

How to Apply for a Permit

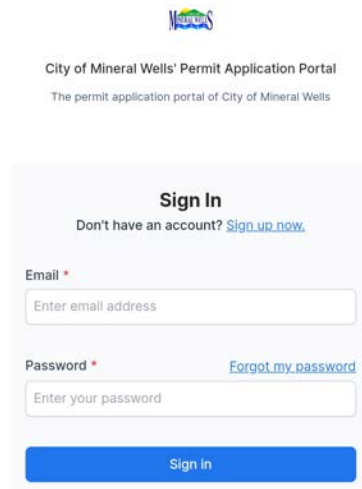
To apply for Building Permits, Trade Permits, Sign Permits, and Certificate of Occupancy please use the link to our Permit Portal to apply. All required information can be gathered as you apply. Applications MUST be submitted before they can be processed. Please allow 24 hours for permits to be processed. For Contractor Registration, you may register as you apply or download and fill out the Contractor Registration Form provided. For any questions you may contact our office by email: inspections@mineralwellstx.gov

We do not validate Building Permits; trades will need to apply for their own permit when working with a General Contractor. When applying please have a copy of the parent permit for information that will be needed. All projects need to have a Registered Contractor.

Permit Portal: <https://app.oncamino.com/mineralwells-tx/login>
If you need assistance, please call our office (940)328-7715.



1.1 First Sign Into your account. If you do not have an account simply sign up!



City of Mineral Wells' Permit Application Portal
The permit application portal of City of Mineral Wells

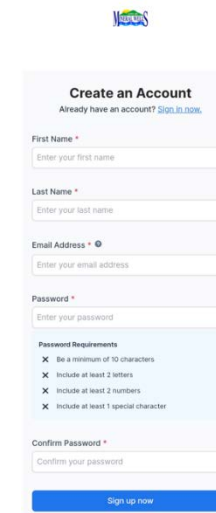
Sign In
Don't have an account? [Sign up now.](#)

Email *

Password * [Forgot my password](#)

[Sign In](#)


1.2 Signing up is super easy! Just enter the requested information.



Create an Account
Already have an account? [Sign in now.](#)

First Name *

Last Name *

Email Address * 

Password *

Password Requirements

- ✗ Be a minimum of 10 characters
- ✗ Include at least 2 letters
- ✗ Include at least 2 numbers
- ✗ Include at least 1 special character

Confirm Password *

[Sign up now](#)

