

DEVELOPMENT HANDBOOK

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COPPELL



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CONTENTS

INTRODUCTION	6
DEVELOPMENT ADVISORY COMMITTEE (DAC)	6
MEETING.....	6
DEVELOPMENT REVIEW COMMITTEE (DRC)	6
MEETING.....	6
PLANNING DIVISION	6
SUBDIVISION/PLATTING PROCESS	6
APPLICATION.....	6
CHECKLISTS.....	7
PLAT FILING PROCESS	7
PLANNING DIVISION	7
SITE PLAN PROCESS	7
APPLICATION.....	7
CHECKLISTS.....	8
PLANNING DIVISION	8
ZONING PROCESS.....	8
APPLICATION.....	8
CHECKLISTS.....	9

ENGINEERING DIVISION.....9

GRADING PLANS AND PERMITS9

CIVIL PLAN REVIEW & IMPACT FEES.....9

RIGHT-OF-WAY PERMITS 10

DRY BORE/STREET CUT/ SAW CUT PERMITS 10

BUILDING PERMITTING & INSPECTIONS 10

ONLINE APPLICATION/ 11

ELECTRONIC SUBMITTAL REQUIREMENTS..... 11

CONTRACTOR REGISTRATION 12

COMMERCIAL CONSTRUCTION 12

ACCESS CONTROL (ELECTRONIC LOCKS & KEY PADS) 12

ACCESSORY STRUCTURES (ARBORS, GAZEBOS, SHEDS) 15

CELL TOWER OR ANTENNA 13

COMMERCIAL CONSTRUCTION (NEW BUILDINGS & INTERIOR FINISH-OUTS)..... 13

CONSTRUCTION TRAILER 13

DEMOLITION 13

FIRE ALARM..... 13

FIRE SPRINKLER 14

HOOD FIRE SUPPRESSION 14

POOLS (COMMERCIAL)..... 14

RACKING, MATERIAL HANDLING EQUIPMENT 14

RESTAURANT CONSTRUCTION 14

SIGNAGE 14

RESIDENTIAL CONSTRUCTION 15

ACCESSORY STRUCTURES (ARBORS, GAZEBOS, SHEDS) 15

DEMOLITION 15

FENCE 15

FLATWORK 16

FOUNDATION REPAIR 16

GARAGE ENCLOSURES 16

GENERATOR 17

IRRIGATION 17

MOBILE HOME 17

NEW RESIDENTIAL CONSTRUCTION 17

POOL AND SPA 18

ROOFING 18

RESIDENTIAL ROLL-OFF PERMIT 18

SOLAR PANELS 18

WALLS (RETAINING) 18

WALLS (SCREENING) 19

WATER HEATER 19

WELL DRILLING 19

WINDOW REPLACEMENT 19

INTRODUCTION

The handbook is intended to provide guidance to the Citizens of Coppell and the Development Community related to the procedures/requirements for the planning and construction of a project. It has links to applications, timelines, meetings, checklists, inspections and describes the development workflow in detail from conceptual planning to issuance of a final Certificate of Occupancy. The handbook serves as a reference. Please call city staff if any questions arise. The responsible division or department is listed in the heading of each of the categories.

DEVELOPMENT ADVISORY COMMITTEE (DAC) MEETING

Each of the departments related to development has a member on the Development Advisory Committee (DAC), which has a standing meeting every Tuesday morning at 9 a.m. providing an opportunity to listen to proposals, answer all your questions and help with the navigation of the city's processes. Please call 972-304-3559 or [email](#) the Development Services Division to schedule a time.

DEVELOPMENT REVIEW COMMITTEE (DRC) MEETING

Each of the Planning Divisions processes listed below are required to be reviewed by the City's Development Review Committee prior approval if an administrative review, or prior to formal presentation and/or public hearings at the Planning Commission and City Council. The Development Review Committee holds a monthly meeting to go through the second iteration of plans with the applicant.

PLANNING DIVISION SUBDIVISION/PLATTING PROCESS

APPLICATION

Each lot shall be subdivided/platted as a legal lot of record prior to development. There is one printable [application](#) that serves each type of subdivision.

Also, there is an [ONLINE APPLICATION](#) that is available through the City of Coppell's Citizen Self Service portal. Although the site is fairly intuitive, we have developed some

[instructional videos](#) to make your development experience easier. Please feel free to call the Planning Division if you have any questions. 972-304-3678.

