



# NEW HOME DESIGN & CONSTRUCTION

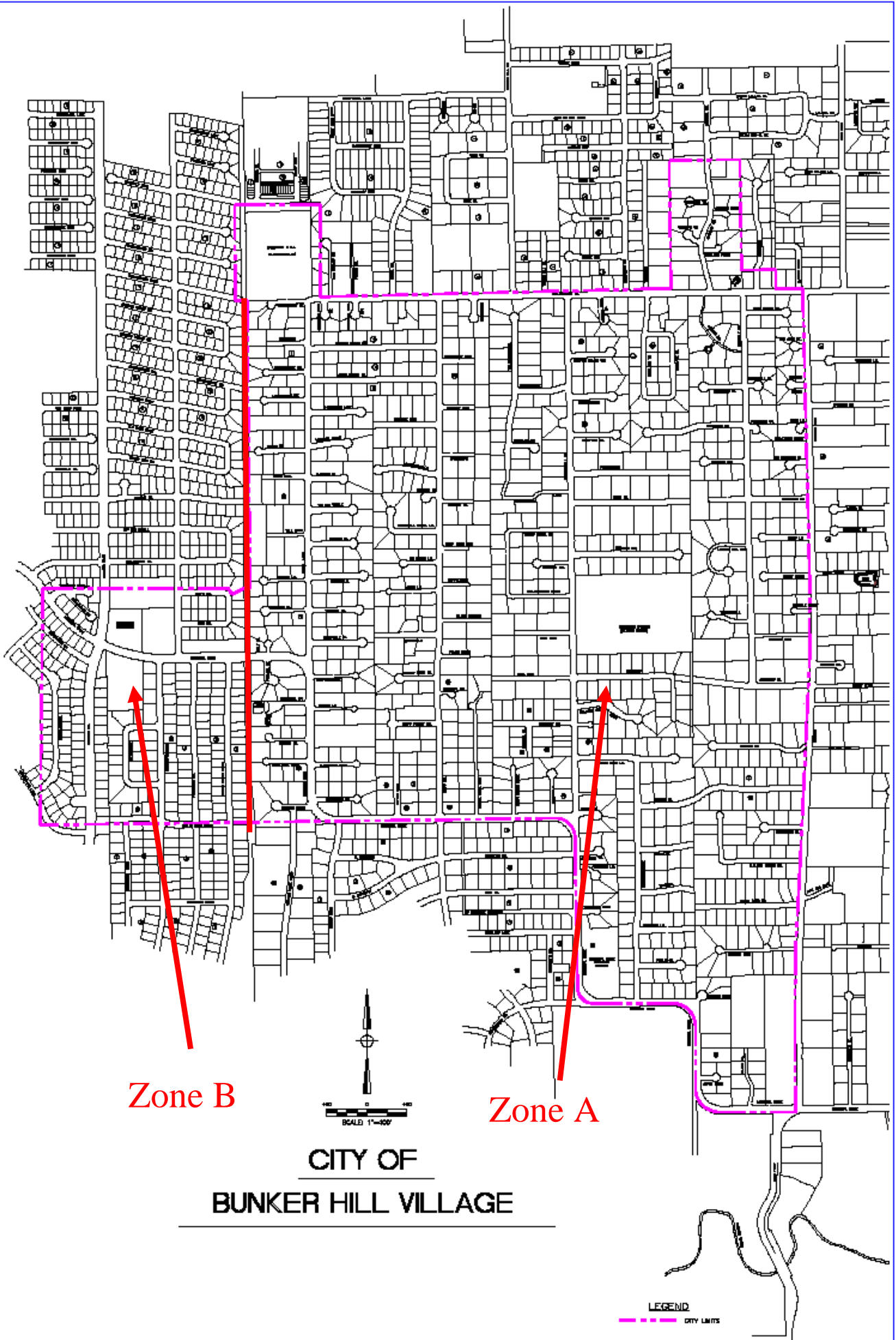
Important Design Considerations .....	2
Zoning Map .....	3
Setbacks .....	4
Building Heights .....	5
Driveways, sidewalks, patios .....	6
Typical Drainage Plan .....	7
Drainage Design Standards .....	8
Required Plan Notes .....	9
Plan Submittal List .....	10
Centerpoint Electrical Requirements .....	11
Permit Application .....	12
Lot Coverage Form .....	13
Affidavit of Notification .....	14
Sample Notification Letter .....	15
Tree Form .....	16
Slab Elevation Certificate .....	17
Energy Code Compliance Certificate .....	18
Contractor Registration .....	19
Tree Protection .....	20
Replacement Trees .....	21
General Project Requirements .....	22
Working Hours (English) .....	23
Working Hours (Spanish) .....	24
Required Inspections .....	25
Inspection Request Form .....	26
Generator General Requirements .....	27



## New Home Construction

### *Important Design Considerations*

- Design Code: International Residential Code 2003, National Electric Code 2005
- Maximum Allowable Lot Coverage by Non-Permeable Surfaces is 45.0%. This is for the total lot area. City Rights-of-way are not part of the lot and therefore not included in this number. Please do not include lot calculation numbers for swimming pools. This information should be submitted with the pool permit application. Permeable driveway and walkways may be used to offset lot coverage numbers but the system used must be a true permeable design. See enclosed details on permeable driveways.
- Your plan submission must include a site plan with ALL city setback lines shown. The setbacks vary depending on the specific zone of the city. See the enclosed map to determine your zone. Please include the second floor rear setback on your site plan if your structure has more than one floor. Setbacks for lots on private streets are measured from the edge of the access easement for the private street.
- Your plan must include areas for construction parking. City ordinance prohibits parking on the street.
- All new home projects are required to have a fire sprinkler system. A letter of contract or a copy of your contract with a fire system contractor should be included with your plan submission.
- The city allows only one water meter per home. Available sizes are 1", 1.5", and 2". The size is typically determined by your fire sprinkler company.
- Fences and walls are not allowed in front of the main structure. The maximum fence height is 8'-0" measured from outside the fence. A 3' 0" subdivision entrance fence is allowed on private property for lots which meet the ordinance requirements.
- An underground drainage system is required for your project. All storm water on your lot must be collected by the onsite drainage system with NO SHEETFLOW TO THE DITCH OR STREET. Please see the enclosed design standards for complete details.
- The city's tree ordinance requires a minimum of 1 tree for each 1,000 square feet or fraction thereof of lot area. You may be required to plant trees if your project does not meet this requirements. When counting trees, only trees which are at least 5" in diameter measured 4.5 feet above the ground should be counted. Trees which are 20" in diameter or greater and are NOT in the footprint of the house may not be approved for removal.
- **Please submit one complete set of 11" X 17" drawings for review.** You should receive a response for your project in 10 business days or less. Projects which do not include all of the required items on the enclosed New Home Required Documentation List will be charged a \$100 resubmission fee.



