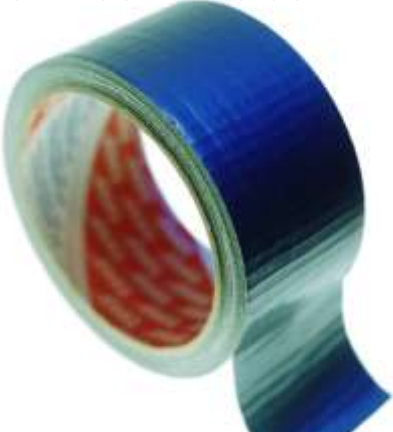




General Permits Mechanical Electrical Plumbing



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Mechanical Electrical Plumbing

Important Permit Considerations

- All contractors must meet the licensing requirements of the State of Texas.
- All work will be required to meet or exceed the International Residential Code 2003 and the National Electric Code 2005.
- All Contractors are required to be registered with the City of Bunker Hill Village to obtain a permit. All State required licenses must be current and a valid certificate of insurance must be provided to the City for registration. There is no fee to register.
- If your work is part of a project by a General Contractor, the General Contractor must obtain his permit first. Your permit fees will be determined by the type of project the General Contractor permits. For example, if a Room Addition permit is issued to a General Contractor, all sub-contractor permits will be for a Room Addition.
- Any mechanical, electrical, or plumbing systems exposed as a part of a remodel project will be required to meet current code requirements.
- All Projects not part of a larger project can be permitted based on the current adopted City Permit Fee Schedule.
- Mechanical permits are generally based on the number of systems.
- An electrician is required to be present at ALL scheduled inspections. Ground fault and arc fault test equipment is required for electrical final inspections when applicable.
- All other trades are not required to be present at inspections, but it is up to the contractor to schedule with homeowners and general contractors to have the property open for inspection.
- Inspections should be generally scheduled in the mornings. If a specific time is required, please state the desired time. Please do not request a time if any inspection time will do.
- As Texas State Law requires, you should apply for a permit prior to beginning the work. The current adopted fee schedule requires **DOUBLE PERMIT FEES** if work is started without a permit. If you have an emergency outside of City office hours, you can apply for a permit online or contact the City before 8:30 am on the next business day.



Required for Approval



Contractor Registration

Company Name: _____

Contact Person: _____

Mailing Address: _____

City _____ State: _____ Zip: _____

Office Telephone: _____ Fax: _____

Email: _____

Field Contact Person: _____ Telephone: _____

Texas License Type: _____ Expiration Date: _____

Name on License: _____

License Number: _____

Insurance Underwriter: _____ Expiration Date: _____

Please request your insurance carrier to fax the required insurance certificate to (713) 827-8752. The City of Bunker Hill must be the certificate holder shown on the certificate. A copy of your applicable state license is also required. A permit will not be issued until this information is on file.



Required for Approval



Permit Application

Mechanical Electrical Plumbing

Date: _____

Type of Permit Requested: AC/Mechanical Electrical Plumbing

Job Address: _____

Contractor: _____ Telephone: _____

Fax: _____ Mobile: _____

Property Owner: _____

General Contractor (If Applicable): _____

Describe Work to be Performed: _____





WORKING HOURS

**MONDAY – FRIDAY
7:00 A.M. TO 6:00 P.M.**

**SATURDAY
8:00 A.M. TO 5:00 P.M.**

**SUNDAY
HOLIDAY (NO WORK ALLOWED)**



LAS HORAS DE TRABAJO

LUNES – VIERNES

7:00 A.M. HASTA LAS 6:00 P.M.

SABADO

8:00 A.M. HASTA LAS 5:00 P.M.

DOMINGO

**DIA DE DESCANSO (NO SE PERMITE
TRABAJAR)**



Required Inspections

Fax Inspection Requests 1 day in advance to the City of Bunker Hill using the form provided in this package. All inspections must be performed by City of Bunker Hill inspectors. Third party inspections do not take the place of city inspections.

Mechanical

- Cover
- Register Box Seal
- Final

Electrical (Electrician Must Be Present at Inspection)

- Cover
- Temporary Pole Set
- Meter Loop & Service
- TCI Letter Provided
- Underground
- Final

Plumbing

- Sewer Disconnect
- Underground
- Cover
- Pressurization
- Shower Pan
- Water Lines
- Gas Turn On
- Final
- Swimming Pool



INSPECTION REQUEST FORM

FAX 713-827-8752

CONTRACTOR: _____

JOB SITE ADDRESS _____ CONTRACTOR FAX: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

PERMIT# _____ DATE FOR INSPECTION: _____ Time Desired: _____

Please fax this form by 4:00 pm to insure next day inspections.

Building

- _____ Site
- _____ Pier
- _____ Foundation*
- _____ Wind Bracing
- _____ Brick Tie
- _____ Frame Cover
- _____ Polly Seal
- _____ Insulation
- _____ Wall Board
- _____ Final

*Form Survey must be presented and approved before a Foundation Inspection will be scheduled.

- _____ Pressurization
- _____ Shower Pan
- _____ Water Lines/Water Heaters
- _____ Gas Turn On
- _____ Area Drains
- _____ Final

Driveway/Sidewalk

- _____ Approach
- _____ Pre-Pour
- _____ Culvert
- _____ Final

Mechanical

- _____ Cover
- _____ Register/Box Seal
- _____ Change Out
- _____ Final

Fence

- _____ Final

Electrical (Electrician must be present @ inspection)

- _____ Cover
- _____ Temporary Pole Set
- _____ TCI
- _____ Underground
- _____ Swimming Pool
- _____ Final

Pool

- _____ Stake Out
- _____ Steel
- _____ Decking
- _____ Final

Plumbing

- _____ Sewer Disconnect
- _____ Underground
- _____ Cover

Irrigation

- _____ Final

Demolition

- _____ Pre-Demo

Roof _____ Final

Comments: _____

Site Inspection is to confirm the presence of 1) On Site Parking 2) Dumpster 3) Screened Sanitary Facilities 4) Filter Fabric and Runoff Protection 5) Temporary Drainage 6) Tree Protection 7) Permit Posting Station 8) Address Clearly visible from the street.