The fees and processing time for each type of plat are different. Please refer to the brief description below or refer to the [Subdivision Ordinance Definitions Section](#) for a determination as to what type of plat is required. The fees are based on a per lot basis for residential developments, a per acre basis (rounded up to the nearest acre) for nonresidential developments and a per unit basis for multifamily developments. Please refer to the [Filing Fee Schedule](#) for a list of up-to-date fees.

CHECKLISTS

Please refer to the following checklists for submittal requirements and information that is required to be included.

1. [Preliminary Plat](#) - required for any division of more than four lots, or division of any land that requires the extension of municipal facilities (water, sewer, drainage, etc.) to serve the property.
2. [Final Plat](#) - has been preliminarily platted and is required to be approved by the Planning and Zoning Commission and City Council unless the final plat authority was designated to be the Planning and Zoning Commission during the preliminary platting approval.
3. [Replat](#) - requires a public hearing at the Planning and Zoning Commission and City Council.
4. [Minor Plat](#) - eligible for administrative approval. A determination will be made after the Development Review Committee Meeting.
5. [Amending Plat](#) - eligible for administrative approval. A determination will be made after the Development Review Committee Meeting.

PLAT FILING PROCESS

Plats shall be filed in the county in which the property resides. The [Plat Filing Process Instructions](#) provides a list of instructions particular to each county. Please note if Civil Plans are required then minor revisions to the plat may be necessitated by Engineering review. Therefore, please wait to prepare the plat for filing with the County (i.e. obtaining owners', surveyors', and utility verification signatures) until after the first engineering review as easements, dedications and other items could be altered.

PLANNING DIVISION SITE PLAN PROCESS

APPLICATION

There are two printable applications as follows:

1. [Site Plan Application](#) - Prior to the construction of non-residential or multi-family developments, a site plan must be approved. This package contains a Site Plan, Landscape Plan, Tree Survey and Elevations of the proposed building.
2. [Minor Site Plan Amendment Application](#) - A minor change to the approved Site Plan may be eligible for administrative review and approval.

Also, there is an [ONLINE APPLICATION](#) that is available through the City of Coppell's Citizen Self Service portal. Although the site is fairly intuitive, we have developed some [instructional videos](#) to make your development experience easier. Please feel free to call the Planning Division if you have any questions. 972-304-3678.

Each application whether printed or online should be submitted on the designated dates found in the [Detail Calendar](#).

Please refer to the [Filing Fee Schedule](#) for a current list of up-to-date fees associated with the applications.

CHECKLISTS

Please refer to the following checklists for submittal requirements and information that is required to be included.

1. [Site Plan Checklist](#) - A standard Site Plan must be reviewed by the Development Review Committee (DRC) and approved by the Planning & Zoning Commission.
2. [Minor Site Plan Amendment](#) – Minor Site Plan Amendments may be eligible for administrative review and approval.

PLANNING DIVISION ZONING PROCESS

APPLICATION

There is one printable [Application](#) for each zoning action (Includes rezonings, PDs and SUPs).

Also, there is an [ONLINE APPLICATION](#) that is available through the City of Coppell's Citizen Self Service portal. Although the site is fairly intuitive, we have developed some [instructional videos](#) to make your development experience easier. Please feel free to call the Planning Division if you have any questions. 972-304-3678.

Each application whether printed or online should be submitted on the designated dates found in the [Detail Calendar](#).

Please refer to the [Filing Fee Schedule](#) for a current list of up-to-date fees associated with the applications.

CHECKLISTS

Please refer to the following checklists for submittal requirements and information that is required to be included.

1. [Rezoning \(Straight Zoning\)](#) - Straight zoning does not require to vary from any of the base zoning requirements. The requested change in zoning will be analyzed with the Comprehensive Plan adopted by the city. This will require a Public Hearing at the Planning & Zoning Commission and City Council.
2. [PD \(Conceptual PD\)](#) - This will require a Public Hearing at the Planning & Zoning Commission and City Council.
3. [PD \(Detail PD in Conformance with Concept Plan\)](#) - A Detail PD that is in compliance with the Concept Plan is eligible for administrative approval.
4. [PD \(New Detail PD or Not in Conformance with Concept Plan\)](#) - This will require a Public Hearing at the Planning & Zoning Commission and City Council.
5. [Special Use Permit \(SUP\) Rezoning](#) - This will require a Public Hearing at the Planning & Zoning Commission and City Council.