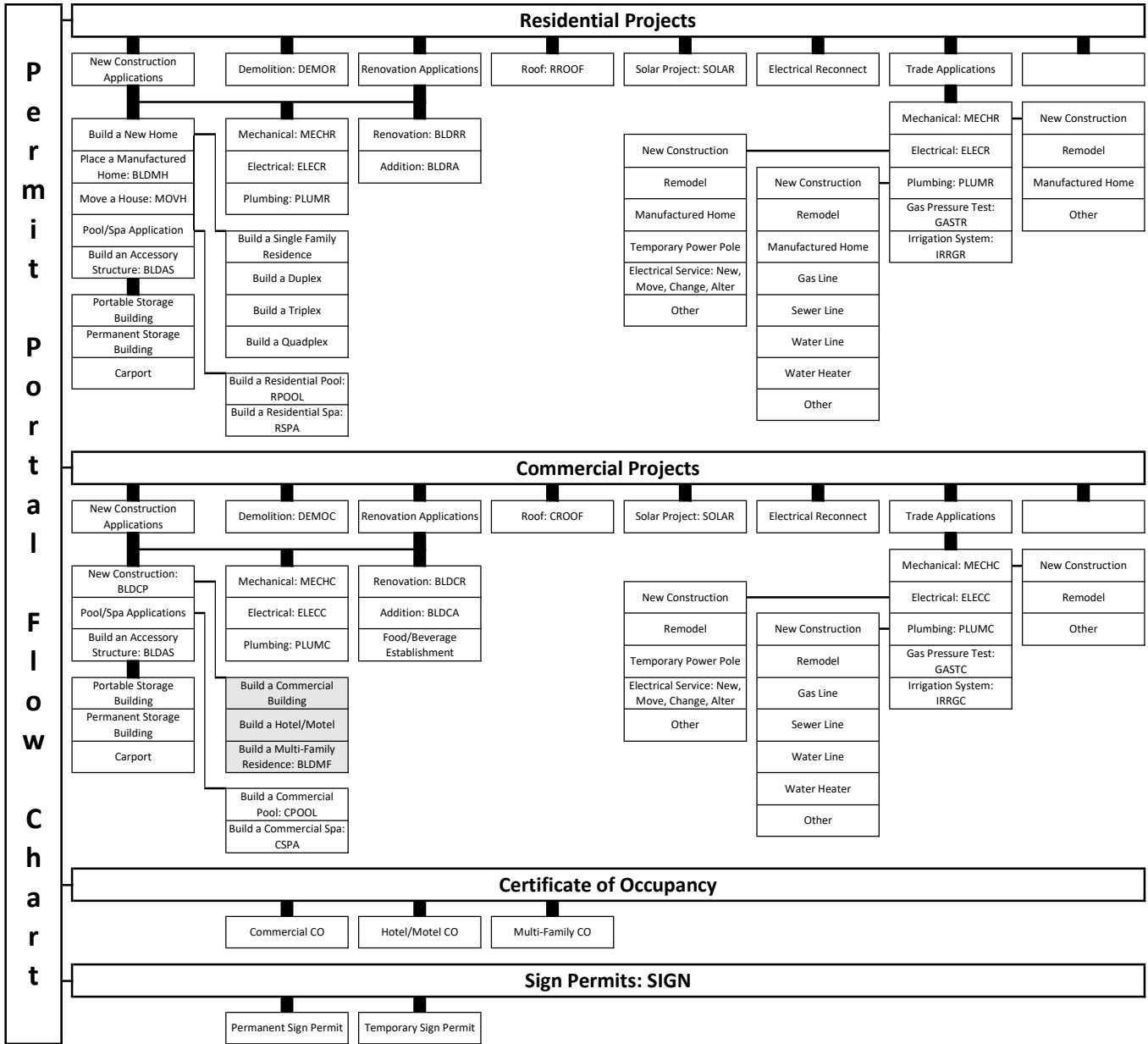
Permit Portal Application Routing

Please use the suggested routing when applying for your permit.

*For New Construction Projects please use the following routing: Choose your project type > New Construction Applications > Choose New Build Type
*For New Construction Mechanical Projects please use the following routing: Choose your project type > New Construction Applications > New Construction Trade Applications > Mechanical Permit
*For New Construction Electrical Projects please use the following routing: Choose your project type > New Construction Applications > New Construction Trade Applications > Electrical Permit
*For New Construction Plumbing Projects please use the following routing: Choose your project type > New Construction Applications > New Construction Trade Applications > Plumbing Permit
*For Manufactured Home Projects please use the following routing: Choose Residential Project > New Construction Applications > Place a Manufactured Home
*For Manufactured Home Mechanical Projects please use the following routing: Choose Residential Project > New Construction Applications > Manufactured Home Trade Applications > Mechanical Permit
*For Manufactured Home Electrical Projects please use the following routing: Choose Residential Project > New Construction Applications > Manufactured Home Trade Applications > Electrical Permit
*For Manufactured Home Plumbing Projects please use the following routing: Choose Residential Project > New Construction Applications > Manufactured Home Trade Applications > Plumbing Permit
*For New Pool Projects please use the following routing: Choose your project type > New Construction Applications > Build a Pool
*For Accessory Structure Projects (Storage building) please use the following routing: Choose your project type > New Construction Applications > Build an Accessory Structure > Accessory Building
*For Accessory Structure Projects (Carport) please use the following routing: Choose your project type > New Construction Applications > Build an Accessory Structure > Carport
*For Remodel Projects please use the following routing: Choose your project type > Renovation Applications > (Project Type) Renovation or Addition
*For Remodel Mechanical Projects please use the following routing: Choose your project type > Renovation Applications > Remodel Trades Applications > Mechanical Permit
*For Remodel Electrical Projects please use the following routing: Choose your project type > Renovation Applications > Remodel Trades Applications > Electrical Permit
*For Remodel Plumbing Projects please use the following routing: Choose your project type > Renovation Applications > Remodel Trades Applications > Plumbing Permit
*For Existing Structure Mechanical Projects please use the following routing: Choose your project type > Trade Applications > Mechanical Permit
*For Existing Structure Electrical Projects please use the following routing: Choose your project type > Trade Applications > Electrical Permit
*For Existing Structure Plumbing Projects please use the following routing: Choose your project type > Trade Applications > Plumbing Permit
*For Demolition Projects please use the following routing: Choose your project type > () Demolition
*For Roofing Projects please use the following routing: Choose your project type > () Roofing Permit
*For Solar Projects please use the following routing: Choose your project type > () Solar Permit
*For Electrical Reconnect Inspections please use the following routing: Choose your project type > Electrical Reconnect Inspection

