

# 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](mailto: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 \*

[Sign in](#)



## 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

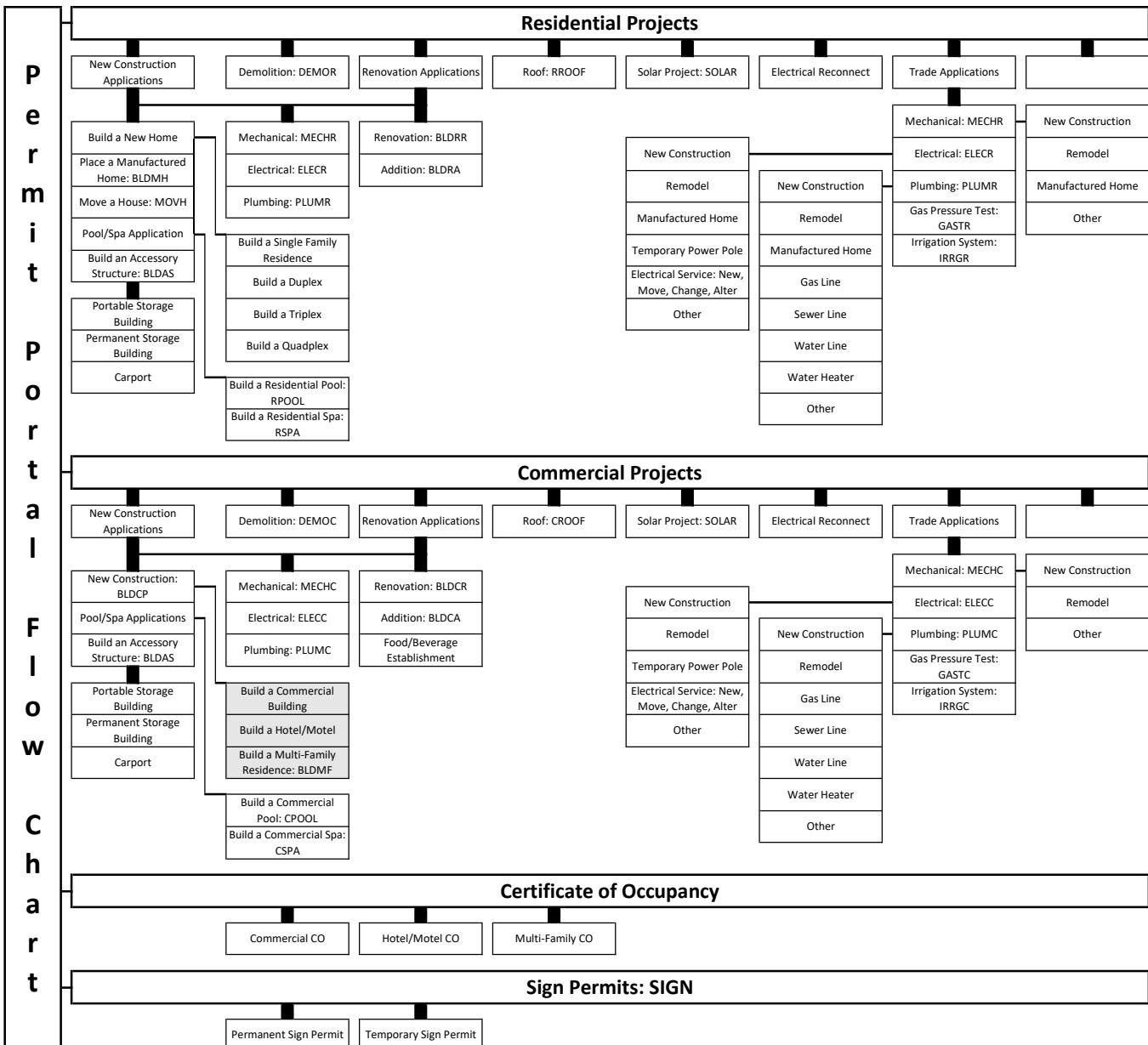
\*For **Roofing Projects** please use the following routing: Choose your project type > ( ) Roofing Permit

