

RESIDENTIAL REMODEL / REPAIRS PERMITS AND INSPECTIONS

(Work includes: remodeling, altering, demolishing, repairing, replacing)

1. Create an account: hursttx.gov/css (need help? see the "ENERGOV" handout)
2. Log into your css account
3. Apply for permit: ***Building Residential: 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

LISTED BELOW ARE **MINIMAL** SUBMITTAL REQUIREMENTS. FAILURE TO SUBMIT ALL REQUIRED DOCUMENTS / DETAILS / PLANS / DRAWINGS, MAY RESULT IN DELAY OF APPROVAL / PERMIT ISSUANCE.

ADDITIONAL INFORMATION MAY BE REQUIRED UPON REVIEW AND/OR INSPECTIONS.

SUBMITTAL REQUIREMENTS:

- **Construction Plans** – shall be legibly drawn and designed to a verifiable engineer's or architect's scale.
- **Floor Plan** – A detailed drawing reflecting existing floor plan verses proposed floor plan, and include **ALL** of the following: show all rooms / areas, label each room / area with their specific use, show location & sizes of all doors / windows / walls / stairs. Include locations of fixtures, appliances, electrical outlets, switches, lights, panel box, HVAC, Furnace, water heater, attic access, 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, which shall include **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, snow loads, dead and live load details, or as determined by the International Residential Code. Trusses are required to be engineered.
- **Exterior Elevations** – if applicable
- **Energy Compliance** – Performance Approach = REScheck, IC3, or HERS, or other with approval from the Building Official
Prescriptive Approach = indicate all related energy factors on the floor plan
- **Engineered Plans / Documents** – may be required per the Building Official

****Clearly Distinguish ALL Changes / Proposed Work verses Existing****

IMPORTANT NOTES WORTH KNOWING:

Trades are required to obtain separate permits.

If General Contractor (GC) will be requesting or overseeing all inspections (including trades), the GC will need 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

SEE FOLLOWING SHEET FOR INTERIOR REMODEL / ALTERATION INSPECTIONS

RESIDENTIAL INTERIOR REMODEL / ALTERATIONS

SITE AND INSPECTION REQUIREMENTS / PROCESSES

- **Address must be visible**
- **Post permit(s) in conspicuous location**
- **Full set of City approved / stamped plans (in color) shall be onsite for ALL inspections.**
- **Trash shall be contained at all times via a site-built container or Republic Services dumpster.**
- **Inspections requested prior to 3pm will be conducted on the next business day.**
- **Projects must be ready and accessible for inspections between 7am – 4pm**
- **Work not completed at time of inspection results in a failed inspection and re-inspection fees**

PHASED / GROUPED INSPECTION SCHEDULE:

1. Underground / Rough-ins - (Request ALL of the following that apply)
 - a. Electrical
 - b. Plumbing
 2. All Seconds Inspection - (Request ALL of the following that apply)
 - a. Building- 1. Framing
 - b. Plumbing- 1. Top Out
2. Shower Pan
3. Gas Line
 - c. Electrical- 1. Rough-In Inspection
 - d. Mechanical- 1. Rough-In/Duct Inspection
 3. Insulation Review – upload a copy into the building permit via css portal for approval
 4. Grouped Inspections - (Request ALL of the following to be inspected)
 - a. Building- 1. Sheetrock
 - b. Plumbing- 1. Gas Test - Temp Gas Power Release
 - c. Electrical- 1. New/ upgraded Service / 2. Temp Power Release
 5. Pour Back – If the project requires a pour back, a rebar inspection is required prior to pour back
 6. All-inclusive Final Inspection -
 - a. Building
 - b. Electrical
 - c. Plumbing
 - d. Mechanical
 - e. Building (Approach / Flatwork)
All inspections that are left open that apply
Final inspection will include landscaping as well
- Additional documents and/or inspections may be required per the code official

IF YOU NEED ASSISTANCE, PLEASE CONTACT:

permits@hursttx.gov or 817-788-7088