Zone B

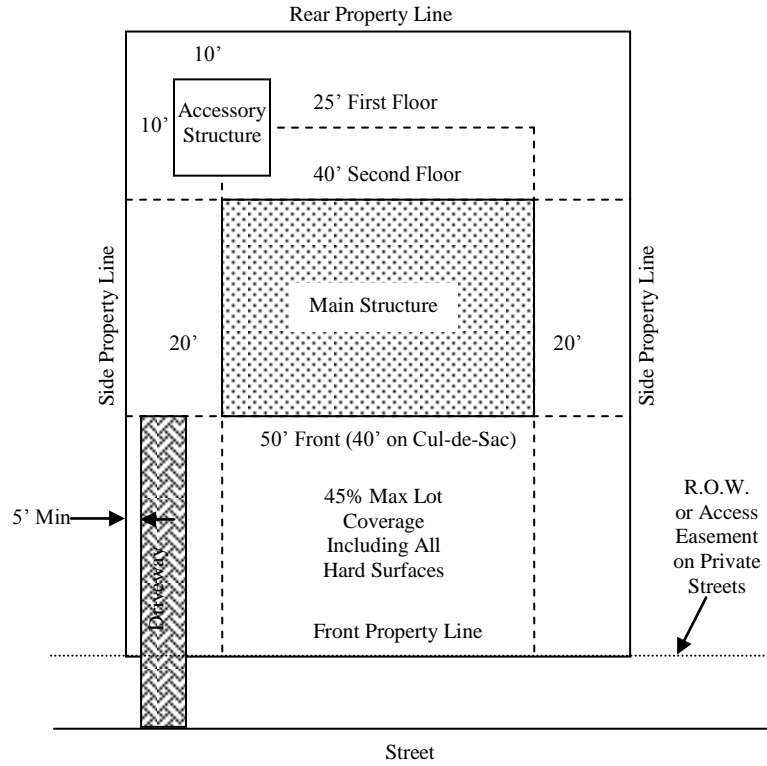
Zone A

CITY OF  
BUNKER HILL VILLAGE

LEGEND  
CITY LIMITS

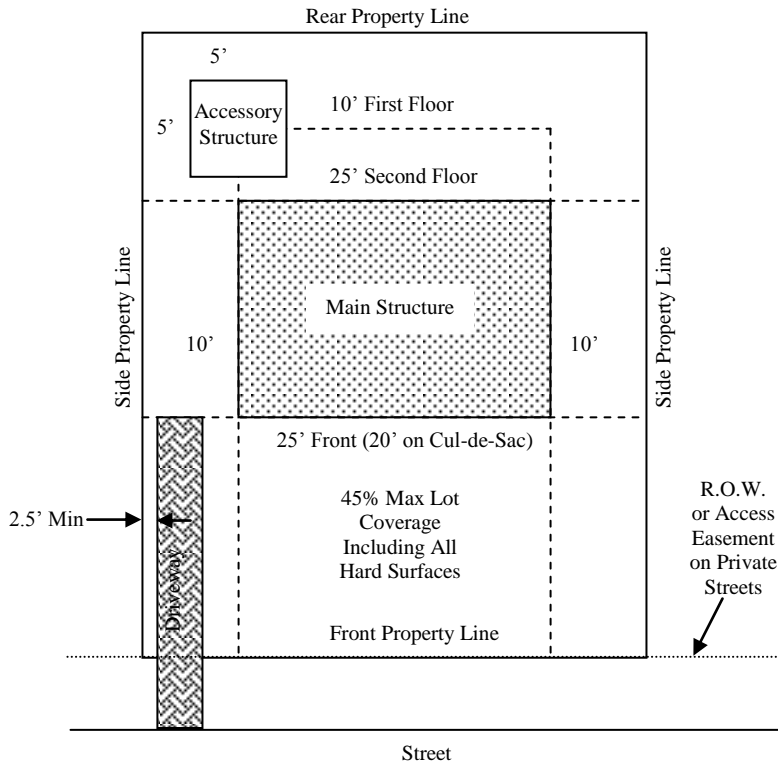


**Standard Lot  
Zone A**



