

## Residential Permit Process – Frequently Asked Questions

### *Under what conditions must I apply for a residential building permit?*

A residential building permit is required for all new construction, additions and alterations of single-family, duplex or townhouse structures. All other types of construction, additions and alterations, including multi-family residential projects, are required to go through the commercial building permit process. Please contact the Building Permit Department at (409) 986-5591 to discuss building permit requirements as they relate to your project.

### *What should I do before applying for a residential building permit?*

Before you apply for a residential building permit, you need to determine whether the property is zoned appropriately for the proposed residential use. A zoning map will soon be found on the Community Development page of the City website at [www.citypfhitchcock.org](http://www.citypfhitchcock.org), or you may contact the Community Development Department at (830) 931-4090 to inquire about zoning issues.

### *What do I need to do to obtain a residential building permit?*

To obtain a residential building permit, submit the required building plans, application, and fees to the Building Permit Department. If the property is located in the regulatory floodplain, a Floodplain Development Permit and Elevation Certificate will be needed to ensure that the structure is built according to the City's adopted standards. Contact the Building Permit Department at (409) 986-5591 to discuss building permit and floodplain requirements as they relate to your project.

### *Do I need a permit to install, replace, alter or enlarge a residential driveway?*

Yes. All new driveways for need to be reviewed by the City and require submission of a site plan and permit application. City inspections are required prior to placing concrete or asphalt for any new, altered, or enlarged driveways. Routine maintenance of an existing driveway does not require a permit.

### *What building codes has the City of Hitchcock adopted?*

The City of Hitchcock has adopted the following building codes:

- 2018 International Building Code
- 2018 International Plumbing Code
- 2018 International Property Maintenance Code
- 2017 National Electric Code
- 2018 International Existing Building Code
- 2018 Fuel and Gas Code
- 2018 Mechanical Code
- 2018 International Residential Code
- 2018 International Energy Conservation Code
- 2018 International Fire Code

Additional standards can be found in Title XV Land Usage Chapter 150 of the City of Hitchcock Code of Ordinances (Building Regulation), available online at [www.cityofhitchcock.org](http://www.cityofhitchcock.org).

### *What do I submit to the Building Permit Department for a residential building permit?*

Submit at least two hard copy complete sets of building plans, one electronic set of the building plans, and a permit application. Contact Building Permit Department at (409) 986-5591 to discuss building permit requirements as they relate to your project.

### *When will I know if I have approval to begin construction?*

Provided that your application is complete, and no technical problems are identified, you should expect the plan review process to take approximately two weeks from the date of your plan submission. Upon building plan approval, a building permit will be issued once the applicable fees are paid. The signed permit must be displayed on the job site throughout the building process (until final inspections have been approved).

### *When can I begin construction?*

You can begin construction upon your payment of fees and receipt of your approved building permit. You must begin construction within 180 days and receive at least one inspection for each 180-day period following issuance of your permit.

### *How do I request an inspection?*

For residential construction the City most often uses the City Building Inspector and you may contact the Building Permit Department at (409) 986-5591 for inspections related to building construction. If the City utilizes the third-party contracted inspection company, Bureau Veritas, to inspect the construction project. Inspections related to building construction (building, plumbing, mechanical, fire protection, and/or electrical) can be requested by contacting Bureau Veritas directly at any of the following:

Phone: (817) 335-8111 or (Toll-Free) (877) 837-8775  
Fax: (817) 335-8110 or (Toll-Free) (877) 837-8859  
Email: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

The request must include the following information:

- Project address
- Inspection type requested
- Permit number
- Contractor's name and contact information
- Date inspection is to be performed
- Any special instructions or requests for the inspector

Inspections received by Bureau Veritas by 5:00pm Monday-Friday (excluding Holidays) will be scheduled for the next business day following the request. Fire protection inspections usually take longer to schedule, so you should allow for three business days for those inspection requests to be coordinated.

### *What inspections will be required?*

The inspections required for your construction project varies with the complexity of a job. Ordinarily, the City of Hitchcock performs its construction inspections in the following order:

- Electrical T-Pole
- Plumbing Rough
- Water Service
- Yard Sewer
- Form Board Survey
- Gas Wrap (Underground)
- Foundation
- Electric Rough
- Mechanical Rough
- Gas Rough Piping/Test
- Plumbing Top-Out
- Framing
- Energy Insulation
- Construction Electric
- Gas Final
- Electrical Final
- Mechanical Final
- Plumbing Final
- Energy Final
- Customer Service Inspection
- Flatwork
- Building Final

You must receive a passing inspection report prior to proceeding to the next stage.

### *If I am not at the site at the time the inspections are made, how will I know if the work has been approved?*

An inspection report will be left onsite of the work inspected or emailed to the main permit contact. If you receive a partial pass or failing inspection, contact the issuing inspector for information on what work needs to be done to receive a passing inspection. After the work has been corrected, you must schedule a re-inspection.

### *What about add-ons and remodeling?*

The process is basically the same as for new construction. The construction plans will only reflect those portions of the structure affected. Similarly, permits may be sought for the specific type of work being performed (for example, plumbing, electrical, or mechanical permit). The Building Permit Department at (409) 986-5591 to discuss building permit requirements as they relate to your project.

### *When can I use and occupy my building?*

Once all final inspections and approvals have been obtained from the City, the City will issue a Certificate of Occupancy. Only after a Certificate of Occupancy has been issued can a building be occupied.

### *Where can I find more information?*

For more information on building permits, please refer to Building Permit Department's webpage on the City's website at [www.cityofhitchcock.org](http://www.cityofhitchcock.org). Please contact the Building Permit Department at (409) 986-5591 if you have any questions concerning the subjects discussed.