ENGINEERING DIVISION

As a member of the Development Review Committee, Engineering staff will review development plans for major issues concerning right-of-way, easements, traffic, utilities, floodplain encroachment and other project-specific issues during the Planning Process. The DRC review is not a full civil engineering review.

GRADING PLANS AND PERMITS

After Site Plan & Final Plat Approval by the Planning Commission, staff will consider approval of an early grading request:

1. Submit grading plans for review including cover sheet, grading plan, and erosion control sheets with [Construction Development Permit](#) application (attach contract).
2. If approved, pay the grading inspection fee of 3% of grading contract.
3. Provide copy of NOI and TPDES General Permit (if required).
4. Submit “Hold Harmless” letter for any adjustments required during plan review or by Council action.
5. A pre-construction conference onsite with inspector is required prior to commencing with dirt work.

CIVIL PLAN REVIEW & IMPACT FEES

After Site Plan & Final Plat Approval by the City Council, staff will begin a thorough review of the Civil Plans:

1. Allow 2-3 weeks for each plan review and expect two or more iterations.

2. We ask that you schedule any necessary meetings with Engineering staff to resolve major issues.
3. The Impact fees are assessed by Engineering staff and submitted in writing to the Project Engineer.
4. The PLAT will not be processed for signatures until Roadway and Park impact fees (if applicable) are paid to the Engineering Administrative Technician.
5. The Water and Sewer impact fees are paid at the time of Building Permit issuance and will be collected by the Building Inspections Administrative Technician
6. The civil plans will not be approved before payment of roadway and park impact Fees (if applicable) and payment of inspection fees calculated at 3% of contract cost of private work and 4% of work in public right-of-way or easements.
7. The [Construction Development](#) permit is online with a guide to calculating the correct inspection fees on page 3.
8. After the plans are approved they are stamped and signed by Engineering staff, a mandatory pre-construction conference is scheduled by the inspector.

RIGHT-OF-WAY PERMITS

Right-of-Way Permits are needed when performing any work in the City’s rights-of-way. The [Right-of-Way Use Permit Application](#) includes a utility relocation checklist for work within the City of Coppell right-of-way or easements. A Completion Verification Notice is included on Page 4.

Please contact City of Coppell Public Works Division at 972-462-5150 to schedule an inspection with Utility & Streets personnel to verify that your project has been completed to City of Coppell specifications. Failure to schedule verification inspection may delay future projects.

DRY BORE/STREET CUT/ SAW CUT PERMITS

The [Dry Bore/Street Cut/Saw Cut Permit Application](#) includes a utility relocation checklist for work within the City of Coppell right-of-way or easements. A Completion Verification Notice is included on Page 4.

Please contact City of Coppell Public Works Division at 972-462-5150 to schedule an inspection with Utility & Streets personnel to verify that your project has been completed to City of Coppell specifications. Failure to schedule verification inspection may delay future projects.

BUILDING PERMITTING & INSPECTIONS

The Building Inspections Department requires building permits for all commercial or residential construction or demolitions in the City of Coppell. Please fill out the Permit

Application and refer to the section below that relates to the type of permit.

ONLINE APPLICATION/ ELECTRONIC SUBMITTAL REQUIREMENTS

Also, there is an [ONLINE APPLICATION](#) that is available through the City of Coppell's Citizen Self Service portal. Although the site is fairly intuitive, we have developed some [instructional videos](#) to make your development experience easier. The videos will show you how: to register as a first-time user of CSS, apply for a permit, pay an invoice and to use the help and map tools. Please feel free to call the Building Inspections Division if you have any questions. 972-304-3500.

Files uploaded to this site should be as follows:

1. Single PDF file preferred, but files for individual trades/disciplines are acceptable.
2. (Civil, Architectural, Landscape, Mechanical, Electrical Plumbing – MEPs may be combined as one file – kitchen equipment for food service establishments)
3. Files must not be digitally locked.
4. File names should be as short as possible while identifying the project, and trade/discipline, if appropriate.
5. PDFs must be flattened vector files, contain a graphic scale and be rotated so that the pages read upright.
6. No scanned (raster) files will be accepted, except for supporting documents, such as cut sheets, etc.
7. Note: Files should only be saved in black and white. The exception will be elevation and renderings.
8. Title page or 1st drawing must include a Drawing list and Code Analysis
9. Page labels must be Drawing Numbers that match the Drawing List, not just a number sequence.
10. Sheet title block sizes shall remain consistent on each page of the plan set including subdisciplines.
11. Drawings must be in order listed in Drawing List
12. Creation and verification of hyperlinks from drawing list is preferred.
13. Content must comply with IBC 2015 Section 107.2.