[Permit Portal](#)

[Master Fee Schedule](#)



City of Mineral Wells' Map Services

<https://www.mineralwellstx.gov/311/Map-Services>



City of Mineral Wells' Code of Ordinances

https://library.municode.com/tx/mineral_wells/codes/code_of_ordinances



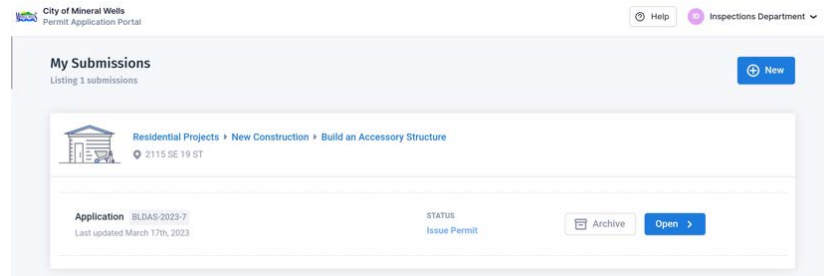
City of Mineral Wells' Permit Portal

<https://app.oncamino.com/mineralwells-tx>

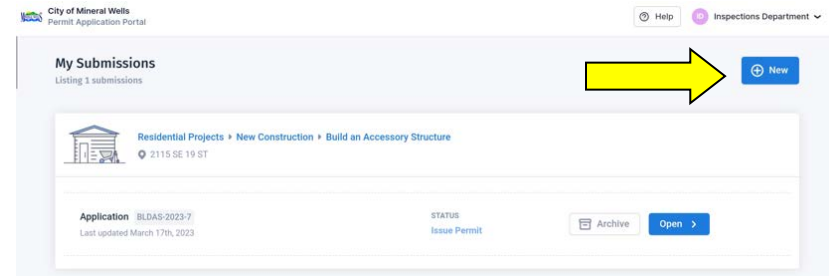


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1.3 Once signed in, you should see “My Dashboard” which is a list of all your previous submissions.



1.4 Select “New Submission” to create a new application.

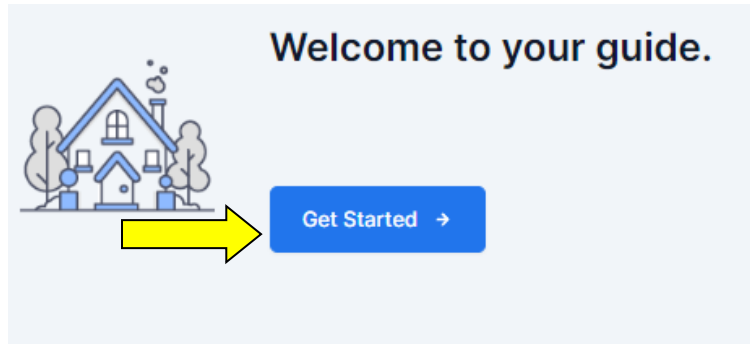


1.5 If you have issues locating an address, please let our office know so that we may fix the issue. For the time being you may put the address for City Hall (211 SW 1st Ave) until it can be resolved. If you must do this, please list the address in the “Project Details” or in a comment area with the submission so that it may be corrected before the permit is issued.

1.6 If you need to register as a contractor, you may do so while applying for your permit, you will be asked if you are registered with our city and simply select “No”. You will be asked to upload all the necessary documentation for your registration. You may also go through the Contractor Registration submission type.

How to Apply for a Permit

1.7 Once application has been started select “Get Started”



1.8 All fields that say “Required” must be filled out in order to submit application. Select each category to fill out the information.

A screenshot of the application form showing two sections: "Project Contact Information" and "Project Details". Under "Project Contact Information", there are three expandable sections: "Property Owner Information", "Architect Information", and "General Contractor Information". Each section has a pencil icon, the text "Information Collection", and a red "(Required)" label. To the right of each section is a radio button with an asterisk. Under "Project Details", there are two expandable sections: "Building Permit Application" and "New Home Construction Agreement". Both sections have a pencil icon, the text "Information Collection", and a red "(Required)" label. To the right of each section is a radio button with an asterisk.