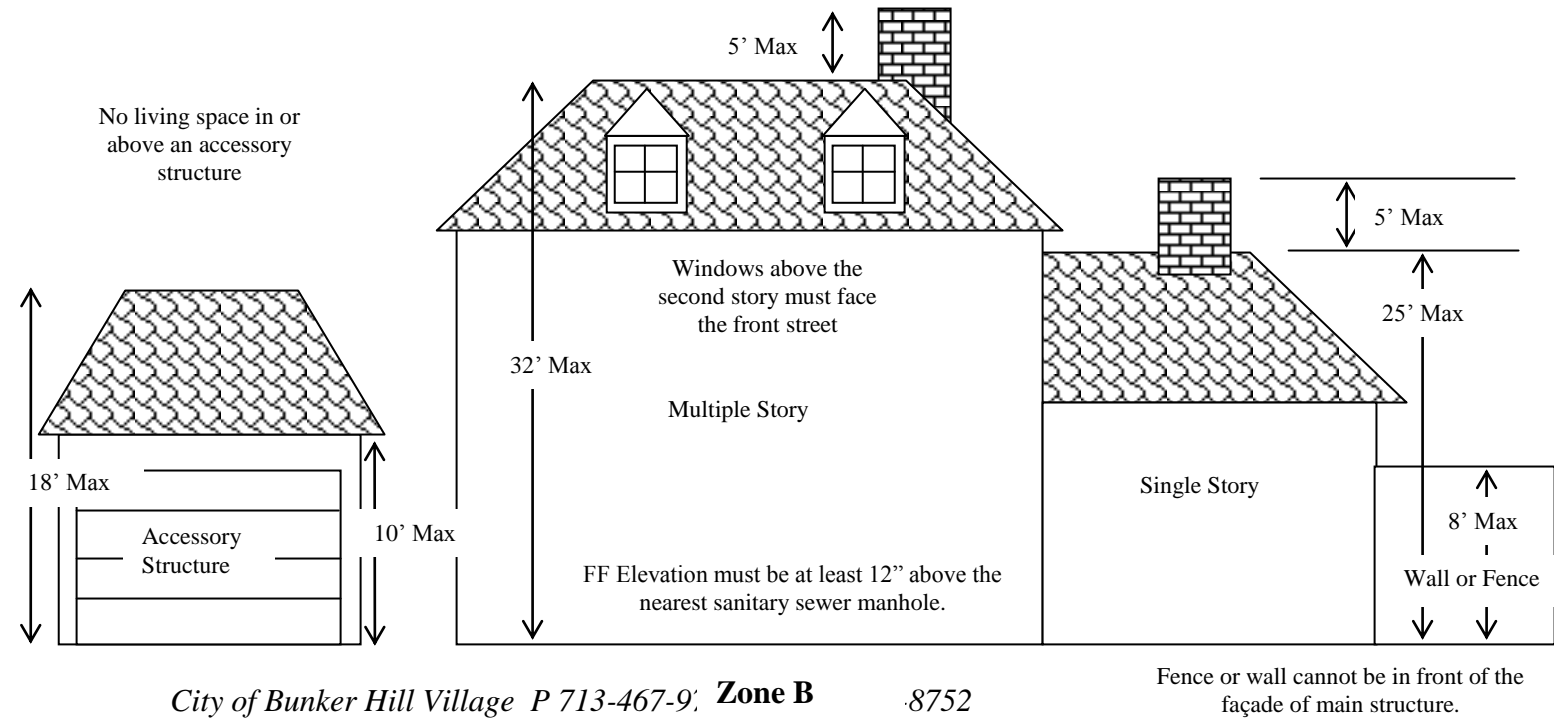
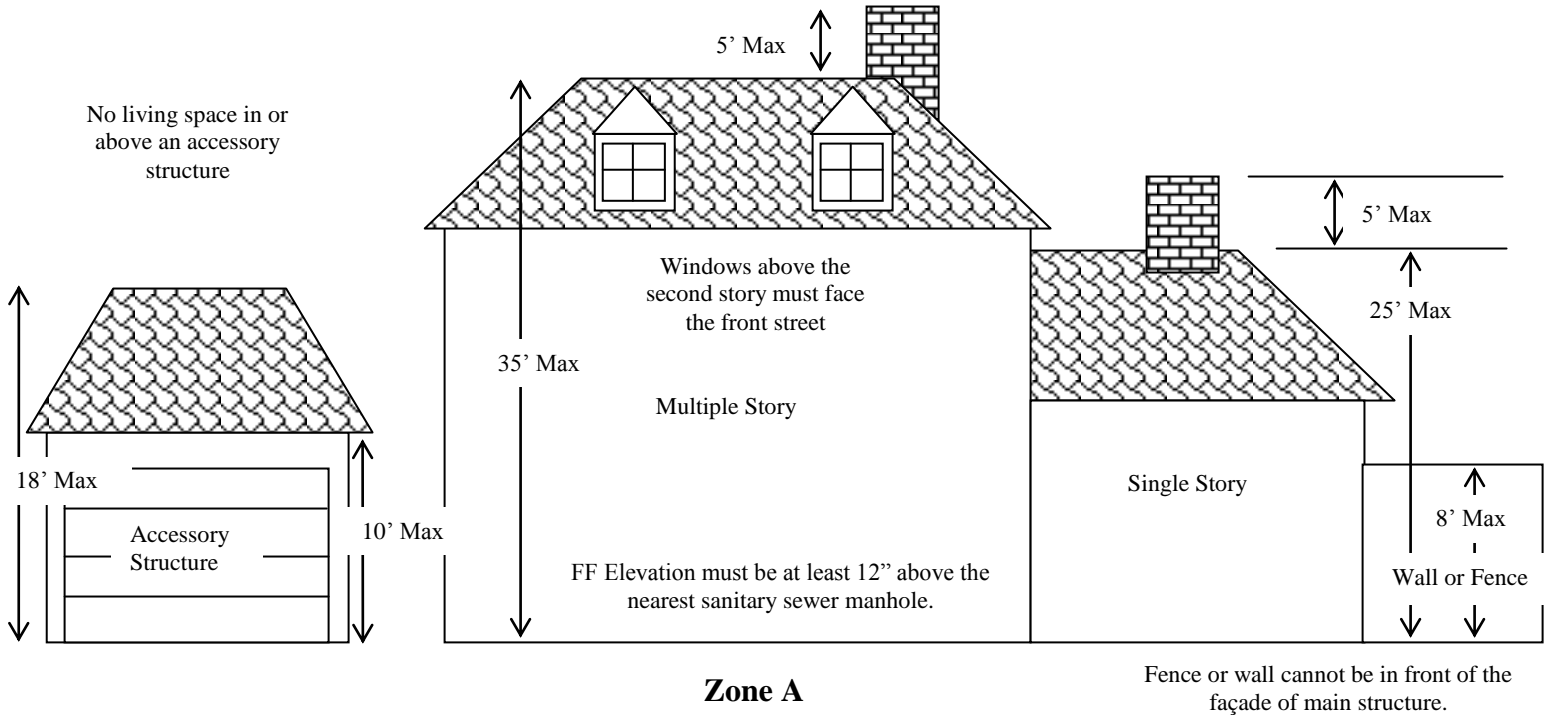
A Cud-de-Sac lot is defined as a lot which the ENTIRE front lot line is on the arc of the cul-de-sac.