CONTRACTOR REGISTRATION

All contractors need to be registered with the City of Coppell prior to pulling a permit. Please complete the [Contractor Registration Form](#) and bring it in person to register. This is valid for one year. If you are looking to renew your registration then this can be done [online](#).

Registration Class	Fee	Special Requirements	Expiration
General Contractor	\$100.00	Proof of \$1 million liability insurance and Contractor's driver's license must be provided.	One full year from date of registration.
Electrician	N/A	Proof of \$1 million liability insurance. Master electricians must have a state license and a state contractor license when registering with the city. If a state license has not been acquired by the electrician, registration will not be valid.	When current state license expires, the license must first be renewed and then contractor must re-register with the city.
Mechanical and Irrigation	\$75.00	Proof of \$1 million liability insurance. Mechanical and irrigation contractors must have a state license when registering with the city. If a state license has not been acquired by the mechanical or irrigator, registration will not be valid.	When current state license expires, the license must first be renewed and then contractor must re-register with the city.
Plumbing	N/A	Proof of \$1 million liability insurance. Plumbing contractors must have a state license when registering with the city. If a state license has not been acquired by the plumber, registration will not be valid.	When current state license expires, the license must first be renewed and then contractor must re-register with the city.

COMMERCIAL CONSTRUCTION

Any site that is not a single family, duplex or townhouse residential site is considered commercial construction. Below are the various commercial permit types and their requirements.

ACCESS CONTROL (ELECTRONIC LOCKS & KEY PADS)

Any time a system is installed where doors are electronic controlled from either the ingress or egress side the installation shall conform to the 2015 IBC/IFC. The permitting requirements include:

1. [Application](#)
2. 1 set of plans and specifications,

ACCESSORY STRUCTURES (ARBORS, GAZEBOS, SHEDS)

An accessory structure is a storage building, garage, carport, arbor, gazebo, patio cover, etc. (attached or detached). The permitting and submittal requirements can be found at: [Accessory-Building-Permit-Requirements](#)

Please note that all general contractors and subcontractors must be registered with the City. Please complete the [Contractor Registration Form](#) and bring it in person to register. This is valid for one year. If you are looking to renew your registration then this can be done [online](#).

CELL TOWER OR ANTENNA

COMMERCIAL CONSTRUCTION (NEW BUILDINGS & INTERIOR FINISH-OUTS)

1. [Online](#)
2. Commercial Construction Requirements- Contact 972-304-3500 and speak to a Permit Technician
3. 1 set of material specifications.
4. [Commercial Final Inspection Requirements](#)

CONSTRUCTION TRAILER

1. [Online](#)
2. A Site Plan in accordance with the [Construction Trailer Requirements](#)

DEMOLITION

1. [Online](#)
2. [Demolition Permit Requirements](#)
3. Contact all utility companies for proper removal and termination.
4. Lot must be properly graded for drainage.
5. If any tree removal is required, please contact the Parks Department at 972-462-5100.

FIRE ALARM

A [Fire Alarm Permit](#) is required any time a new system is added, an alarm initiating device/circuit is added or when a signaling device/circuit is removed. Installation shall conform to 2015 IFC. The permitting requirements include:

1. [Online](#)
2. 1 set of wire/voltage calculations

FIRE SPRINKLER

A [Fire Sprinkler Permit](#) is required any time 10 or more fire sprinkler heads are added/altered a permit is required to be pulled by the fire sprinkler company conducting the work. Installation shall conform to the 2015 International Fire Code.

The permitting requirements include:

1. [Online](#)
2. Hydraulic calculations

HOOD FIRE SUPPRESSION

Any time a new [Fire Suppression](#) system is installed or if significant alterations are made causing additional suppression materials/bottles. Installation shall conform to 2015 IFC and current NFPA standards.

The permitting requirements include:

1. [Online](#)
2. Material specifications.

POOLS (COMMERCIAL)

Any time a new system is installed or if significant alterations are made causing additional suppression materials/bottles. Installation shall conform to 2015 IFC and current NFPA standards.

