RESIDENTIAL BUILDING PERMIT FEES

Additions/Alterations:  $0.68 per gross square feet of addition or affected area of alteration

Other Inspections and Fees:
- Residential Fence Permits  $ 30.00
- Residential Water Heater Permits  $ 40.00
- Residential Re-Roof Permits  $200.00
- Residential Foundation Repair Permits  $ 75.00
- Residential Solar Panel System Permits  $150.00
- Residential Generators Permits  $ 80.00
- Mechanical Permit Fee  $ 40.00
- Electrical Permit Fee  $ 40.00
- Plumbing Permit Fee  $ 40.00
- Demolition Permits  $ 40.00
- Plan Review Fee – Residential  $100.00

Inspections outside of normal business hours (min. charge – 2 hours) per hour*  $ 50.00
Reinspection fees per hour*  
  1st Reinspection  $ 50.00
  2nd Reinspection  $ 75.00
  3rd Reinspection or more  $100.00
Inspections for which no fee is specifically indicated (min. charge – ½ hour) per hour*  $ 50.00
Additional plan review required by changes, additions or revisions to plans (min. charge – ½ hour) per hour*  $ 50.00
Residential Alteration Submittal Guide

Submit all permit applications online at www.mckinneytexas.org/css

To process your application as quickly as possible, it is important the submittal be complete and contain accurate information on both the city forms and the required plans & documents. If you should have any questions please contact the Building Inspections Department

Incomplete & substandard submittals will be rejected.

General requirements::

The following requirements apply to all alteration permits.

❑ Alteration permits shall comply with the most current adopted zoning and building code.

❑ Engineered framing plans are required when applicable to the project and shall include but not be limited to post size, header size/span, lumber sizes for all members, flashing detail, rafter spacing, lattice spacing, footing details, and connection details.

Definitions::

All alteration permits submitted shall contain the required documents and meet the design criteria as set forth in the appropriate section of this document. For the purposes of this document the sections are laid out and defined as follows::

❑ Accessory uses- Accessory uses are subordinate or incidental construction projects. In general terms accessory use does not have walls or a roof or roof like structure. Examples of accessory uses include but are not limited to grilling stations, outdoor kitchens, fire pits, and fireplaces.

❑ Accessory structures- Accessory structures are subordinate or incidental structures from the main building built vertically above ground level, that is open on at least two sides. Examples of accessory structures include but are not limited to pergolas, arbors, patios covers, and shade structures. Accessory structures attached to the primary building shall be considered an extension of the primary structure and shall be subject to the regulations that apply to the primary building.

❑ Accessory buildings- Accessory buildings are subordinate or incidental buildings from the main building on the same lot. Examples of accessory buildings include but are not limited to storage sheds, garages, and storage buildings. Accessory buildings attached to the primary building shall be considered an extension of the primary structure and shall be subject to the regulations that apply to the primary building.

❑ Accessory dwelling units- Accessory dwelling units are subordinate or incidental buildings detached from the main building not used for commercial purposes and not rented on the same lot. An accessory dwelling unit may also be referred to as a backyard cottage.
Accessory uses

The following documents are required and must be submitted electronically with a standard scale via CSS.

A site plan showing the following::

- Lot dimensions
- Property lines for the lot
- Location of any easements
- Footprint of the proposed accessory use
- Dimension lines showing the distances from the proposed accessory use to the property lines.

A set of construction plans showing the following::

- Foundation plans showing any footers or piers
- Framing plans (if applicable)
- Elevation front or side view showing any appliances and materials to be used.
- Electrical plans (if applicable)
- Plumbing plans (if applicable) outdoor kitchen sinks are required to drain to the sanitary sewer lines.

The following design requirements shall be met for accessory use projects::

Fire pit::

- Ten (10) foot clearance to all combustible required on wood burning fire pits.
- Any gas fueled fire pit will need to provide manufacture specifications to verify clearances.

Fireplace::

- Must meet all the requirements of Chapter 10 of the currently adopted International Residential Code.

Grill station::

- Must show all underground lines for electrical or gas lines if applicable.
Accessory structures

The following documents are required and must be submitted electronically with a standard scale via CSS.

A site plan showing the following::

- Lot dimensions
- Property lines for the lot
- Location of any easements
- Footprint of the proposed accessory structure
- Footprint of the house
- Dimension lines showing the distances from the proposed accessory structure to the property lines as well as the distance from the accessory structure to the house.