**Setback Requirements  
Standard Lot  
Zone B**



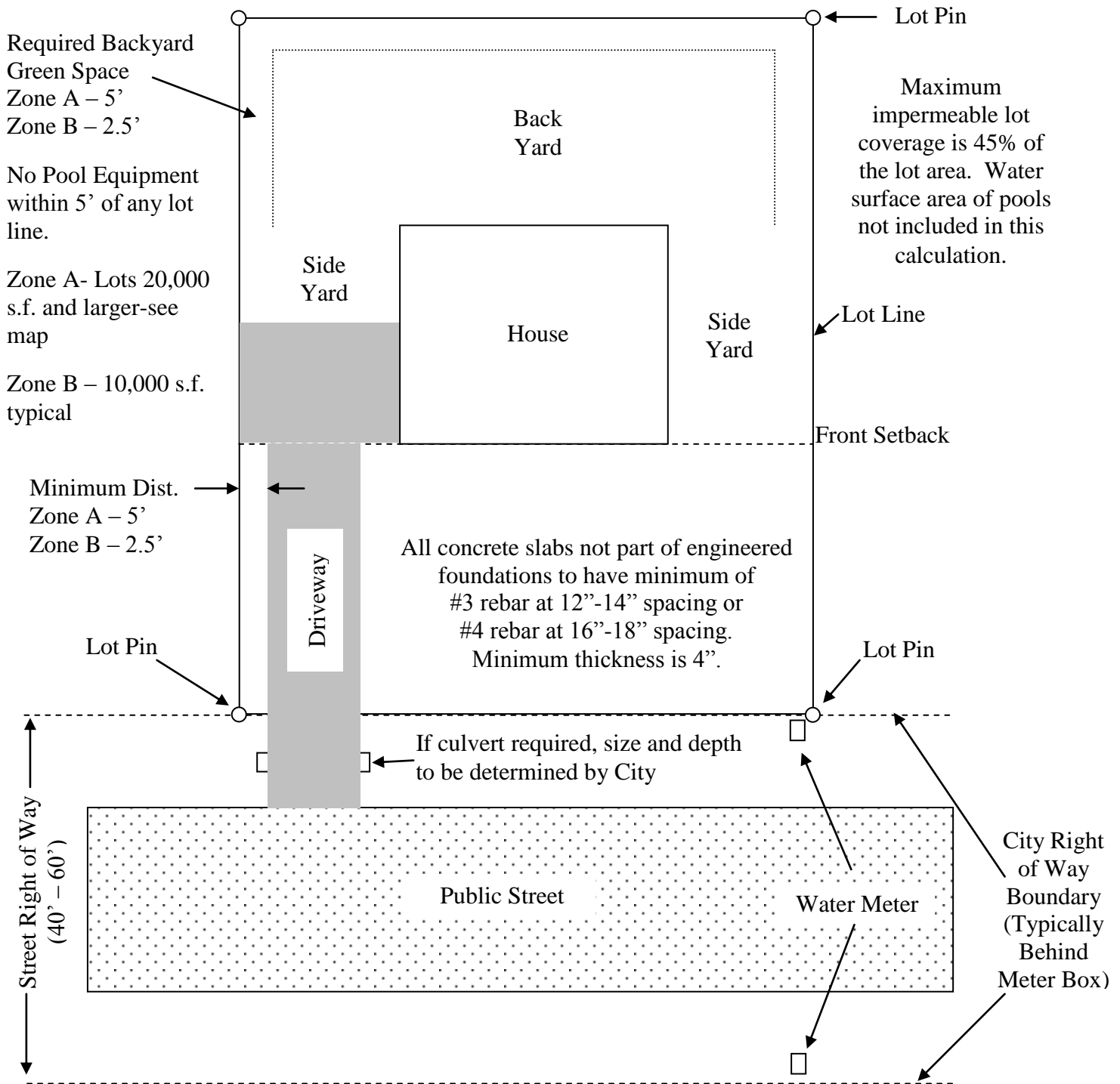


### Height Limitations





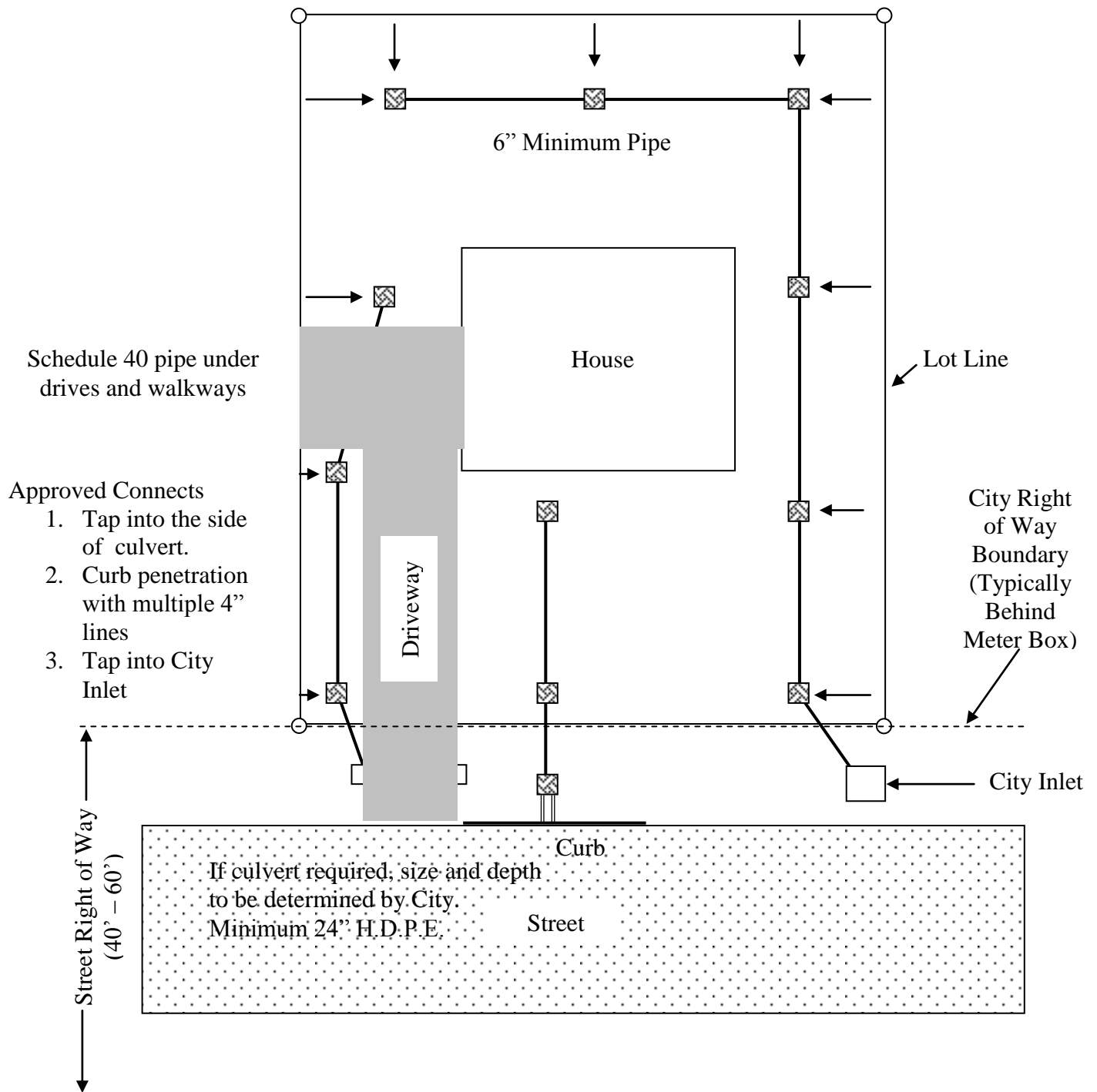
### Driveway, Sidewalk, Pool Decking and Patio Requirements



Permeable pavers must be manufactured and designated as a permeable material. Installation must comply with manufacturer's recommendations for permeable installations. Final inspection of a permeable system will include a test to confirm that all water is transferred to the soil below the paver system.



### Typical Drainage Plan



Minimum pipe size is 6", however all lines must be designed to 5 year rain event standards. Pumps for sump systems must have a total capacity of a 5 year rain event for the drainage area served. All submissions must be signed by a licensed irrigator, engineer, or architect.



## Drainage System Design Standards

1. New construction requires an underground drainage system to drain the entire lot area. **NO SHEET FLOW TO THE CITY DRAINAGE FACILITIES.**
2. Lots should be generally graded so that flow is from back to front. Exceptions should be requested in writing with details as to why this plan cannot be followed. Lots should also be graded so that water does not flow between properties. (Even if it is currently configured with cross lot drainage)
3. Minimum pipe size is 6". Four inch lateral lines are allowed IF they are directly connected to only one four inch gutter down spout.
4. Gutter connections are allowed but not required.
5. System should be designed to accommodate a 5 year frequency storm.
6. Systems should be designed to connect to a city underground storm water system if one is available to the site.  
In the absence of a city storm water system, the following should be considered as alternative connection methods:
  - a) On streets with curbs, multiple 4" outlet pipes of a sufficient number to accommodate the upstream pipe capacity will be allowed to protrude through the curb. An inlet or serviceable junction box should be used as the transition point between the multiple 4" lines and the upstream pipe to allow removal of debris at the transition point. The transition point should be between 1' and 5' behind the curb.
  - b) On streets served by a ditch, all connection points should be into the side of a H.D.P.E. culvert of not less than 24" in diameter. Actual culvert size to be determined by the city.
  - c) All culverts to be H.D.P.E. installed in accordance with manufacturer's recommendations. Flowline to be determined by the City of Bunker Hill Village. Minimum size is 24" but larger sizes may be required by the City. Please provide the size of culvert pipes on properties adjacent to the project site.
7. No French drain systems.
8. Bubbler boxes will be considered on a case by case basis. Bubbler boxes should be designed with a minimum of 12" encasement of medium size aggregate. Bubbler boxes will not be approved for clay or soils which do not allow the migration of the storm water.
9. Sump systems should be designed to the design standards listed above. Pump sizing calculations should be included.
10. System should be constructed so that there is no standing water in pipes or inlets.
11. P.V.C. pipe must be a minimum of SDR 35. Schedule 40 required for sections under driveways.



## Required Plan Comments for Residential Home Construction

1. All construction shall comply with IRC (2003 IRC), and the 2005 (NEC).
2. Approved plans, permit and inspection tickets shall be available on jobsite for each inspection.
3. Garages beneath habitable rooms shall be separated from habitable rooms by 5/8" Type "X" gypsum board. R309.2
4. All driveways, patios, and sidewalks shall meet the minimum standards of the City.
5. Setbacks shall comply with zoning requirements.
6. A two-way sewer cleanout shall be installed within 30" of the house section P3005.2.
7. Form survey required prior to foundation inspection.
8. Emergency egress windows or doors shall be provided in sleeping rooms in accordance with R310.
9. Safety glazing of doors and windows shall conform to the requirements of R308.4.
10. Attic access shall be provided in accordance with R807.
11. Brick and masonry veneer shall be supported as per section R703.7.2.
12. Stair treads and risers.