1.9 Property Owner Information, fields indicated with an asterisk (*) must be filled out. Select “Save Answers” before leaving field

A screenshot of the "Property Owner Information" form. At the top, it says "0 of 2 required fields complete". Below that is a red error message: "This step must be completed to submit the application." The form has three input fields: "Property Owner Name *", "Property Owner Phone *", and "Property Owner Email". Each field has a placeholder text: "Enter your answer", "Enter a valid phone number", and "Enter a valid email address" respectively. A "Save Answers" button is at the bottom. Yellow arrows point to the asterisks on the first two fields and the "Save Answers" button.

1.10 New builds have the option to input Architect Information, fields indicated with an asterisk (*) must be filled out. Select “Save Answers” before leaving field

A screenshot of the "Architect Information" form. At the top, it says "0 of 2 required fields complete". The form has two input fields: "Architect Name *" and "Architect Phone Number *". Each field has a placeholder text: "Enter your answer" and "Enter a valid phone number" respectively. A "Save Answers" button is at the bottom. Yellow arrows point to the asterisks on the first two fields and the "Save Answers" button.

How to Apply for a Permit


1.11 Contractor Information, fields indicated with an asterisk (*) must be filled out.

0 of 8 required fields complete

This step must be completed to submit the application.

Project Contact Information


General Contractor Information

 Instructions

If the owner is also doing the work, owner can be listed as the General Contractor. If you are updating information for Driver's License or General Liability Insurance please upload a copy of the document.


Company's Name

Contractor's Name *




Required.

Contractor's Phone *




Required.

Contractor's Email *




Required.


1.12 Liability Information, fields indicated with an asterisk (*) must be filled out. Select "Save Answers" before leaving field


Are your licenses up to date? * 

☐ No Value ☒ Yes ☐ No

General Liability Insurance Number * 

Enter your answer

General Liability Insurance Expiration Date * 

Enter your answer 

1.13 Contractor Information, fields indicated with an asterisk (*) must be filled out. Select "Save Answers" before leaving field

Contractor Information

Plumbing Contractor's Name *

Enter your answer

Plumber's Driver's License Number *

Enter your answer

Plumber's Driver's License Expiration Date *

Enter your answer

Texas Master Plumber's License Number *

Enter your answer

Texas Master Plumber's License Expiration Date *

Enter your answer

Save Answers


1.14 The field “Complete () Application” are where you will detail your project. All required information is indicated by being red and stating “Required”.

[illegible]

How to Apply for a Permit

- 1.15** To upload documentation, you may simply drag and drop into the required field or search for the needed document location on your device.

Document Upload


Drag and drop to upload files
[Click here to select files](#)
Max file size: 1GB

- 1.16** Please read “Roll Off Service” and “Mark as Complete”

☐ Mark as complete

This step must be completed to submit the application.

Disposal of Materials
Roll Off Services

Instructions

Attached you will find a letter from our Building Official giving you details about our mandated roll off services.

Attachments

Roll Off Info.pdf (278KB)

- 1.17** Please read “Payment Instructions” and “Mark as Complete”

☐ Mark as complete

This step must be completed to submit the application.

Fees
Payment Instructions

Instructions

This application can be submitted without payment; payment will not be needed until this application has been approved. For New Builds, Remodels, Additions, and Solar Projects please be aware plans will need to go through Plan Review which could take up to 10 business days if there is not additional information needed. Once status has been moved to approved please follow the instructions below.

Payments can be made over the phone by calling 940-328-7713 or in person by visiting our office located at 211 SR 1st Ave, Mineral Wells, TX 76067. Acceptable payment options: Cash, Check, American Express, Master Card, Visa, and Discover. Please reference the project number or address when you reach out for payment.

At this time we are unable to take payments online or with the use of a Credit Card Authorization Form. We apologize for the inconvenience but we are working toward a solution.

Our office hours are from 8am-5pm. Payments will need to be made before 4:45pm. Please make checks payable to City of Mineral Wells.