The permitting requirements include:

1. [Online](#)
2. 1 set of plans. (plumbing and electrical included)

RACKING, MATERIAL HANDLING EQUIPMENT

Any racking proposed to be installed needs a permit. Please refer to the [Racking Permit Requirements](#) for items to be included on the plans. The permitting requirements include:

1. [Online](#)
2. 1 set of plans.

RESTAURANT CONSTRUCTION

1. [Food Establishment Permit Application](#) (Printable) OR [Online](#)
2. [Plan Review Application](#) (Fillable)
3. 1 set of plans in accordance with the [Construction Standards](#).

SIGNAGE

Any signage proposed to be installed needs a permit. Please refer to the [Sign Permit Requirements](#) for items to be included on the plans. The permitting requirements

include:

1. [Online](#)
2. 1 set of plans.

RESIDENTIAL CONSTRUCTION

Any site that is a single family, duplex or townhouse is considered residential. Below are the various residential permit types and their requirements.

ACCESSORY STRUCTURES (ARBORS, GAZEBOS, SHEDS)

An accessory structure is a storage building, garage, carport, arbor, gazebo, patio cover, etc. (attached or detached). The permitting and submittal requirements can be found at: [Accessory-Building-Permit-Requirements](#)

Please note that all general contractors and subcontractors must be registered with the City. Please complete the [Contractor Registration Form](#) and bring it in person to register. This is valid for one year. If you are looking to renew your registration then this can be done [online](#).

DEMOLITION

1. [Online](#)
2. Contact all utility companies for proper removal and termination.
3. Lot must be properly graded for drainage.
4. If any tree removal is required, please contact the Parks Department at 972-462-5100.
5. All general contractors and subcontractors must be registered with the City. Please complete the [Contractor Registration Form](#) and bring it in person to register. This is valid for one year. If you are looking to renew your registration then this can be done [online](#)

FENCE

A Fence Permit is required to erect or replace a fence, and a city inspection is required. A permit is not required to repair an existing fence. Please refer to the [Fence Regulations](#) for specific requirements related to height, materials, location, etc. The permitting requirements include:

1. [Online](#)
2. Plans containing a site plan, drawn to scale, showing the location of the fence and any easements on the property.
3. All general contractors and subcontractors must be registered with the City. Please complete the [Contractor Registration Form](#) and bring it in person to register. This is valid for one year. If you are looking to renew your registration then this can be done [online](#)

FLATWORK

All concrete work, such as driveway approaches, driveway extensions, private walks, foundations, etc., requires permits and inspections. The permitting requirements include:

1. [Online](#)
2. Site Plan showing the location and dimensions.
3. All general contractors and subcontractors must be registered with the City. Please complete the [Contractor Registration Form](#) and bring it in person to register. This is valid for one year. If you are looking to renew your registration then this can be done [online](#)

FOUNDATION REPAIR

1. [Online](#)
2. Submit a Texas registered engineer's design and/or specifications for the repair. The engineer is responsible for overseeing the work and providing the Building Inspections Department with a sealed letter stating that the work was performed and completed per the design and specifications.

GARAGE ENCLOSURES

To enclose an existing garage, a new attached garage must be constructed elsewhere on the property that meets City requirements for two enclosed parking spaces. A permit for the new garage addition must accompany a garage enclosure permit. Submittal shall be the same as that of a first-floor addition as described in the [Residential Construction Requirements](#). Please note that the existing electrical disconnect will need to be relocated to the new garage location. The permitting requirements include:

1. [Online](#)
2. Digital files and/or scans of documents submitted online through the Citizen Self Service portal.
 - a. File names should include the address and nature of the plan (example: 123 First St Foundation Plan).
 - b. Scans must be of sufficient quality for review and construction.
3. All general contractors and subcontractors must be registered with the City. Please complete the [Contractor Registration Form](#) and bring it in person to register. This is valid for one year. If you are looking to renew your registration then this can be done [online](#)
4. Additional documents may be required to be submitted if deemed necessary by the Plans Examiner or Building Official.
5. All drawings shall be legible, dimensioned, and drawn neatly and to scale.

GENERATOR

The [Generator](#) permitting requirements include:

1. [Online](#)
2. A Site Plan or drawing showing the proposed location.

IRRIGATION

All irrigators must be licensed and registered to install irrigation systems in Coppell. However, homeowners wishing to install their own lawn sprinkler systems may do so, but they must obtain a permit and required inspections. The permitting requirements include:

1. [Online](#)
2. An Irrigation Plan that in accordance with the [Irrigation Construction Requirements](#).

