

PERMIT/LICENSE TIPS

The City Clerk handles the following:

1. Alcohol beverage businesses licensing
2. Alcohol catering events licensing
3. Pawn shops licensing
4. Security guards licensing
5. Taxi cabs licensing
6. Fireworks permitting
7. Peddlers/door-to-door salesman licensing
8. Tree trimmers licensing
9. Street banner permit

The Planning and Zoning Department handles the following:

1. Certificate of Compliance issuance and application processing (for Changes in Land Use that don't involve a building – such as a parking lot, a lot being used for wrecked automobile storage, etc. – but still need to be reviewed by P&Z, Fire and/or Engineering for requirements)
2. Home Occupation Permit issuance and application processing (required for all home occupations)
3. Temporary Use/Transient Merchant applications and processing – license issued by City Clerk
4. Business Permit (where a building changes from one owner/business name to another; i.e. – Bob's Craft Store changes to Larry's Clothing Store)
5. Daycare Permit
6. Processing of all applications for:
 - a. Rezones
 - b. Annexations
 - c. Special Use Permits
 - d. Preliminary and Final Plats
 - e. Planned Unit Developments
 - f. Short Plats
 - g. Landscaping Plans
 - h. Variances
 - i. Use of City Water for Irrigation
 - j. Round Tables

The Building Department handles the following:

1. Building permit applications
2. Change Of Use applications where a building is changing from one use to another (i.e., restaurant to office; house to office)
3. Sign permit applications (although sign placement, sizing, etc. is handled by P&Z)
4. Fence permits, if applicable (although fencing regulations are handled by P&Z)

The Engineering Department handles the following:

1. Right-of-Way Permits (anytime any work takes place in the street or in right-of-way or any streets are closed, this permit must be obtained prior to construction and prior to street closure)
2. Address Applications (changing of addresses, assigning new addresses, etc.)