A set of construction plans showing the following::

- Foundation plans to include any rebar to be used. If posts are bolted to a slab include the type of bracket used and the bolt size & length. If placed below grade level provide the depth/width of the hole and if there will be concrete rebar.
- Framing plans (if applicable)
  - Framing plans shall be sealed by an engineer licensed by the State of Texas if accessory structure is over 200 square feet in area with a roof deck. If the project is less than 200 square feet and is going to be physically attached to the main house include the support bracket types, bolts to be used (size and length) and how the structure will be attached and flashed to the main house
- Floor plan showing post location, post size, spacing, and distance from the home.
- Elevations of the proposed accessory structures showing a front and side view calling out materials and height of the structure.
- Electrical plans (if applicable)
- Plumbing plans (if applicable)

The following design requirements shall be met for accessory structure projects::

For pre packaged structures provide a detailed framing drawing (or a manufactures brochure) with the proposed structures dimensions (length, width, and maximum height) which include a front and side view, materials list, post size, beam size, and how the structure is to be secured to the foundation.

Additionally if the structure is made of aluminum or steel the structure must be engineered.
Accessory buildings

The following documents are required and must be submitted electronically with a standard scale via CSS.

A site plan showing the following::

- Lot dimensions
- Property lines for the lot
- Location of any easements
- Footprint of the proposed accessory building
- Footprint of the house
- Dimension lines showing the distances from the proposed accessory building to the property lines as well as the distance from the accessory building to the house.

A set of construction plans showing the following::

- Foundation plans to include any rebar to be used.
- Framing plans (if applicable)
  - Framing plans shall be sealed by an engineer licensed by the State of Texas if accessory building is over 200 square feet in area with a roof deck.
- Floor plan showing walls, doors, windows, and distance from the home.
- Elevations of the proposed accessory building showing front, side, and rear view calling out materials and height of the accessory building.
- Electrical plans (if applicable)
- Plumbing plans (if applicable)
- A copy of Energy Code compliance documents (if applicable)

The following design requirements shall be met for accessory building projects::

For pre packaged buildings provide a detailed framing drawing (or a manufactures brochure) with the proposed structures dimensions (length, width, and maximum height) which include a front and side view, materials list, post size, beam size, and how the structure is to be secured to the foundation.

Garages entered from the side or rear yard must be setback at least twenty (20) feet measured from the property line to the garage door.

 Additionally if the structure is made of aluminum or steel the structure must be engineered.
**Accessory dwelling unit (ADU)**

The following documents are required and must be submitted electronically with a standard scale via CSS.

A site plan showing the following:

- Lot dimensions
- Property lines for the lot
- Location of any easements
- Footprint of the proposed accessory dwelling unit
- Footprint of the house
- Dimension lines showing the distances from the proposed accessory building to the property lines as well as the distance from the accessory building to the house.

A set of construction plans showing the following:

- Foundation plans to include any rebar to be used.
- Framing plans will be required on all accessory dwelling units.
- Floor plan showing walls, doors, windows, and distance from the home.
- Elevations of the proposed accessory dwelling showing front, side, and rear view calling out materials and height of the accessory dwelling unit.
- Electrical plans (if applicable)
- Plumbing plans (if applicable)
- Mechanical plans (if applicable)
- A copy of Energy Code compliance documents

The following design requirements shall be met for accessory dwelling unit projects:

No more than one accessory dwelling unit may be located on any conforming lot.
An accessory dwelling unit shall not exceed 50 percent of the total square footage of the primary dwelling.
An accessory dwelling unit shall observe the same building height and setbacks as the primary house and shall be set behind the the front face of the primary building.
An accessory dwelling unit shall be constructed of the same exterior materials and similar or complementary architectural style as the main structure when the buildings are located within a Historically Significant Area or the main structure is a Significantly Important Building.
An accessory dwelling unit must be under the same ownership as the primary house.
An accessory dwelling unit shall not have a separate electric meter.
An accessory dwelling unit shall contain facilities for its own cooking, sleeping, eating, living, and sanitation accommodations.
Any proposed structure or building that is going to be physically attached to the main house must meet the same setbacks as the main house. To obtain your specific setbacks please call the city of McKinney at 972 547 7400.
What is a site plan?

