

March 1, 2022

# ATTENTION

**REVISED**

## FOUNDATION REPAIR CONTRACTORS

Effective March 1, 2022, the City of Killeen will start requiring permits for **foundation repair** projects in accordance with the recent building code ordinance changes - Ordinance #22-004. Below is the basic list of requirements necessary to permit **foundation repairs** in Killeen. We look forward to working with our contractors in this new process.

- Permit application with description of work to be performed.
- Contractor Registration - each contractor must be registered with the City of Killeen annually. This fee is \$80 plus a \$10 Technology fee (\$90 total).
- Permit Application fee - each project will be charged a \$50 fee plus a \$10 Technology fee (\$60 total).
- Reminder - Permit fees will be doubled for work done without a permit.

### **Foundation Repair Contractor should follow Option 1 or 2 below:**

#### **Option 1 - Engineer stamped acceptance letter at the end of the project:**

- Contractor submit completed permit application with enclosed floor and pier type diagram for "**proposed**" work.
- Application paperwork must include a "**comment**" that applicant will submit final acceptance letter when work is completed.
- When work is complete and the contractor submits a final acceptance letter by licensed engineer staff will "**final**" the permit.
- No engineer stamped plans are required upfront and the City will accept the engineer stamped acceptance letter in lieu of city inspections.

#### **Option 2 - Engineer stamp detailed technical drawings upfront with City inspections during construction:**

- Contractor submit completed application
  - Upfront engineered **sealed** documents with the application of the floor plan denoting the pier locations and pier type diagram.
  - The City will inspect at rough to witness pre-pour cement work and pier placement before being concealed.
  - The a final inspection when all work is covered and the work site is returned to normal.
- Note: the permit application and the contractor registration form are both located online at the Building Inspections city website  
**<https://www.killeentexas.gov/207/Permit-Applications-Forms-Reports>**
- Permit applications and acceptance letter can be emailed to [buildingpermits@killeentexas.gov](mailto:buildingpermits@killeentexas.gov)
- Inspections must be called into the Inspection Hotline at 254-501-7766 before 3 PM for a next business day inspection.

Any questions you may have can be addressed to either Bill Quick, Chief Building Inspector at 254-501-7606 or Earl Abbott, Building Official at 254-501-7605



**City of Killeen**  
**Building Inspections**

*Dedicated Service—Every Day, for Everyone!*

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