119 W. 4 th , Municipal Plaza, 5 th Floor	Ord. 93-70, § 2, (11-9-93); Ord. 94-71, § 2, (9-27-94), Ch. 9, sec. 41
Fire protection permit	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 93-72, § 2 (11-23-93); Ord. 94-10, § 1, (2-8-94); Ord. 2000-30, § 1, (9-12-00), Ch. 2, sec. 113
Flood hazard, special (construction or development within any area of) permit	Public Works – 411 W. 8 th Street, City Hall, 4 th Floor	Ord. 91-03, § 1, (2-12-91); Ord. 98-59, § 1, (9-22-98), Ch. 6A, sec. 12
Food establishment permits	Ector Co. Health Dept. – 221 N. Texas	Ord. 2000-31, § 2 (9-26-00), Ch. 8, sec. 104
Gas piping permit (minimum)	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 93-72, § 2, (11-23-93); Ord. 2000-30, § 5, (9-12-00), Ch. 2, sec. 115
Installation of injection facility permit	Public Works – 411 W. 8 th Street, City Hall – 4 th Floor	Ord. 60-25, § 2, (4-26-60); Ord. 69-84, SubSec. 1-3, (12-9-69); Ord. 2001-16, §. 2, (4-10-01), Ch. 11, sec. 3
Installation of trunkline pipeline permit	Public Works – 411 W. 8 th Street, City Hall – 4 th Floor	Ord. 60-25, § 2, (4-26-60); Ord. 69-84, SubSec. 1-3, (12-9-69); Ord. 2001-16, §. 2, (4-10-01), Ch. 11, sec. 3
Installation of water and/or gas repressuring permit	Public Works – 411 W. 8 th Street, City Hall – 4 th Floor	Ord. 60-25, § 2, (4-26-60); Ord. 69-84, SubSec. 1-3, (12-9-69); Ord. 2001-16, §. 2, (4-10-01), Ch. 11, sec. 3
Itinerant vendor permit	Billing and Collection – 411 W. 8 th Street, City Hall- 1 st Floor	Ord. 83-78, § 1, (8-9-83), Ch. 14, sec. 3
Journeyman electrician license	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 83-27, § 1, (3-15-83); Ord. 83-83, § 1, (8-23-83), Ord. 86-28, § 1, (5-13-86); Ord. 90-06, § 2, (1-9-90); Ord. 90-78, § 1, (12-18-90); Ord. 93-02; § 1, (2-9-93); Ord. 93-72, § 1, (11-23-93); Ord. 96-24, § 1, (3-26-96); Ord. 96-45, § 2, (7-9-96); Ord. 2000-19, § 1, (7-11-00); Ord. 2001-05, § 1, (1-23-01); Ch. 4A, sec. 21

Lease development permit (per sq. ft.)	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. No. 97-45, Sec. 1, (11-21-97), Ch. 19, sec. 118 and Ord. 99-28, Sec. 1, (6-22-99), Ch. 19, sec. 180.
Liquid waste transportation permit	Utilities Administration – Call the Bob Derrington Plant at 563-3817	Ord. 94-11, §1 (Exh. A, Sec. 4), (2-9-94), Ch. 8B, sec. 4
Master electrician license	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 83-27, § 1, (3-15-83); Ord. 83-83, § 1, (8-23-83), Ord. 86-28, §1, (5-13-86); Ord. 90-06, §2, (1-9-90); Ord. 90-78, § 1, (12-18-90); Ord. 93-02; § 1, (2-9-93); Ord. 93-72, § 1, (11-23-93); Ord. 96-24, § 1, (3-26-96); Ord. 96-45, § 2, (7-9-96); Ord. 2000-19, § 1, (7-11-00); Ord. 2001-05, § 1, (1-23-01); Ch. 4A, sec. 21
Mechanical equipment permit (new additional piece of)	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 93-72, § 2, (11-23-93); Ord. 2000-30, § 5, (9-12-00), Ch. 2, Sec. 117
Mechanical permit (minimum)	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 93-72, § 2, (11-23-93); Ord. 2000-30, § 5, (9-12-00), Ch. 2, Sec. 117
Mobile home location permit (requires separate plumbing and electrical permits)	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 79-145, § 1, (9-11-79); Ord. 2002-13, § 2, (3-12-02), Ch. 9A, sec. 2
Moving and/or demolition permit	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 93-72, § 2, (11-23-93); Ord. 94-10, § 1, (2-8-94); Ord. 2000-30, § 1, (9-12-00), Ch. 2, sec. 113
New construction or addition (total building permit)	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. No. 97-45, Sec. 1, (11-21-97), Ch. 19, sec. 118 and Ord. 99-28, Sec. 1, (6-22-99), Ch. 19, sec. 180.
New electrical service or replacement permit	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 93-72, § 2, (11-23-93); Ord. 2000-30, § 4, (9-12-00), Ch. 2, sec. 116
New or replacement HVAC equip. (fireplace, commercial hood and other equipment) permit	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 93-72, § 2, (11-23-93); Ord. 2000-30, § 5, (9-12-00), Ch. 2, Sec. 117
Official business permits	Patrol/Traffic Division – 205 N. Grant, Police Department	Ord 89-62, § 1, (8-22-89); Ord. 91-72, § 2, (10-8-91), Ord. 96-41, § 1, (6-25-96), Ch. 18, sec. 27.1
Parade permits	Patrol/Traffic Division – 205 N. Grant, Police Department	Ord. 96-67, § 1, (10-22-96), Ch. 15D, sec. 69
Peddlers and mobile street vendors permit	Billing and Collection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 83-78, § 1, (8-9-83), Ch. 14, sec. 10 and sec. 17
Plumbing permit (complete)	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 93-72, § 2, (11-23-93); Ord. 2000-30, § 2, (9-12-00), Ch. 2, sec. 114

