

COMMERCIAL REMODEL / REPAIR PERMITS AND INSPECTIONS PROCESS

1. Create an account: hursttx.gov/css (need help? see the “ENERGOV” handout)
2. Log into your css account
3. Apply for permit – “Building Commercial: Remodel / Repair 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

SUBMITTAL REQUIREMENTS FOR REMODEL / REPAIRS:

- **ENGINEERED STRUCTURAL AND FOUNDATION PLANS** - ALL foundations and structural elements are required to be designed and sealed by a Texas registered Professional Engineer. (*for cut-outs and/or pour backs*).
- **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 or building ≥ 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** – (IF applicable) - 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 ≥ \$50,000 must provide a TABS registration number from the TDLR upon submittal
- **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.

MINIMAL SUBMITTAL REQUIREMENTS LISTED BELOW.

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

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 in EACH permit. Contact the permit holder and request to be added.

WORK SHALL NOT COMMENCE WITHOUT A PERMIT

IF YOU NEED ASSISTANCE, PLEASE CONTACT:

permits@hursttx.gov or 817-788-7088

INSPECTION PROCESS ...

COMMERCIAL REMODEL / REPAIR INSPECTION PROCESS

SITE AND INSPECTION REQUIREMENTS / PROCESSES

All Inspections Are Requested Online Via CSS Portal – www.hursttx.gov/css

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| Post Address in a conspicuous location | Post ALL permits in a conspicuous location |
| Next business day inspection if requested by 4:00 pm | Contain trash at all times w/site-built container or Republic Services. |
| City stamped plans (in color) required onsite | Inspection Hours: 8am – 4pm (<i>time requests <u>cannot</u> be honored</i>) |
| 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. <u>INSPECTIONS</u>	Plumbing <ul style="list-style-type: none"> • Rough-in / underground 				
2. <u>FOUNDATION</u>	Building <ul style="list-style-type: none"> • Footing 	Plumbing <ul style="list-style-type: none"> • Sewer Service • Water Service 	Electrical <ul style="list-style-type: none"> • Ufer ground • T-pole 		
3. <u>ALL SECONDS</u>	Building <ul style="list-style-type: none"> • Framing • Wall Bracing • Roof Deck • Brick / Wall Tie 	Plumbing <ul style="list-style-type: none"> • Top Out • Shower Pan • Gas Line 	Electrical <ul style="list-style-type: none"> • Rough-in • Underground 	Mechanical <ul style="list-style-type: none"> • Rough-in / Duct 	
4. <u>INSULATION REVIEW</u>	Upload energy compliance documentation directly into permit via CSS portal or email permits@hursttx.gov				
5. <u>INSPECTIONS</u>	Building <ul style="list-style-type: none"> • Sheetrock 	Plumbing <ul style="list-style-type: none"> • Gas Test 	Electrical <ul style="list-style-type: none"> • New / Upgraded Service • Power Release 		
6. <u>ALL-INCLUSIVE FINAL</u>	Building <ul style="list-style-type: none"> • ALL 	Plumbing <ul style="list-style-type: none"> • ALL 	Electrical <ul style="list-style-type: none"> • ALL 	Mechanical <ul style="list-style-type: none"> • ALL 	Other <ul style="list-style-type: none"> • 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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