The maximum riser height shall be 7 ¾ inches and minimum tread depth shall be 10 inches. The riser height shall be measured vertically between leading edges of the adjacent treads. The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8 inch. A nosing not less than ¾ inch but not more than 1¼ inches shall be provided on stairways with solid risers. The greatest nosing projection shall not exceed the smallest nosing projection by more than 3/8 inch. A flight of stairs shall not have vertical rise greater than 12 feet between floor levels or landings. Section 311.5.3.

13. Approved drain pan required for water heaters installed above the first floor P2801.5.
14. Water heater drain pans shall drain to exterior of building.
15. Combustion air for gas-fired water heaters shall comply with G2407.
16. Bathrooms, water closet compartments and other similar rooms shall be provided with windows of not less than 3 square feet, one-half of which must be operable or a minimum 50 cfm fan exhausted directly to the outside R303.3.
17. Clothes dryer vents shall be installed in accordance with M1501.
18. Smoke detectors shall be installed in accordance with R313.
19. GFCI protection shall be provided in accordance with electrical code 210-8 (NEC).
20. GFCI bathroom receptacles must be installed within 36 inches of lavatory basin 210-52 (NEC).
21. Branch circuits which supply any outlet in dwelling unit bedrooms must be protected by arc-fault circuit interrupter(s) 210-12(NEC).



## New Home Required Documentation

### Building Submittal Package

- Building Application
- Lot Coverage Calculations Form
- Affidavit of Notification to Property Owners within Subdivisions (see Sample Letter)
- Tree Removal Application
- Slab Elevation Form (use design elevations)
- Required Drawings and Documentation (2 complete sets)
  - Property Survey by a Registered Land Surveyor. (Standard file size please)
  - Site Plan showing all setback lines, proposed structures, water and sewer tap locations, lot coverage calculations, location and elevation of nearest sanitary sewer manhole.
  - Tree Survey showing disposition and protection.
  - Drainage Plan showing interim plan and runoff protection plan.
  - Final Drainage Plan stamped by a Texas Licensed Irrigator, Landscape Architect or Civil Engineer.
  - Elevations
  - Floor Plan
  - Frame and Foundation Plan sealed by a Texas Registered Structural Engineer
  - Electrical Plans with load calculations and sizing OR sealed by a Texas Registered Electrical Engineer. Also see the Center Point Energy requirements page.
  - Plumbing Plans with required sizing for water meter (*1 only*) and sanitary sewer tap.
  - HVAC Plans with Location, Size and Efficient Rating of all Equipment plus duct sizing and load calculations.
  - Energy code certification of compliance by an architect, designer, or certified provider.
  - Fire Sprinkler Plan (*Fire Sprinklers are required on all new construction and additions or remodels over 50% of existing valuation. Fire sprinkler plans should be submitted to the Memorial Villages Fire Department for approval but will be permitted through Bunker Hill city hall.*)



**CENTERPOINT ENERGY  
Required Information for Electrical Service**

- **Service Address** – Please call your city if inside city limits, other wise call CNP at 713-207-4460.
- **Load Analysis** – States voltage and total amps per phase. Include all motors which total more than 250hp, generator specifications with its one liner.
- **Scaled Site Plan** – 1/20, 1/40, 1/50  
Show building outline, service location, street, survey note
- **Recorded Plat or Recorded Warranty Deed**  
If Primary conductors to be on property  
Recorded Plat must be signed and stamped  
Warranty Deed must be clearly legible and show recorded stamps

PLEASE NO MEETINGS UNTIL ABOVE INFORMATION IS RECEIVED

**PLEASE FORWARD ABOVE INFORMATION TO:**  
**Fernando Floreslovo CNP Consultant**  
**3401 Brittmoore, Houston, Texas 77043**  
**E-mail – [fernando.floreslovo@centerpointenergy.com](mailto:fernando.floreslovo@centerpointenergy.com)**  
**PH – 713-945-4509**  
**Fax- 713-945-4558**

**ADDITIONAL INFORMATION**

**Apply for your electric permit at the corresponding City**

**Ultimate Fault Current for single and three phase service at 240v is 171,800 Amps Symmetrical.**

**Construction Service Standards at:  
[centerpointenergy.com/electricservicestandards](http://centerpointenergy.com/electricservicestandards)**

**CALL CNP AT 713-207-2222 TO OBTAIN ESID # AND THEN APPLY FOR SERVICE WHEN READY WITH YOUR RETAIL PROVIDER OF YOUR SELECTION – [powertochoose.org](http://powertochoose.org)**

**FOR CNP GAS PLEASE CALL 713-659-2111**



Required for Approval



# Building Permit Application

Date: \_\_\_\_\_

Type of Permit Requested: Building – New Construction

Job Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Type of Project: (Circle One)                      New                      Addition                      Alteration                      Replacement

Owner of Property: \_\_\_\_\_ Valuation: \$ \_\_\_\_\_

Square Feet of New Space Air Conditioned: \_\_\_\_\_ Non AC \_\_\_\_\_ New Slab: \_\_\_\_\_

Requested Water Meter Size: \_\_\_\_\_

Minimum Distance From Proposed Structure to: North Property Line \_\_\_\_\_ South Property Line \_\_\_\_\_  
West Property Line \_\_\_\_\_ East Property Line \_\_\_\_\_



I hereby certify that this property has been legally platted and is recorded as Lot \_\_\_\_\_, Block \_\_\_\_\_ of \_\_\_\_\_ Addition in Vol. \_\_\_\_\_, Page \_\_\_\_\_ of the records and maps of Harris County, Texas.

\_\_\_\_\_  
(Property Owner)



I hereby acknowledge that I have been informed that a Fire Sprinkler System is required in all new construction and in additions or remodeling projects that exceed 50% of the replacement value of the existing structure as required in N.F.P.A. 13, 13D. Fire system plans must be submitted to the Village Fire Department (901 Corbindale, Houston, Texas 77024 713-468-7941) for approval prior to construction.

\_\_\_\_\_  
(Contractor/ Agent)

For City Use Only			
Fees:	Water Tap	\$ _____	Permit No. _____
	Sewer Connection Charge	\$ _____	Fire System Approval Date _____
	Water Deposit	\$ _____	Permit Number _____
	Connection Total	\$ _____	Permit Fee \$ _____



# LOT COVERAGE CALCULATIONS

JOB ADDRESS: \_\_\_\_\_

LOT AREA \_\_\_\_\_ SQ. FT.

BUILDING AREA \_\_\_\_\_ SQ. FT.

OTHER AREAS \_\_\_\_\_ SQ. FT.

TOTAL PERCENTAGE OF LOT COVERAGE \_\_\_\_\_%

Building area is the square footage of the lot covered by buildings only.

Other areas include decks, patios, courts, walkways, drives or any other surface that would render the underlying ground impermeable.

The water surface of a pool shall **NOT** be considered as part of the lot coverage.

I certify that the above information is true and correct.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

Ordinance No. 03-289, adopted by the City Council of the City of Bunker Hill Village, on August 19, 2003, stipulates the following:

**Building area.** The building area shall not exceed forty-five percent (**45%**) of the area of the lot in both District A and District B. For the purposes hereof, building area shall include portions of a lot which are covered with buildings or structures which render the underlying ground impermeable, including, but not limited to, building foundations, driveways, sidewalks, walkways, sundecks, patios, or tennis courts, and other impervious surfaces.”