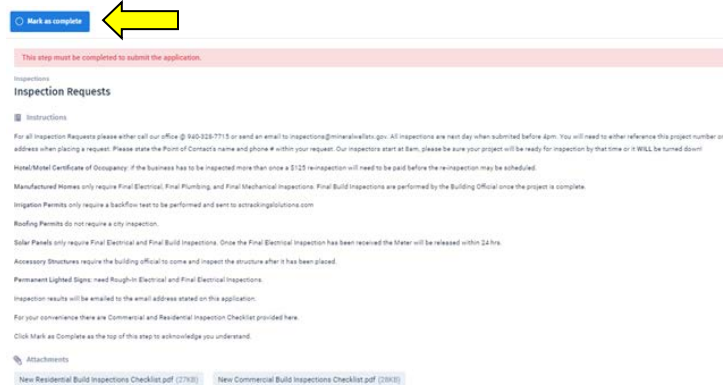
Please click "Mark as Complete" to acknowledge you understand the payment instructions.

- 1.18** Payment for permit is not needed until the application is approved. You may review your fees under “() Permit Fee”

Permit Fee
Pay a fee

How to Apply for a Permit

1.19 Please read “Inspection Requests” and “Mark as Complete”



Mark as complete

This step must be completed to submit the application.

Inspection Requests

Instructions

For all Inspection Requests please either call our office @ 940-326-7715 or send an email to inspections@mineralwells.gov. All inspections are next day when submitted before 4pm. You will need to either reference this project number or address when placing a request. Please state the Point of Contact's name and phone # within your request. Our inspectors start at 8am, please be sure your project will be ready for inspection by that time or it WILL be turned down!

Hotel/Motel Certificate of Occupancy: If the business has to be inspected more than once a \$125 reinspection will need to be paid before the reinspection may be scheduled.

Manufactured Homes only require Final Electrical, Final Plumbing, and Final Mechanical inspections. Final Build inspections are performed by the Building Official once the project is complete.

Inspection Permits only require a backflow test to be performed and sent to scrookingsolutions.com.

Roofing Permits do not require a city inspection.

Solar Panels only require Final Electrical and Final Build inspections. Once the Final Electrical inspection has been received the Meter will be released within 24 hrs.

Accessory Structures require the building official to come and inspect the structure after it has been placed.

Permanent Lighted Signs need Rough-In Electrical and Final Electrical inspections.

Inspection results will be emailed to the email address stated on this application.

For your convenience there are Commercial and Residential Inspection Checklist provided here.

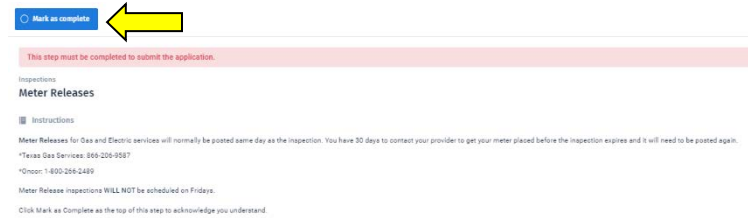
Click Mark as Complete as the top of this step to acknowledge you understand.

Attachments

[New Residential Build Inspections Checklist.pdf \(27KB\)](#) [New Commercial Build Inspections Checklist.pdf \(28KB\)](#)

Mark as complete

1.20 Please read “() Meter Releases” and “Mark as Complete”



Mark as complete

This step must be completed to submit the application.

Meter Releases

Instructions

Meter Releases for Gas and Electric services will normally be posted same day as the inspection. You have 30 days to contact your provider to get your meter placed before the inspection expires and it will need to be posted again.

*Texas Gas Services: 800-206-9587

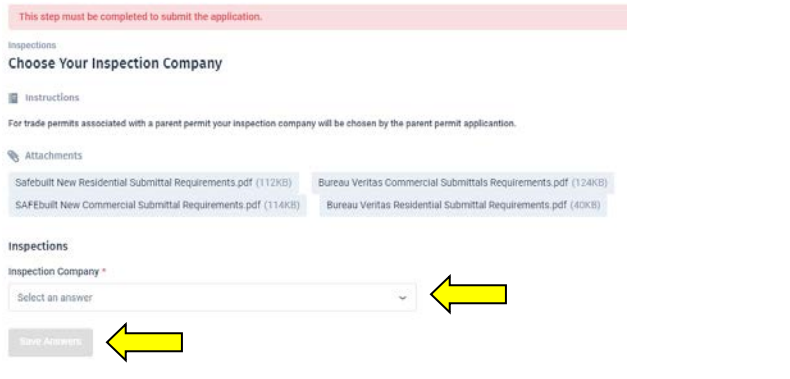
*Green: 1-800-296-2499

Meter Release inspections WILL NOT be scheduled on Fridays.

