



ADDITION PERMITS

FREQUENTLY ASKED QUESTIONS

HOW BIG OF AN ADDITION CAN I BUILD?

Additions must follow the same setback regulations as the main house. The minimum distances to property lines and maximum percentage of lot coverage varies based on the zoning district. Building setback lines may be shown on your property survey.

HOW LONG DOES IT TAKE FOR PLAN REVIEW AND INSPECTIONS?

Review of permit submittals typically takes 5-7 business days. Inspections that are requested before 4 pm on a business day will be done the following business day.

PERMITS & FEES

A Building permit is required for residential additions. The Permit Type is BUILDING (RESIDENTIAL) and the Work Class is ADDITION.

The fee is based on the square footage.

SUBMITTAL REQUIREMENTS

All permit applications and inspection requests are done online through the City's CSS portal:

<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>

Typical submittal requirements for Residential Addition permits include, but are not limited to, the following. Submittal requirements may vary depending on the scope of work. Additional documents may be requested by City staff. Documents must be in PDF format. Plans must be of sufficient quality and clarity for review and construction. All drawings must be legible, dimensioned, and drawn to scale.

- Description of the work, including square footage and the use and nature of the rooms
- Property survey with the proposed structure drawn on it. Include the dimensions of the structure and distances to property lines.
- Dimensioned floor plans – plans must show the adjacent rooms and any doors or windows that are being obstructed or removed
- Dimensioned elevation drawings including materials and roof slope



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- Engineered foundation, footing, and/or pier plans and details, stamped and signed by a Texas registered professional engineer
- Structural framing plans; include size, species, span and spacing of wood framing, and details
- Framing layout and specifications if using manufactured structural wood products
- If the project involves building a second floor on a one story house, an engineer's letter is required attesting to the existing foundation and first floor framing being able to support the additional load
- Electrical plans
- Energy calculations prepared with approved energy performance software; include insulation type and R-values, window U-factor and SHGC values, duct R-value, and HVAC and lighting efficiency data

Additional structures, such as flatwork or accessory buildings (including covered patios) require separate permits.

Please note that if there is a floodplain or floodway anywhere on the lot, the survey that you submit must show the most current FEMA floodplain boundaries. In addition to the building permit, you must also apply for a Floodplain Development Permit (free of charge). Your permit application must be reviewed by the Engineering Department, so please allow extra time for plan review. <http://www.coppelltx.gov/Documents/Government/Engineering/Engineering%20Permits/Floodplain%20Permit%20Form.pdf>

TYPICAL REQUIRED INSPECTIONS

Typical inspections for Residential Building permits include, but are not limited to, the following. Required inspections may vary, depending on the scope of work. City-approved plans must be on site for all inspections. Inspections that are requested before 4 pm will be conducted the next business day. Any pre-requisite documents must be uploaded to CSS the prior business day.

- Plumbing rough
- Foundation (and Piers, if any)
- Framing
- Plumbing top-out
- Electrical rough
- Mechanical rough
- Gas
- Final Electrical
- Final Mechanical



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- Final Plumbing
- Final Building

Framing, electrical rough, mechanical rough, and top-out may be conducted at the same time. Finals may be conducted at the same time.

GENERAL REQUIREMENTS

- Trash containment and erosion control must be maintained throughout the construction process. Streets, alleys and drainage systems must be kept clear of mud, dirt and debris. The builder (superintendent) is responsible for the prompt removal of mud, dirt and debris on all streets, alleys and drainage systems, and failure to do so will result in the withholding of additional permits and/or inspections.
- A re-inspection fee may be assessed for each inspection or re-inspection when such portion of the work for which the inspection is called is not complete, when corrections called for are not made, or access is not given. No inspections can be scheduled until the fee is paid. A **\$50.00 re-inspection fee** may be assessed when:
 - Inspection called for is not ready;
 - Previous items are not corrected;
 - No building address is posted;
 - City approved plans are not on the job site;
 - Trash is on the lot;
 - House is locked;
 - An inspection is turned down twice for the same item;
 - Panel cover is not removed for the electrical final inspection;
 - Trash bin is not on-site.
- **CONSTRUCTION NOISE:**
 - Any construction activity related to the erection, excavation, demolition, alteration, or repair of any building, fence, swimming pool, spa, flatwork, or accessory structure, on or adjacent to a residential district or structure and use as defined in Chapter 12 of the Code of Ordinances, other than between the hours of 7 a.m. and 7 p.m., Monday through Friday, and between the hours of 9 a.m. and 7 p.m. on Saturdays, Sundays and legal holidays, except that the City Manager or designee may issue a written permit to exceed these hours in the case of urgent necessity in the interest of public safety or for other reasons determined by the City Manager or designee to be necessary for the public