Plumbing permit (minimum)	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 93-72, § 2, (11-23-93); Ord. 2000-30, § 2, (9-12-00), Ch. 2, sec. 114
Pool hall permit	Billing and Collection – 411 W. 8 th , City Hall – 1 st Floor	Ord. 65-25, §. 2 (3-9-65); Ord. 2001-15, §1, (4-10-01), Ch. 9, sec. 22
Pretreatment permits	Utilities Administration – Call the Bob Derrington Plant at 563-3817	Ord. 2003-08, § 1, (2-13-03), Ch. 15B, sec. 17
Private collector permit for collection, removal or disposal of garbage, rubbish and solid waste	Solid Waste – 411 W. 8 th Street, City Hall, 4 th Floor	Ord. 97-36, § 1, (8-26-97), Ch. 7, sec. 15
Private line service license	Public Works – 411 W. 8 th Street, City Hall – 4 th Floor	Ord. 97-45, § 1, (11-11-97), Ch. 19, sec. 129
Remove underground tanks permit	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 93-72, § 2, (11-23-93), Ord. 94-10, § 1, (2-8-94); Ord. 2000-30, § 1, (9-12-00), Ch. 2, sec. 113
Renovation permit, complete (no structural changes)	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. No. 97-45, Sec. 1, (11-21-97), Ch. 19, sec. 118 and Ord. 99-28, Sec. 1, (6-22-99), Ch. 19, sec. 180.
Residential wiremen license	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 83-27, § 1, (3-15-83); Ord. 83-83, § 1, (8-23-83), Ord. 86-28, §1, (5-13-86); Ord. 90-06, §2, (1-9-90); Ord. 90-78, § 1, (12-18-90); Ord. 93-02; § 1, (2-9-93); Ord. 93-72, § 1, (11-23-93); Ord. 96-24, § 1, (3-26-96); Ord. 96-45, § 2, (7-9-96); Ord. 2000-19, § 1, (7-11-00); Ord. 2001-05, § 1, (1-23-01); Ch. 4A, sec. 21
Rough shell permit (per sq. ft.)	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. No. 97-45, Sec. 1, (11-21-97), Ch. 19, sec. 118 and Ord. 99-28, Sec. 1, (6-22-99), Ch. 19, sec. 180.
Rough-in only permit	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 93-72, § 2, (11-23-93); Ord. 2000-30, § 2, (9-12-00), Ch. 2, sec. 114
Secondhand good dealer permit	Billing and Collection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 83-65, §1, (6-28-83), Ch. 13, sec. 23
Sexually oriented business license	Police Records – 205 N. Grant, Police Department	Ord. 96-47, §1 (7-23-96), Ch. 15A, sec. 28
Sign permits (permanent)	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 84-95, § 1, (9-25-84); Ord. 91-95, § 1, (11-26-91), Ch. 15C, sec. 2
Sign permits (portable)	Billing and Collection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 84-95, § 1, (9-25-84); Ord. 91-95, § 1, (11-26-91), Ch. 15C, sec. 2
Special events permits	Patrol/Traffic Division – 205 N. Grant, Police Department	Ord. 96-67, § 1, (10-22-96), Ch. 15D, sec. 11

Street numbering permit	Public Works – 411 W. 8 th Street, City Hall – 4 th Floor	Ord 95-36, § 1, (6-27-95), Ch. 16, sec. 26.2
Street use permits	Public Works – 411 W. 8 th Street, City Hall – 4 th Floor	Ord. 76-79, § 2 (5-25-76); Ord. 92- 21, §1 (3-24-92) Ch. 16, sec. 62.1
Taxi permits	Police Records – 205 N. Grant, Police Department	Ord. 85-76, § 1, (9-10-85); Ord. 95- 13, § 1, (2-14-95), Ch. 20, sec. 13
Training of guard dogs in city parks permit	Parks and Recreation – 1100 W. 42 nd	Ord. 88-99, § 1, (11-22-88), Ch. 12, sec. 18.2
Wastewater discharge permits	Utilities Administration – Call the Bob Derrington Plant at 563-3817	Ord. 2003-08, § 1, (2-13-03), Ch. 15B, sec. 17
Water well permit	Building Inspection – 411 W. 8 th Street, City Hall – 1 st Floor	Ord. 95-04, § 1, (1-10-95); Ord. 96- 23, § 1, (3-26-96); Ord. 98-09, § 1, (1-27-97); Ord. 2002-27, § 1, (6- 11-02), Ch. 4A, sec. 11
Wheel chair equipped vehicle and operator's permit	Fire Administration – 119 W. 4 th Street, Municipal Plaza – 5 th Floor	Ord. 99-45, § 1, (9-14-99), Ch. 3A, sec. 46