

## NEW RESIDENTIAL CONSTRUCTION OR ADDITION TO AN EXISTING HOME PERMITS AND INSPECTIONS

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

EXPECT APPROXIMATELY 10 BUSINESS DAYS FOR PLAN REVIEW, RE-SUBMITTALS, OR REVISIONS TO BE COMPLETED

### MINIMAL SUBMITTAL REQUIREMENTS LISTED BELOW.

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

#### SUBMITTAL REQUIREMENTS:

- **Construction Plans** – shall be legibly drawn and designed to a verifiable engineer’s or architect’s scale.
- **Site Plan** – Plot plan showing property lines, building lines, easements, footprint of all existing and proposed structure(s), driveways / paving, drainage, landscaping, utility equipment, existing / proposed fencing, overhead power lines, fire hydrants, street frontage, nearest intersection, and North arrow.
- **Floor Plan** – A detailed drawing including **ALL** of the following: show and label each room / area with their specific use, show location, sizes, & details of all doors / windows / walls / stairs. Include locations of fixtures, appliances, electrical outlets, switches, lights, panel box, HVAC, Furnace, water heater, attic access, fire place, and smoke & carbon monoxide detectors. Indicate if appliances are electric and/or gas.
- **Frame Detail** – **Either** a Sealed Engineered Framing Detail / Plan **OR** a Dimensional Prescriptive Framing Detail / Plan, that includes **ALL** of the following: material type, sizes, spans, headers, beams, LVLs, ridges, attachment method(s) for walls to foundations and/ or floor / ceiling / roof assemblies. Wind design and snow, dead and live load details. All prescriptive requirements per the International Residential Code. Truss layout (required to be engineered).
- **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.
- **Door & Window Schedule** – window / door types, complete with clear opening sizes (single-hung, slider, fixed, doors with glazing, etc.). Sill height. Fall protection (if applicable)
- **Wall / Wind Bracing Method** – braced wall lines shall be identified on the construction documents. Pertinent information including, but not limited to, bracing methods, location and length of braced wall panels, spacing, and size of braced wall panels.
- **Energy Compliance** – Performance Approach = REScheck, IC3, or Energy Star Report / U-factors and SHGC values required.  
Prescriptive Approach = indicate all related energy factors on the floor plan
- **Engineered Foundation** – Foundation plan **and** an accompanying letter (soil test) prepared, signed, and sealed by a Registered Professional Engineer licensed in The State of Texas. Plans / letter must contain a soil report for the specific property and include address, legal description, and applicable building codes.
- **Before & After Floor Plan** - (for additions **ONLY**, not for new home construction) - a detailed existing layout vs a detailed proposed layout – clearly distinguish the proposed work. All other requirements listed also apply.
- **Engineered Plans / Documents / Letters** – may be required at any time per the Building Official

#### IMPORTANT NOTES:

This is a Building Permit Only – separate permits required for all trades, flatwork / paving, fences, irrigation, etc.

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

### **IF YOU NEED ASSISTANCE, PLEASE CONTACT:**

[permits@hursttx.gov](mailto:permits@hursttx.gov) or 817-788-7088

### **INSPECTION PROCESS....**

**NEW RESIDENTIAL HOME CONSTRUCTION OR ADDITION TO AN EXISTING HOME**

**SITE AND INSPECTION REQUIREMENTS / PROCESSES**

**All Inspections Are Requested Online Via Css Portal**

- |  |  |
|--|--|
| Post Address in conspicuous location                     | Post permit(s) in conspicuous location                                 |
| Next business day inspection if requested by 3:00 pm     | Inspection Hours: 7am – 3pm (time requests cannot be honored)          |
| City stamped plans ( <u>in color</u> ) REQUIRED onsite   | Contain trash at all times w/site-built container or Republic Services |
| Projects not ready or inaccessible will be assessed fees | Bathroom facility shall be onsite                                      |
| Install & maintain erosion control                       | Maintain high grass and weeds  |

**PHASED / GROUPED INSPECTION SCHEDULE:**

1. <b><u>FORM BOARD REVIEW</u></b> Email a copy of the form board survey directly to <a href="mailto:permits@hursttx.gov">permits@hursttx.gov</a>				
2. <b><u>INSPECTIONS</u></b> <b>Plumbing</b> • Rough-in / underground				
3. <b><u>FOUNDATION</u></b>				
<b>Building</b>	<b>Plumbing</b>	<b>Electrical</b>		
• Footing	• Sewer Service • Water Service	• Ufer ground • T-pole		
4. <b><u>ALL SECONDS</u></b>				
<b>Building</b>	<b>Plumbing</b>	<b>Electrical</b>	<b>Mechanical</b>	
• Framing • Wall Bracing • Roof Deck • Brick / Wall Tie	• Top Out • Shower Pan • Gas Line	• Rough-in • Underground	• Rough-in / Duct	
5. <b><u>INSULATION REVIEW</u></b> Email energy compliance documentation directly to <a href="mailto:permits@hursttx.gov">permits@hursttx.gov</a>				
6. <b><u>INSPECTIONS</u></b>				
<b>Building</b>	<b>Plumbing</b>	<b>Electrical</b>		
• Sheetrock	• Gas Test	• New / Upgraded Service • Temp Power Release		
7. <b><u>ALL-INCLUSIVE FINAL</u></b>				
<b>Building</b>	<b>Plumbing</b>	<b>Electrical</b>	<b>Mechanical</b>	<b>Energy / Other</b>
• ALL	• ALL	• ALL	• ALL	• Approach • Flatwork • Landscaping

\*\* Additional documents and/or inspections may be required per the code official \*\*

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

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