\*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

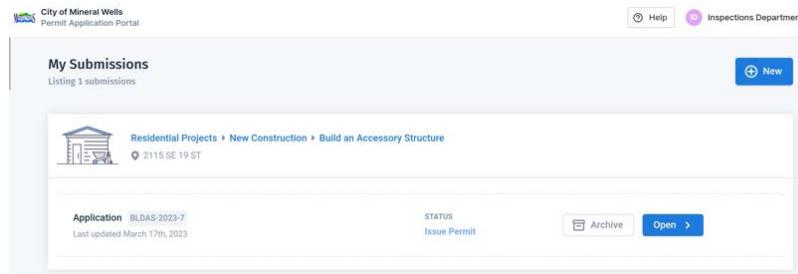
[Permit Portal](#)

[Master Fee Schedule](#)

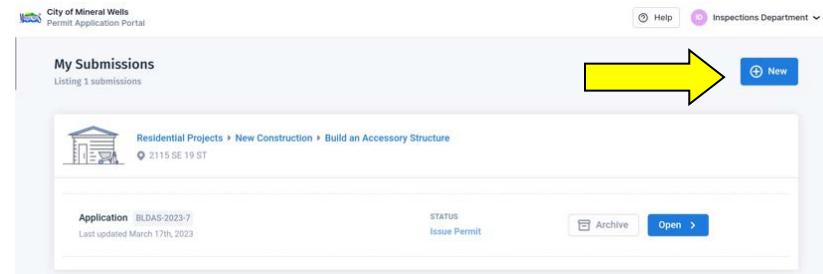


# How to Apply for a Permit

**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.

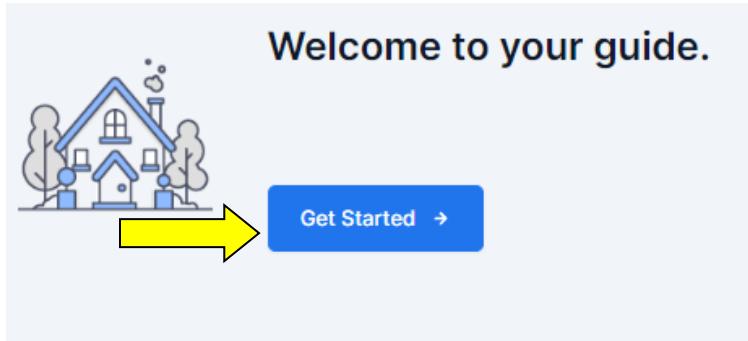


**1.5** If you have issues locating an address, please let our office know so that we may fix the issue. For the time being you may put the address for City Hall (211 SW 1<sup>st</sup> Ave) until it can be resolved. If you must do this, please list the address in the “Project Details” or in a comment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



1.9 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" section. It shows two input fields: "Property Owner Name \*" and "Property Owner Phone \*". Both fields have yellow arrows pointing to them. Below these fields is a "Save Answers" button, which also has a yellow arrow pointing to it. A status bar at the top says "0 of 2 required fields complete". A red banner at the top states "This step must be completed to submit the application.".

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 "Project Contact Information" and "Project Details" sections. The "Project Contact Information" section includes "Property Owner Information", "Architect Information", and "General Contractor Information", each with a "Required" label. The "Project Details" section includes "Building Permit Application" and "New Home Construction Agreement", also with "Required" labels. A yellow arrow points to the "Building Permit Application" field in the "Project Details" section.

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" section. It shows two input fields: "Architect Name \*" and "Architect Phone Number \*". Both fields have yellow arrows pointing to them. Below these fields is a "Save Answers" button, which also has a yellow arrow pointing to it. A status bar at the top says "0 of 2 required fields complete".