Click Mark as Complete as the top of this step to acknowledge you understand.

Mark as complete

1.21 Your project may require you to select an Insection Company. Your choices are Bureau Veritas and SAFEbuilt. Information regarding both companys are included to help you make a decision. Select “Save Answers” before leaving field.



This step must be completed to submit the application.

Choose Your Inspection Company

Instructions

For trade permits associated with a parent permit your inspection company will be chosen by the parent permit application.

Attachments

[Safebuilt New Residential Submittal Requirements.pdf \(112KB\)](#) [Bureau Veritas Commercial Submittals Requirements.pdf \(124KB\)](#)

[SAFEbuilt New Commercial Submittal Requirements.pdf \(114KB\)](#) [Bureau Veritas Residential Submittal Requirements.pdf \(40KB\)](#)

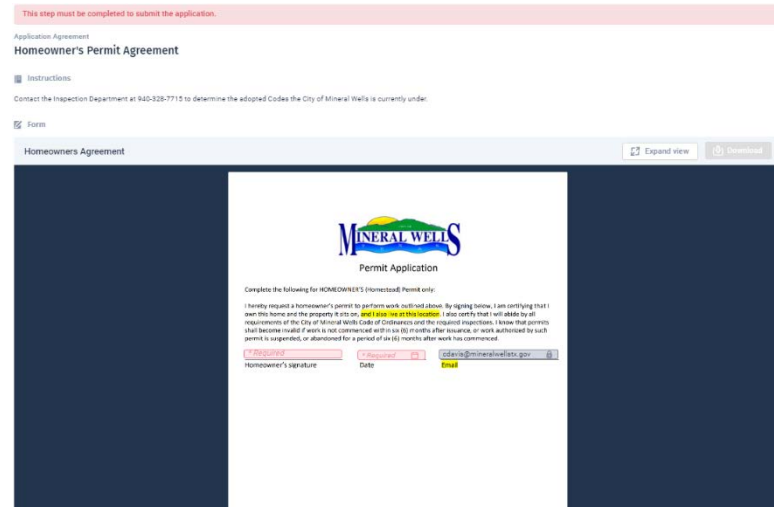
Inspections

Inspection Company *

Select an answer

Save Answers

1.22 Make sure to sign the “Homeowner’s Permit Agreement” (if applicable)



This step must be completed to submit the application.

Homeowner's Permit Agreement

Instructions

Contact the Inspection Department at 940-326-7715 to determine the adopted Codes the City of Mineral Wells is currently under.

Form

Homeowners Agreement

Expand view **Download**

MINERAL WELLS

Permit Application

Complete the following for HOMEOWNER'S (Homeowner) Permit only.

I hereby request a homeowner's permit to perform work outlined below. By signing below, I am certifying that I own this home and the property it sits on, and I am not at this location. I also certify that I will abide by all requirements of the City of Mineral Wells Code of Ordinances and the required inspections. I know that permits shall become invalid if work is not commenced within 30 (thirty) months after issuance, or work authorized by such permit is suspended, or abandoned for a period of 30 (thirty) months after work has commenced.

Homeowner's signature **Date** **inspections@mineralwells.gov**

Save Answers

How to Apply for a Permit

1.23 Be sure to completely fill out all the necessary information and submit your application. If you DO NOT submit your application, we cannot process it. Please read all instructions!

Project Contact Information

Property Owner Information
Information Collection ✓

Project Details

Building Permit Application
Information Collection ✓

Job Site Details
Information Collection ✓

Uploads

Upload Site Plan
Document upload ✓

Fees

Payment Instructions
General task or approval ✓

Permanent Accessory Building Permit Fee
Pay a fee ✓

Application Agreement

Conditions of Permit Acknowledgement
Form ✓

1.24 Under the “Agency” section you will find your permit once it is issued as well as approved plans, inspections reports, review notes, and other documentation issued in reference to your permit (if applicable)

Agency

Upload Approved Plans
Document upload ✓

Issue Permit
Document Issuance ⌚

Upload Inspection Reports
Document upload ✓