MOBILE HOME

Permits are required for all [mobile home](#) gas and electric hook-ups. Following an inspection and approval, the City will contact the appropriate utility company for a service release. The permitting requirements include:

1. [Online](#)
2. All general contractors and subcontractors must be registered with the City. Please complete the [Contractor Registration Form](#) and bring it in person to register. This is valid for one year. If you are looking to renew your registration then this can be done [online](#)

NEW RESIDENTIAL CONSTRUCTION

The permitting requirements include:

1. [Online](#)
2. Digital files and/or scans of documents submitted online through the Citizen Self Service portal in accordance with the [Residential Construction Requirements](#)
 - a. File names should include the address and nature of the plan (example: 123 First St Foundation Plan).
 - b. Scans must be of sufficient quality for review and construction.
3. All general contractors and subcontractors must be registered with the City. Please complete the [Contractor Registration Form](#) and bring it in person to register. This is valid for one year. If you are looking to renew your registration then this can be done [online](#)
4. Additional documents may be required to be submitted if deemed necessary by the Plans Examiner or Building Official.
5. All drawings shall be legible, dimensioned, and drawn neatly and to scale.

POOL AND SPA

All pools and spas 2 feet (2') or deeper, whether above or inground, require a permit in accordance with [Pool Permit Requirements](#). These requirements include:

1. [Application Online](#)
2. Pool Site Plan with TXU Electric's stamp of approval.
3. A Site Plan with the pool location, dimensions, and distances from the property lines and house specified.
4. All general contractors and subcontractors must be registered with the City. Please complete the [Contractor Registration Form](#) and bring it in person to register. This is valid for one year. If you are looking to renew your registration then this can be done [online](#)

ROOFING

[Roof replacement](#) shall include the removal of existing layers of roof coverings down to the roof deck. Roof top mounted Photovoltaic Systems (Solar Panels) may be damaged and need replacement or repair. This might require a separate permit. If they need to be removed to replace roofing, a qualified contractor must do this. A permit will be required for re-installation.

1. [Online Application](#)

An inspection will not be performed on "patch" repairs of less than one "square" (100 square feet - 10'x10') that do not affect vents or PV (Solar) Systems.

RESIDENTIAL ROLL-OFF PERMIT

Roll-off containers placed on residential property require a permit from the environmental Health Department. Although there is no charge for the permit, the permit allows a roll-off to be placed on residential property for 30 days.

1. [Application](#) (Printable) OR [Online](#)

SOLAR PANELS

If you are wanting to install solar panels on your home, then a permit in accordance with [Solar Permit Requirements](#) is needed to ensure it does not compromise the structural integrity of your roof.

1. [Online](#)

WALLS (RETAINING)

[Retaining walls](#) 4 feet and higher require the following:

1. [Online](#)
2. A Site Plan showing the location of the wall, and varying heights along the wall.
3. A Texas registered engineer's drawings and specifications.

4. All general contractors and subcontractors must be registered with the City. Please complete the [Contractor Registration Form](#) and bring it in person to register. This is valid for one year. If you are looking to renew your registration then this can be done [online](#)

WALLS (SCREENING)

A filed plat of the property is required before [screening wall](#) permits can be reviewed and approved. The permit application must be accompanied by:

1. [Online](#)
2. A Site plan showing the location of the wall.
3. A Texas registered engineer's drawing and specifications.
4. All general contractors and subcontractors must be registered with the City. Please complete the [Contractor Registration Form](#) and bring it in person to register. This is valid for one year. If you are looking to renew your registration then this can be done [online](#)

WATER HEATER

Effective September 2001, State law mandated that permits must be obtained for all water heater replacements, and a follow-up inspection must be made by a plumbing inspector, all of which can be completed through the City's Inspections Department. Please refer to the [Water Heater Installation Requirements](#) for more detail.

1. [Online](#)
2. All general contractors and subcontractors must be registered with the City. Please complete the [Contractor Registration Form](#) and bring it in person to register. This is valid for one year. If you are looking to renew your registration then this can be done [online](#)

WELL DRILLING

If you are needing to drill a well or are proposing to modify it, a permit is required.

1. [Online](#)

WINDOW REPLACEMENT

If you are wanting to install or replace windows on your home, then a permit is needed.

1. [Online](#)