# 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  Enter your answer

Contractor's Name \*  Enter your answer Required. ←

Contractor's Phone \*  Enter a valid phone number Required. ←

Contractor's Email \*  Enter a valid email address Required. ←

## 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**

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

Are your licenses up to date? \*  Yes ←

General Liability Insurance Number \*  Enter your answer ←

General Liability Insurance Expiration Date \*  Enter your answer ←

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

**MINERAL WELLS**  
Building Permit Application

Address: 211 SW 1 AVE

Applicant's Name: Christy B. Davis \* Required  \* Required

Business Name:

Address:

City: Mineral Wells

State: Texas

Zip:

Phone:

Plumber's License Number:

Plumber's License Expiration Date:

Texas Master Plumber's License Number:

Texas Master Plumber's License Expiration Date:

Project Description: **Build a New Home**  \* Required

Job Type: **Residential** \* Required \* Required

Job Status: **Planned**

Job Address: **211 SW 1 AVE**

Job Description: **Build a New Home**

Job Type: **Residential**

Job Status: **Planned**

Job Address: **211 SW 1 AVE**

Job Description: **Build a New Home**

Commercial Project Info: **None**

Conditions of Permit: **None**

Permittee may not start work on a permit. This document is a copy of the application. Permits as issued shall not be construed as authority to alter or add any building code, planning code, environmental code, zoning ordinance requirements, or any other applicable requirements, nor shall such issuance of a permit prevent the County from suspending or revoking the issuance of a permit or requiring the removal of any structure or work performed in violation of any applicable laws, codes, or regulations, or other sources, or which is authorized by such permit or suspended or discontinued for a period of six (6) months after work has commenced.

Mineral Wells application for a permit for construction and as described by submitted plans and specifications. I agree to abide by all relevant laws and regulations of the City of Mineral Wells and the State of Texas.

**Save Answers**

# 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

**1.17** 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 400-226-7713 or in person by visiting our office located at 211 SRR 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.

**1.16** 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”

**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.

**Inspections**

**Inspection Requests**

**Instructions**

For all Inspection Requests please call our office @ 940-326-7715 or send an email to [inspections@mineralwells.gov](mailto: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 re-inspection will need to be paid before the re-inspection 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 [backflow@mineralwells.gov](mailto:backflow@mineralwells.gov)

Roofing Permits do not require a city inspection.

Solar Panels only require Final Electrical and Final Build Inspection. 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 Checklists 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 \(20KB\)](#)

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

This step must be completed to submit the application.

**Inspections**

**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** 

## 1.20 Please read "( ) Meter Releases" and "Mark as Complete"

**Mark as complete** 

This step must be completed to submit the application.

**Inspections**

**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: 800-206-0567

\*DPS: 1-800-256-2499

Meter Release inspections WILL NOT be scheduled on Fridays.

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

## 1.22 Make sure to sign the "Homeowner's Permit Agreement" (if applicable)

This step must be completed to submit the application.

**Application Agreement**

**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**



Complete the following for HOMEOWNER'S Homeowner's Permit info.

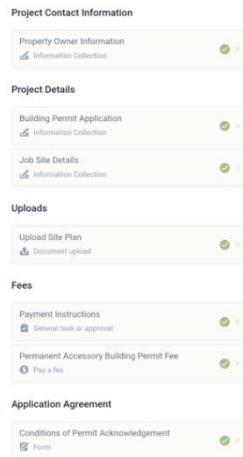
Homeowner's permit to perform work on my home and the property it sits on,  and I live in this location. I certify that I will abide by all requirements of the City of Mineral Wells Code of Ordinances and the required inspections. I know that permits that are issued for work on my property are valid for 12 months from the date issued. Permits may be suspended or abandoned for a period of six (6) months after work has commenced.

**REQUIRED**  **OPTIONAL**  [cda@mineralwells.gov](mailto:cda@mineralwells.gov) 

Homeowner's signature  Date  

# 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

Building Permit Application

Job Site Details

Uploads

Upload Site Plan

Fees

Payment Instructions

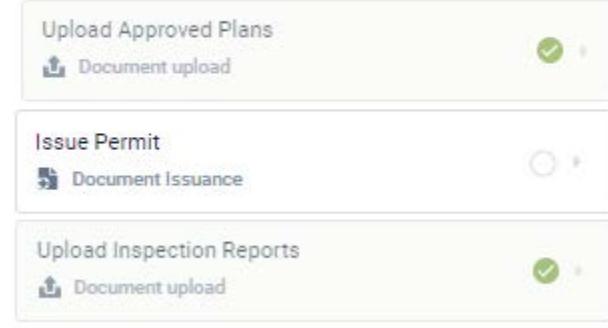
Permanent Accessory Building Permit Fee

Application Agreement

Conditions of Permit Acknowledgement

**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