**Affidavit of Notification to Property Owners within Subdivisions having Recorded Restrictions**

Permit Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Block \_\_\_\_\_ Subdivision: \_\_\_\_\_

Proposed Work: \_\_\_\_\_

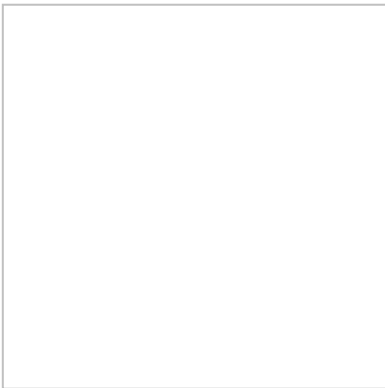
This affidavit is required for all new construction and room additions in which the foot print of the building is changed. The following language is from the City of Bunker Hill Village Ordinance No. 06-348.

**(b)Affidavit Required.** No building permit shall be issued for the construction of a new building, or for any addition to an existing building that would extend such building beyond the footprint of the building prior to the proposed addition, on a Lot subject to a Recorded Restriction, unless the permit applicant has submitted an affidavit certifying that notice of the permit application has been delivered to the owner, as shown on the current tax roll, of each Lot within the subdivision that is subject to the Recorded Restriction. Provided however, if the instrument(s) establishing the Recorded Restriction provides for creation of a committee or association with authority to enforce the Recorded Restriction, and there is a committee or association duly organized and operational in accordance with such instrument, certification that notice has been served on an authorized agent or officer of the committee or association may be given in lieu of notice to all individual property owners within the subdivision other than owners of property adjacent to the Lot subject to the permit.. If the permit application is for construction on a Lot that is not subject to a Recorded Restriction, the applicant shall certify such fact by affidavit. The City Administrator is authorized to promulgate affidavit forms for use in the implementation of this Section.

**(c)Form of Notice; Method of Delivery.** Any notice required in paragraph (b) above shall include a general description of the proposed construction, the name of the subdivision, and the Lot and block number and street address of the Lot subject to the permit. Such notice, as outlined below, shall be delivered by depositing the same, properly addressed and postage prepaid, in the United States mail, registered or certified, return receipt requested.

**(d)Waiting Period; Stop Work Orders.** The building official shall not issue a building permit for construction on a Lot subject to a Recorded Restriction until the expiration of five (5) business days following the receipt of an executed affidavit that fully complies with paragraph (b) above.

I, (Permit Applicant) \_\_\_\_\_ certify that I have complied with the City of Bunker Hill Village requirements as outlined above and understand that a building permit will not be issued until after five (5) business days from the date of submission of this affidavit.



\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Notary Date



*Date*

*Builder*  
*Mailing Address*  
*City, State Zip*

Sample

RE: Proposed New Construction  
*New Construction Address*

Dear Resident:

We are planning to construct a new home at the above mentioned address. The City of Bunker Hill Village requires that we notify all property owners within the same subdivision of our planned construction. The purpose of this notification is to give you an opportunity to review our plans and determine if the proposed construction violates any deed or covenant restrictions. The City of Bunker Hill Village will delay issuing a building permit for 5 business days after the confirmation of this letter preparation to allow valid conflicts to be identified. Please contact us at (\_\_\_\_)\_\_\_\_-\_\_\_\_ if you desire to view the plans.

Sincerely,



Required for Approval



# TREE REMOVAL PERMIT APPLICATION CONSTRUCTION RELATED

Address: \_\_\_\_\_

Owner of Subject Site: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

A tree is defined as a long-lived, branching, woody plant, usually with one (1) main stem or trunk, and having a diameter of at least five (5) inches measured 4.5' above the surrounding ground. Plants which do not meet this definition are not required to be reported.

- A. \_\_\_\_\_ Total number of existing trees on the lot prior to any construction.
- B. \_\_\_\_\_ Total number of trees to be removed.\*
- C. \_\_\_\_\_ Number of trees to be left on the lot after tree removal (A-B)
- D. \_\_\_\_\_ Area of the lot in square feet
- E. \_\_\_\_\_ Required minimum number of trees for this lot. (1 Tree per 1,000 square feet of lot rounded up)
- F. \_\_\_\_\_ Number of required replacement trees (Required replacement trees will be inspected at the time of the building final. Minimum diameter of replacement trees is 3". See ordinance for approved replacement trees and required placement. [www.bunkerhill.net](http://www.bunkerhill.net))
- G. \_\_\_\_\_ Number of trees to be removed with a diameter of 20" or greater.

\*If trees are to be removed, a survey for the property with each tree properly located and labeled must be attached to this application. In addition to identifying each tree as to general kind and trunk diameter, the following legend must be used to label each tree:

- Trees to remain
- Tree to be Removed
- Proposed Replacement Tree

Example:  14" Oak

Comments:

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Approval by Building Official

\_\_\_\_\_  
Date:



Required for Approval



### City of Bunker Hill Village Building Slab Elevation Certificate

(Required for all new slab construction and substantial remodel projects as defined by ordinance)

Property Owner \_\_\_\_\_

Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Type of Project: New Construction  Substantial Remodel

A. Confirmed Elevation of the **LOWEST** surface of the structure slab \_\_\_\_\_

B. Elevation of Nearest Sanitary Sewer Manhole on system serving this address: \_\_\_\_\_

C. Height of Slab above B (Minimum of 12") \_\_\_\_\_

D. This Height:  Meets the Minimum Requirements  Does NOT Meet the Minimum Requirements

Complete the section for the applicable type of street on the FRONT of the lot.

E. Curb and Gutter Street (Elevation of the center of the street in front of the lot) \_\_\_\_\_

F. Streets Served by Ditches (Elevation of the top of the grate of the nearest inlet) \_\_\_\_\_

G. Height of Slab above E or F (Minimum of 12") \_\_\_\_\_

H. This Height:  Meets the Minimum Requirements  Does NOT Meet the Minimum Requirements

Surveyor Name: \_\_\_\_\_ License No. \_\_\_\_\_

Surveyor Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### Property Owner Acknowledgement of Sub-Standard Slab Elevations for a Substantial Remodel

*(Required if both minimum requirements are not achieved for a substantial remodel. Not available for new construction)*

I acknowledge that the minimum slab elevations required for a substantial remodel as defined by city ordinance do not exist and I choose not to modify the slab elevation to achieve compliance with the City of Bunker Hill Village minimum standards. The standards set by the City are in place to reduce the risk of flooding and I understand that a sub-standard slab elevation may increase the risk of flood waters entering the structure. I further agree to disclose this substandard condition to any party to which I may sell or rent the property to. This exemption does not apply to required setbacks.

