



EXISTING

HOME

REMODEL

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Home Remodel

Important Design Considerations

- A Remodel permit is required if you plan to do **ANY** of the following:
 - Remove walls
 - Construct new walls
 - Remove sheet rock or wallboard (*unless replacing wallboard after a verifiable flood, see city ordinance for details.*)
- A remodel project does not allow for the creation of new space in your home. These types of projects would be classified as an “Addition” and different requirements apply. Please see the criteria for Additions if this is the case. If you have a combination project of remodeling and addition, always use the highest ranking project to determine which criteria to use. The project hierarchy is:
 1. New Home Construction
 2. Additions
 3. Remodels
- Any of the electrical, plumbing or HVAC components exposed as the result of wallboard removal will be required to meet current building codes.
- Additional permits will be required for the individual trade contractors (electrical, plumbing, HVAC).
- The extent of your project could require you to meet the same requirements as a new home for the entire structure, including the installation of a fire sprinkler system, site drainage system and resolution of any violations of required setbacks. Please see the Remodel Work Sheet to determine which criteria to use.
- City of Bunker Hill Village Building Code: International Residential Code 2003 and National Electric Code 2005.
- **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 Required Documentation List will be charged a \$100 resubmission fee.



Required for Approval



REMODEL/ ADDITION WORKSHEET

DATE: _____

(ATTACH YOUR CONTRACT)

PROJECT ADDRESS: _____

CONTRACTOR: _____

PROPERTY OWNER: _____

A. CURRENT SQUARE FEET OF TOTAL LIVING AREA: _____

(THIS NUMBER IS AVAILABLE AT WWW.HCAD.ORG)

B. CURRENT AVERAGE CONSTRUCTION COST _____ X \$180.00

C. STRUCTURE REPLACEMENT VALUE \$ _____

D. CONTRACT AMOUNT OF PROJECT \$ _____

(NEW SPACE VALUED AT \$180.00/SF MIN)

E. PERCENT OF IMPROVEMENT _____ %

(D ÷ C X 100)

F. SQUARE FEET OF ROOMS IN WHICH
REMODELING WILL TAKE PLACE PLUS
SQUARE FEET OF ANY ADDITION _____

G. PERCENT OF AREA IMPROVED _____ %

(F ÷ A X 100)

<i>EXAMPLE</i>
4500 S.F.
X \$180.00
\$810,000.00
\$285,000.00
(\$285,000 ÷ \$810,000
X 100 =)
35.2%
2000 S.F.
(2000 ÷ 4500 X 100 =)
44.4%

If either "E" or "G" is 50.0% or more, your project is considered a substantial remodel and must meet the requirements of New Home construction. **An exemption is available for substandard foundation elevations.** Please see the permit requirements for New Home Design and Construction. The undersigned agree that information provided above is accurate and further agree that any changes to the information will be provided to the city as soon as possible.

Contractor Signature Date

Property Owner Date



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).



Remodel Required Documentation

Building Submittal Package

- Permit Application
- Remodel Worksheet
- Required Drawings and Documentation (1 complete set)
 - Floor Plan
 - Frame and Foundation Plan sealed by a Texas Registered Structural Engineer
 - Electrical Plans
 - Plumbing Plans
 - Energy code certification of compliance by an architect, designer, or certified provider.



Required for Approval



Building Permit Application

Date: _____

Type of Permit Requested: **Remodel**

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 \$ _____



Residential Energy Code Compliance Form

Building Address: _____
 Contractor: _____
 Address: _____ City _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____

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



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 Remodel 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

- Frame Cover – all other trades should be approved for cover at this point.
- Poly Seal – may be scheduled with insulation.
- Insulation
- Final – all other permits must be complete.

Additional inspections may be required for Plumbing, Electrical and HVAC.



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

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.