

# CITY OF HURST

## **ACCESSORY BUILDING PERMIT & INSPECTION PROCESS** **(Including, but not limited to, sheds, pergolas, shops, garages, carports, etc.)**

**ALL** permit submittals are an online process via the City of Hurst's Customer Self-Service portal (CSS). [www.hursttx.gov/css](http://www.hursttx.gov/css)

1. Create an account: [hursttx.gov/css](http://hursttx.gov/css) (need help? see the "ENERGOV" handout)
2. Log into your css account
3. Apply for permit: **Accessory Building**
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 MAY RESULT IN DELAY OF APPROVAL / PERMIT ISSUANCE.  
ADDITIONAL INFORMATION MAY BE REQUIRED UPON REVIEW AND/OR INSPECTIONS.  
WORK SHALL NOT COMMENCE WITHOUT A PERMIT.**

### **SUBMITTAL REQUIREMENTS:**

- **Survey** – submit a current survey reflecting ALL improvements on the property and the location of the proposed structure.
- **Plans** –  
Manufacturer's Specs for pre-fab structures OR Site Built Structure - detailed drawing(s) that include (but not limited to):
  1. A view of all 4 elevations,
  2. A birds-eye view,
  3. Detailed dimensional framing plans reflecting types, sizes, and spans of material,
  4. Indicate the location and sizes of all doors and windows,
  5. Label the use of all areas / rooms,
  6. Foundation plan (an engineered foundation plan is required for all structures / foundations greater than 300 square feet and / or dependent on the type of construction).
  7. Electrical, plumbing & mechanical plans if applicable.
  8. Manufacturer's specs for pre-fab structures.
- **Energy Compliance** – If the structure is / will be conditioned with heating and/or air:
  - 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

### **IMPORTANT NOTES WORTH KNOWING:**

- Trades are required to obtain separate permits.
- ALL structures are subject to building setbacks and zoning requirements

**RECOMMENDATION: 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.**

**SEE FOLLOWING SHEET FOR INSPECTION PROCESS**

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

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

## ACCESSORY BUILDING SITE & INSPECTION REQUIREMENTS / PROCESS

- Address must be visible
- Post ALL permits in conspicuous location that is visible from the road
- 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 4pm will be conducted on the next business day.
- Projects must be ready and accessible for inspections between 8am – 4pm
- Work not completed at time of inspection results in a failed inspection and re-inspection fees

### ALL OF THE INSPECTIONS LISTED MAY NOT BE APPLICABLE:

Trade Inspections are requested via the Trade Permit, not the building permit

- Electrical & Plumbing:
    - Underground
    - Rough-ins
  - Foundation:
    - Forms / Pad / Steelwork
    - Plumbing rough-in
  - Framing:
    - Structure Framing
    - Mechanical Rough-in
    - Plumbing top-out
    - Electrical rough-in
  - Insulation Review
  - All-inclusive Final Inspection -
    - Building
    - Electrical
    - Plumbing
    - Mechanical
- Additional documents and/or inspections may be required per the code official

**RECOMMENDATION: 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.**

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