\_\_\_\_\_  
Property Owner Date

\_\_\_\_\_  
Notary Date



# Residential Energy Code Compliance Form

Building Address: \_\_\_\_\_  
 Contractor: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Door	U-Factor	Base Code Prescriptive	Simplified Inspection
<b>Insulation</b>			
	Ceiling-Attic	R-30	_____
	Ceiling-Roof	R-30	_____
	Walls	R-13	_____
	Floors	R-11	_____
	Basement Walls	R-5	_____
	Crawl Space	R-6	_____
<b>Glazing</b>			
	U-Factor	Max 15%	_____
		Max 0.65	_____
	Solar Heat Gain	Max 0.40	_____
<b>HVAC</b>			
		13.0 SEER	_____
		Minimum	_____

SEER 13/R-6 and improved windows:  
 R-6 insulation on both supply and return may be used in combination with a SEER 13 air conditioner and windows that exceed the base code prescriptive requirements by achieving labeled U-factors and solar heat gain coefficients (SHGC) at or below those in the following table:

Zone	HDD	WWR ≤ 15%	WWR ≤ 20%	WWR ≤ 25%	Max. SHGC	Min. Duct Insul. Supply	Min Duct Insul. Return.
4 B	1500-1999	0.68	0.54	0.47	0.32	R-6	R-6

## Inspection Schedule

Insulation	Insulation Inspection-(This is an additional inspection must be called after the framing inspection and after insulation is installed, but before any gyp board is installed.)		
	Duct Insulation		
	-Inside the building but outside the conditioned area	R-6	_____
	-Outside the building	R-8	_____
	-Ducts inside the building but outside the conditioned area require a vapor retarder of 0.05 perm, or aluminum foil of 2 mils		
	-Joints and seams of approved mastics, tapes or other approved materials (mastic is encouraged, duct tape as listed to UL181 standard is acceptable.)		
	Piping insulation		
	-AC line (fluid temp range 40-55 F)	1.0"	_____
	-Circulating hot water systems shall be completely insulated	0.5"	_____
	-Confirm window and door rough openings match approved plans		
-check glazing NFRC labels for UF and SHGC ratings			
-Penetrations (plumbing, electrical, HVAC, etc.) in top and bottom plates are sealed with foam or other approved sealant to prevent transfer of air with attic or under floor space			
-check all insulation that will be concealed, e.g. wall floor, vaulted ceiling, etc.for compliance with the R values required (Attic insulation that is accessible will be inspected at final)			
Final	-Weather stripping of doors, windows or other penetrations		
	-Check HVAC efficiency ratings		
	-Attic insulation for correct R value		

The proposed building represented in these documents is consistent with the building plans, specifications, and other calculations submitted with the permit application. The proposed building has been designed to meet the requirements of the Energy Code in the jurisdiction in which it will be built.

Builder/ Designer \_\_\_\_\_ Date \_\_\_\_\_



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: \_\_\_\_\_

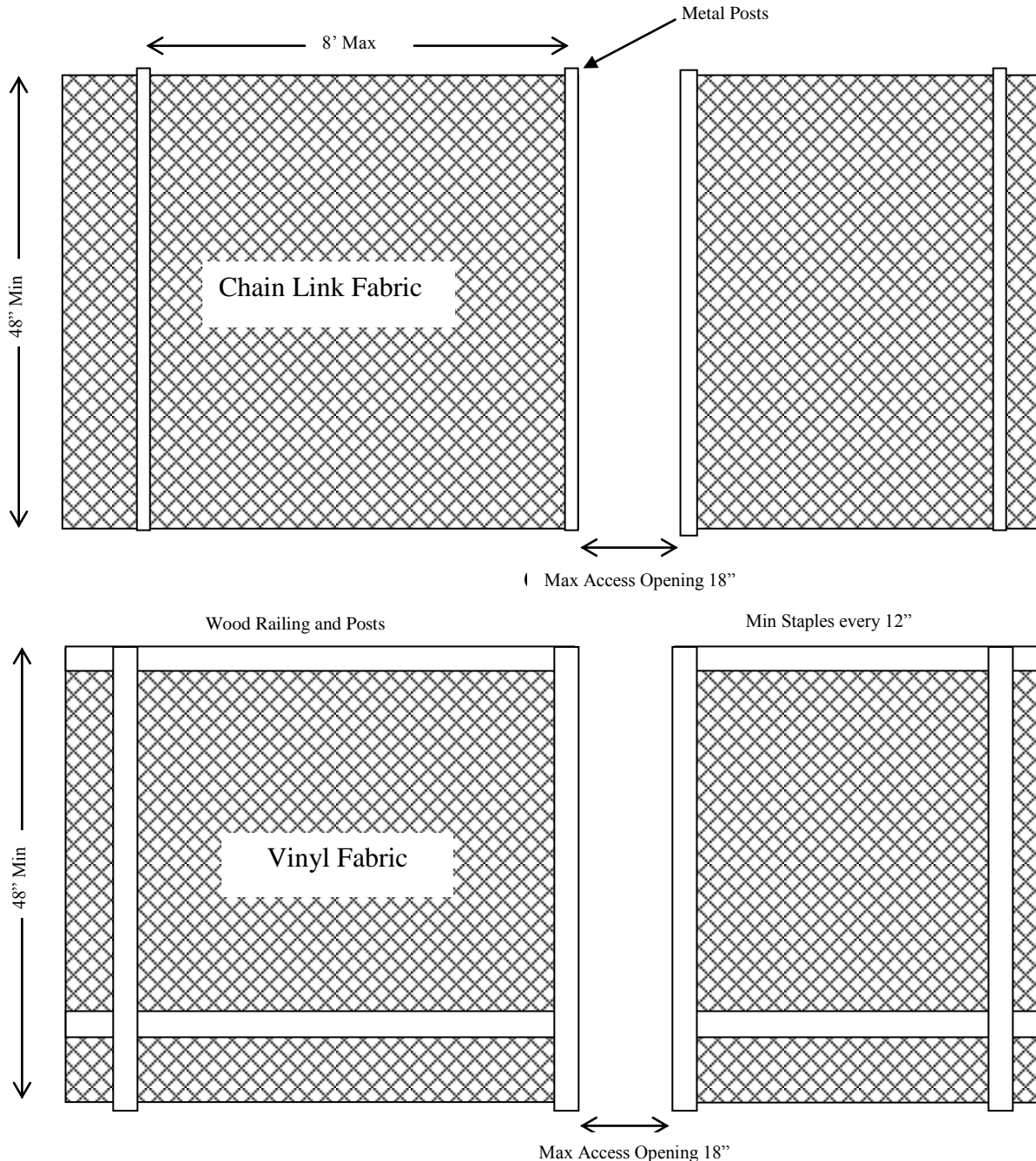
Insurance Underwriter: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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.



# Types of Allowable Tree Protection Fencing

Tree protection shall consist of fencing, at least forty-eight (48) inches in height, which shall be placed at the drip line of the canopy of each tree to be preserved. Fencing shall be of either metal hurricane variety with steel posts no greater than eight (8) feet apart, or a wooden rail fence with vinyl construction fencing attached, with staples every twelve (12) inches. An opening shall be left in each fence enclosure of not more than eighteen (18) inches to allow access for maintenance of grass and vegetation. No such tree protection area shall be used to store materials or equipment.





# ALLOWED REPLACEMENT TREES

If replacement trees are required as a provision of your building permit, new trees must be selected from the list below. Trees must be at least 3” in diameter 4.5’ from the ground.

Pecan	Drummond Red Maple	River Birch
Black Walnut	Winged Elm	Fringe Tree
Cedar Elm	Nuttall Oak	Chinese Elm
American Elm	Sweetgum	Southern Magnolia
Chinese Pistasche	Tulip Tree	Eastern Red Cedar
Green Ash	Yellow Poplar	Bald Cypress
Overcup Oak	Live Oak	Loblolly Pine
Shumard Oak	Bur Oak	Post Oak
White Oak	Swamp Chestnut Oak	Sycamore



## General Contractor Responsibilities

The general contractor **SHALL PROVIDE A SINGLE PROTECTED AREA FOR ALL PERMITS AND INSPECTION RECORDS** issued for that site.

**SANITARY WASTE:** All sanitary waste shall be collected in an enclosed portable waste collection unit (portable toilets) approved by the City of Bunker Hill Village. All portable toilets shall be screened from view from any adjacent private property or any public or private roadway with privacy fencing or other decorative screening materials, of a height of not less than the height of the portable toilet. Each portable toilet shall be served at least one (1) time per week.