A site plan, also known as a plot plan or survey, is a diagram which is meant to show proposed improvements to your property. A site plan is important because it also includes information regarding how the structure will be oriented on the lot. A site plan typically shows what already exists on a specific property, in addition to presenting what you are proposing to build. This could, for example, include a building addition on a specific property, such as a patio addition or detached garage. One of the most important features of a site plan is to show the relationship between what already exists, and what it is that you are planning to have built. Municipalities require site plans in order to ensure that both local and state building codes are adhered to when it comes to making changes and additions to a specific property. Another reason why site plans are important and necessary is that governments typically retain site plans for historical records, especially if the homeowners builds onto the properties. Often a survey received at the time of purchasing a property may be used as a site plan as they are essentially identical and are used interchangeably so a copy can be made, and any changes can be overlaid on the existing survey. Please read through the requirements to ensure all the needed information is on the drawing to complete a thought plan review.
What is a floor plan?

A floor plan is a 2-dimensional drawing that shows you the layout of a home or property from above. Floor plans typically illustrate the location of walls, windows, doors, posts, and stairs, as well as fixed installations such as bathroom fixtures, cabinetry, and appliances. Floor plans are usually drawn to scale and will indicate room types, room sizes, and wall lengths.

Floor plans are important to show the relationship between rooms and spaces, and to communicate how one can move through a property. Floor plans are an essential part of obtaining a building permit and are helpful when starting any home improvement project. Creating an existing and a proposed floor plan is an excellent way to demonstrate the scale and scope of a project to a home builder or contractor, which will help you on your permit process. Floor plans are also critical for creating furniture layouts so that you know what items will fit and which won't. Please read through the requirements to ensure all the needed information is on the drawing to complete a thought plan review.
What is an elevation?

Elevations are 2-dimensional drawings that show the front, back or side views of a project. It is generally the exterior view of a house or building drawn from a vertical plane looking straight on to a building’s exterior. This is as if you are directly in front of a building and looked straight at it. An elevation is created to give an idea of what the finished project will look like and give the city the specifications from which the structure will be built. They show the structural and architectural details of a building which includes the projects height, construction materials to be used, surface features, and roof materials/roof slopes. Please read through the requirements to ensure all the needed information is on the drawing to complete a thought plan review.
Frequently asked questions

Why Do I need a Permit?
There are many important reasons to obtain building permits and to have inspections performed for your construction project.

Protects property values:
Your home is typically your largest investment. If your construction project does not comply with the building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.

Saves Money:
Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.

Makes Selling Property Easier:
Listing associations require owners to disclose any home improvements or repairs and whether permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs.

Improves safety:
Your permit allows the building department to inspect for potential hazards and unsafe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor’s experience and act as a system of checks and balances that can result in a safer project.

It’s the Law:
Permits are required by ordinance. Work without a permit may be subject to removal or other costly remedies.

When is a permit required?
Permits are required when building, remodeling or enlarging a building. Permits are also required for other improvements to your property. Projects that are cosmetic, such as painting, wallpapering, carpeting, cabinets and trim work, etc., do not require permits.

Please be aware any detached structure less than 120 sq ft that does not have electrical or plumbing does not need a building permit.

From Section 122-4 of the McKinney ordinance -
It shall be unlawful for any person to erect, move, add to, or structurally alter, or to cause to be erected, moved, added to, or structurally altered, or to permit any person to erect, move, add to, or structurally alter, any building or other structure within the city limits without first having procured a permit to do so from the city.

Any modification to the exterior of a building in the Historic District requires a Certificate of Appropriateness. Please call the Historic Preservation Dept. at 972 547 2000 for more information.

How far away can my patio be from my pool?
Any support posts for an accessory structure must adhere to the 1:1 ratio with respect to location of waters edge. If post are surface mounted on the pool coping or the post piers are too close to the waters edge an engineers letter will be required stating the posts will not adversely affect the pools structure.

How does the city determine the size of a structure?
The City of McKinney measures from outside post to outside post to determine the size of any accessory structure. Please note roof overhangs and overall concrete measurements will not be considered when determining the size of an accessory structure. The distance from outside post to outside post must be clearly shown on the plans to determine an accurate permit fee.

When is engineering required?
Any structure over 200 sq ft with a roof deck whether detached or attached will require engineered construction documents.
Any open air arbor or pergola without a roof deck are exempt from the engineering requirement regardless of size.

Please note carports, garages, additional dwelling units and any structures built with steel or aluminum will need to be engineered regardless of size.

Can I build a small detached shed without a permit?
Any detached structure less than 120 sq ft without any electrical, or plumbing work will not require a building permit.

What is the maximum overhang allowed on roof structures?
The maximum overhang allowed is 24 inches for all structures.

NOTE: Check your deed restrictions and Homeowner’s Association (HOA) regulations before beginning any work as the city does not enforce these regulations.