

NEW COMMERCIAL CONSTRUCTION OR ADDITION PERMITS AND INSPECTIONS PROCESS

1. Create an account: www.hursttx.gov/css (need help? see the “ENERGOV” handout).
2. Log into your css account.
3. Apply for permit – “Building Commercial: New Construction Application” OR “Addition Application”.
4. Follow the prompts and upload all required documents (see below).

EXPECT **APPROXIMATELY** 10 BUSINESS DAYS FOR PLAN REVIEW OR COMMENTS, INCLUDING RE-SUBMITTALS AND/OR REVISIONS

MINIMAL SUBMITTAL REQUIREMENTS LISTED BELOW.

FAILURE TO SUBMIT ALL REQUIRED DOCUMENTS / DETAILS / PLANS / DRAWINGS, MAY RESULT IN DELAY OF APPROVAL / PERMIT ISSUANCE.

SUBMITTAL REQUIREMENTS FOR NEW BUILD AND ADDITIONS:

- **SITE PLAN** – Plot plan reflecting property lines, building lines, setbacks, easements, footprint of all existing and proposed structure(s), driveways / paving / parking, approach, drainage, landscaping, fire hydrants, street frontage, nearest intersection, and North arrow.
- **ENGINEERED STRUCTURAL AND FOUNDATION PLANS** - ALL foundations and structural elements are required to be designed and sealed by a Texas registered Professional Engineer.
- **ARCHITECTURAL TYPE PLANS – ALL OF THE FOLLOWING:** Scaled, detailed *drawings*, provide dimensions, show and label the use of all rooms / areas, wall details, roof details, (including birds-eye view of roof), location and access to roof / attic / equipment, MEPs, door/hardware/window schedules, exits, exterior elevations, stair details, accessibility details, cross-sectional detail of corridors / shaft enclosures / exit enclosures / rooms / areas, framing plans / details, material, wall bracing, construction type, attachment methods, and floor / ceiling assembly plans & detail, fire (UL) rating / classification.
- **EGRESS ANALYSIS** – A dimensional life and safety plan detailing the intended path(s) of egress including travel distance and exiting.
- **ENGINEERED MEP DESIGN** – Any MEP designs affecting a space \geq 5000 square feet must be designed and sealed by a Texas Registered Professional Engineer, otherwise architectural plans.
- **ENERGY COMPLIANCE** – Energy compliance documentation complying with the 2021 IECC (envelope, windows, doors, equipment, etc.)
- **EXTERIOR ELEVATIONS** – Exterior elevation views detailing wall / roof coverings (type & color), locations of all doors / windows, outlets, vent terminations, hose bibs, lighting, roof material, roof pitch, and overall height of building. Provide a birds-eye view of roof.
- **TDLR / TABS** – Projects with a construction valuation \geq \$50,000 must provide a TABS registration number from the TDLR upon submittal.

SUBMITTAL REQUIREMENTS FOR ADDITIONS ONLY (in addition to ALL of the above):

- **CURRENT vs PROPOSED FLOOR PLAN** – provide an *existing* detailed floor plan and a separate detailed floor plan of the *proposed* changes.
- **ASBESTOS SURVEY** – An asbestos survey, letter from an Architect, Engineer, or a registered Texas Asbestos Inspector, or signature on Permit Application certifying an asbestos inspection was performed on the building and/or area being disturbed.

THINGS TO KNOW

Trades Are Required To Obtain Separate Permits

If General Contractor (GC) will be requesting or overseeing ALL inspections (including trades), the GC will HAVE to be added as a CONTACT to EACH permit. Contact the permit holder and request to be added.

SEPARATE PERMITS: 1. Trades 2. Fire Suppression 3. Fences 4. Paving / Approach 5. Dumper Enclosures

IF YOU NEED ASSISTANCE, PLEASE CONTACT:

permits@hursttx.gov or 817-788-7088

INSPECTION PROCESS....

