

BUILDING PERMIT AND COMMERCIAL OCCUPANCY FEES

PERMIT APPLICATION

EFFECTIVE 01-01-2026

The following fees apply to obtaining permits from the Victoria County Fire Marshal's Office. Acceptable payment methods are paper checks or money orders made payable to Victoria County, or a credit card. Payment must be submitted before starting the process for which the fee applies. Please note that all fees paid to the Victoria County Fire Marshal's Office are non-refundable. A submission is not considered complete until all required documentation, including payment, has been received. For commercial building permits, the total fee consists of three parts: the plan review fee, the building permit and inspection fee, and the final inspection and Certificate of Compliance fee.

Check the type of permit:

☐	New Construction	☐	New Owner
☐	Remodel	☐	Build out
☐	Re-Inspection A re-inspection fee must be paid before rescheduling the next inspection. This fee also applies if you fail to show up for a scheduled fire inspection without notifying us in advance, or if you do not cancel the inspection at least half a business day before the scheduled date and time. Fee for 1st re-inspection is \$50, 2nd re-inspection is \$75, 3rd and each subsequent re-inspection is \$100.		

INITIALS	BUILDING PERMIT & COMMERCIAL OCCUPANCY FEES	FEE	QUANTITY	TOTAL
	Construction/Building Fee (all occupancy types) (Per 1000 ft ² of structure – round UP to the nearest 1000)	\$100/1000 ft ²		
	Site/Civil Plan Review Only Submittal	\$150		
	No Permit Issued/Work without permit	\$350 plus permit fee		
	Certificate of Compliance (COC) for Change of Ownership/Name (This fee applies when the owner's name or business name on a COC is changed from one owner to another, or when there is a change in the business name.)	\$100		
★	Daycare/Group Homes annual inspection (residential)	\$50		★
	Daycare/Group Homes annual inspection (commercial)	\$100		
	Nursing home, Assisted living, Memory care, and Independent living annual inspection	\$150/building		
	Any other occupancy not listed above that requests an annual inspection	\$75		
	Replacement fee for COC and inspection report	\$25		

Once the permit application is completed, please return it, along with the required payment and project plans saved on a USB drive in a single PDF format, to the Victoria County Fire Marshal's Office. It's important to note that submitting the permit application and plans does not mean you are approved or authorized to begin construction. Applicants must wait to receive the stamped, approved plans from the Fire Marshal's Office before starting any work. If construction begins before approval is received, a fee for working without a permit will be charged.

Customer Use Only

Project Name: _____

Point of Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Office Use Only

Date Received: _____

Permit Number: _____

Permit Amount: _____

Payment Type: _____

Received By: _____