All trees to be left on the site **MUST HAVE TREE PROTECTION IN PLACE BEFORE ANY CONSTRUCTION INCLUDING DEMOLITION TAKES PLACE.**

**ALL STREETS AND PUBLIC DRAINAGE AREAS MUST BE PROTECTED FROM SITE RUNOFF WITH A SILT FENCE.** Any tracking of mud or debris **MUST BE CLEANED DAILY.**

**ON-SITE PARKING FOR WORKERS:** All vehicles belonging to construction workers shall be parked on the job site unless special approval by the building official is received. The builder shall provide an all-weather temporary drive to minimize tracking dirt, mud, etc., onto the adjacent street or streets.

**HOURS OF WORK NOTICES MUST BE POSTED.** The City of Bunker Hill will provide these notices in English and Spanish. The general contractor is to place them in a protective sleeve or have them laminated and post both at the site.

**ALL TRASH, DEBRIS, AND LITTER MUST BE PICKED UP DAILY.**

Violation of any of the above **CAN RESULT IN STOP WORK ORDERS OR A FINE OF \$2,000 OR BOTH.**

A “Site Inspection” is required prior to any construction activities to confirm that all of the above are in place. No construction inspections will be scheduled until an approved site inspection have been performed. Items to be inspected as part of a site inspection:

- Permit posting station in place with permits on site
- Tree protection as required
- Storm water protection in place (silt fencing)
- Designated construction parking location
- Work hours posted
- Fencing around sanitary facilities
- Dumpster in place



## **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 New Home 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.**

### Building

- Site – Must be performed prior to any construction. See inspection page for details.
- Pier – Inspection of drilling and steel prior to pouring.
- Form Survey – hard copy delivered to the city for review prior to foundation inspection. Please include the actual elevations on the slab certification.
- Foundation – all plumbing should be approved at this point.
- Wind Bracing – prior to any exterior trim , soffit or infiltration covering installation.
- Frame Cover – all other trades should be approved for cover at this point.
- Poly Seal – may be scheduled with insulation.
- Insulation
- Brick Ties/ Stucco wire and lathe.
- Final – all other permits must be complete.

**INSPECTION REQUEST FORM**



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

**Pool**

- \_\_\_\_\_ Stake Out
- \_\_\_\_\_ Steel
- \_\_\_\_\_ Decking
- \_\_\_\_\_ Final

**Electrical (Electrician must be present @ inspection)**

- \_\_\_\_\_ Cover
- \_\_\_\_\_ Temporary Pole Set
- \_\_\_\_\_ TCI
- \_\_\_\_\_ Underground
- \_\_\_\_\_ Swimming Pool
- \_\_\_\_\_ Final

**Irrigation**

- \_\_\_\_\_ Final

**Demolition**

- \_\_\_\_\_ Pre-Demo

**Plumbing**

- \_\_\_\_\_ Sewer Disconnect
- \_\_\_\_\_ Underground
- \_\_\_\_\_ Cover

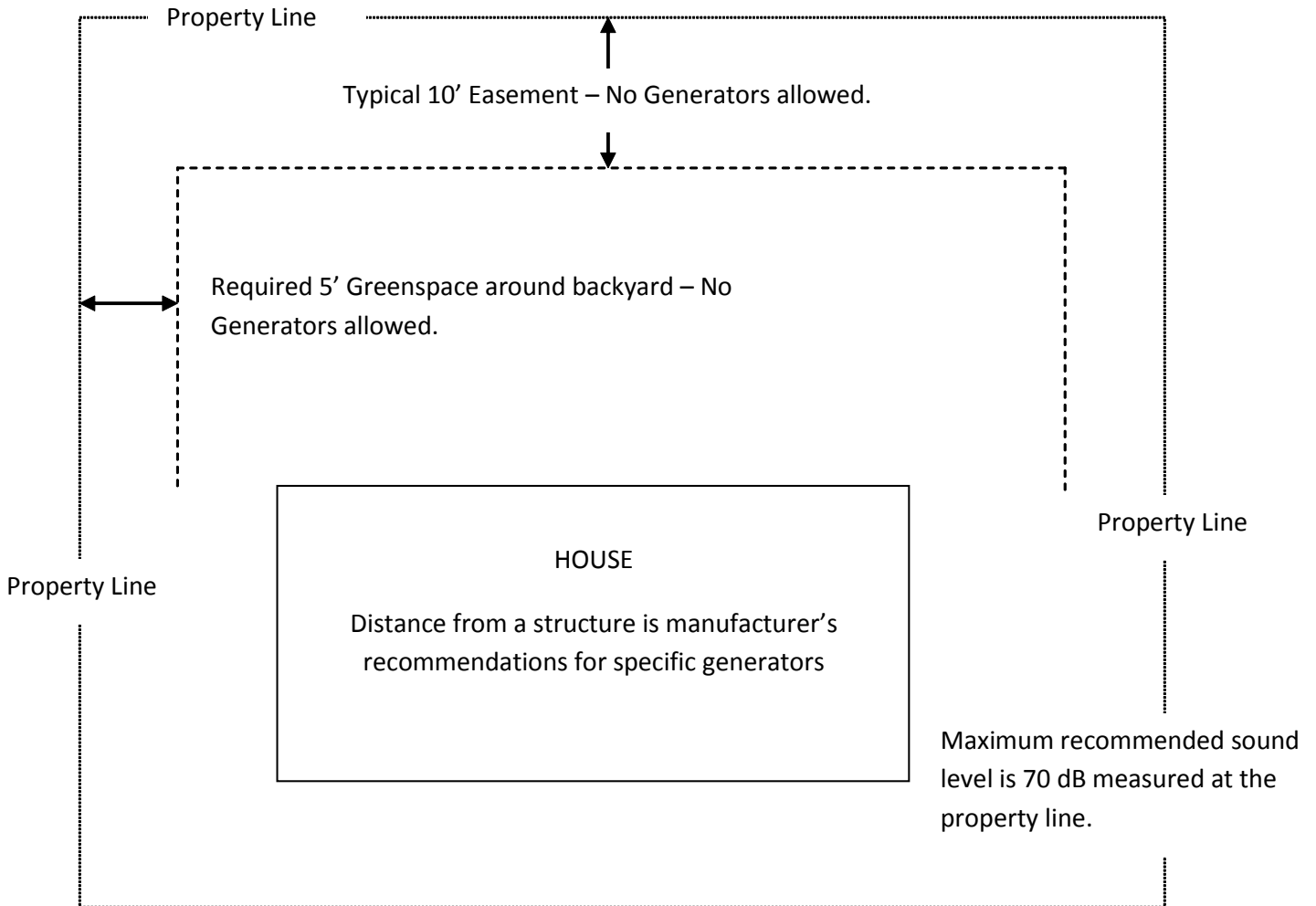
- Roof** \_\_\_\_\_ Final

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.



## Generator Installation Permit Requirements



### Permits Required

**Generator Permit (\$65):** Covers 1 final inspection, does not include a service reconnect inspection if required. If additional electrical inspections are needed other than the final, please request the total number of inspections when purchasing the permit (**\$65 per additional inspection**). A load analysis is required if a service entrance rated ATS is to be installed. Please provide available fault current with load analysis.

**Driveway Permit (\$65):** If a concrete slab is poured for the generator.

**Plumbing (\$65):** If a natural gas connection is required.

*Electrical code is NEC 2005*