health, safety or welfare. For purposes of this section, "legal holidays" include New Year's Day (January 1), Memorial Day (observed date), Fourth of July (July 4), Labor Day (observed date), Thanksgiving Day (observed date), and Christmas Day (December 25).

- **FOUNDATION: (All foundation plans must be stamped by a structural engineer)**
 - Installation must conform with the engineered plans.
 - The city-stamped foundation plans, detail sheet, and plot plan must be on the job site.
 - All cables and rebar must be straight and centered in the beams.
 - All copper must be sleeved or taped; painting will not be accepted.
 - Cables that must be re-routed to miss plumbing fixtures must be done with long sweeping curves of the cable.
 - Poly must cover all pad areas. Poly must be laid in place to ensure well-formed beam size or cut at beams. If poly is installed in the bottom of beams, the inspector must be able to verify beam sizes and reinforcement.
 - Chairs must be in place.
 - Tub boxes, cooktop vents, electrical conduit, etc., must be installed.
 - Water pressure must be on and hose bibb with vacuum breaker must be installed to check for pressure on the domestic water line.
 - PVC in beams must be sleeved in accordance with plumbing code
 - Any pipe in contact with the concrete must be insulated or sleeved in expansive material in accordance with plumbing code

- **GAS:**
 - A pressure test must be performed for not less fifteen minutes at the rough stage and before the final in order for the gas to be released for connection. A visual inspection of the gas piping, appliances, and connections will be conducted at the same time.
 - The plumber's gage must be labeled with the calibration date. If calibration has expired or the label is missing, the inspection will be denied and a reinspection fee will be assessed.
 - For tests requiring a pressure of 3 psig, diaphragm gauges shall utilize a dial with a minimum diameter of three and one half inches (3 ½"), a set hand, 1/10 pound incrementation and pressure range not to exceed 6 psi for tests requiring a pressure of 3 psig.
 - Holes cut for gas lines may only be large enough for the line to penetrate. Exterior penetrations must be sealed.
 - Gas lines in contact or passing through masonry must be sleeved or taped; painting is not acceptable. Gas lines must not interfere with brick and masonry minimum thickness.



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- **ENERGY:**
 - The applicant is responsible for getting an approved third-party energy inspection and testing agency to perform the insulation inspections and blower door testing

- **BUILDING FINAL:**
 - All receptacles must be wired properly and all light fixtures properly installed.
 - All GFCIs will be tested and must be installed and working properly.
 - All plumbing fixtures must be installed. Dishwasher waste line must be connected to a deck-mounted air gap or must rise and be securely fastened to the underside of the sink rim or counter.
 - All hose bibb vacuum breakers must be permanently installed.
 - Sewer cleanouts cut to grade and capped.
 - Street, alley, and all flatwork must be clean and clear of mud and debris.
 - PVC vent stacks must be painted.
 - Circuits must be labeled on breaker box.
 - Combustion air vents must be installed in the top and bottom 12-inch portion of closets enclosing gas appliances. Each vent must total a minimum of 100 square inches.
 - Hot water must correspond to the left side of fittings on plumbing fixtures.
 - Yard must be clear of debris and final grade done.
 - Smoke detectors must be installed in each sleeping area and in all areas leading to sleeping areas; all detectors are to be tied together and have battery back-up. Smoke detectors must be installed in the existing parts of the house if they are not already.
 - Safety glass must be verified as required by the currently adopted edition of the International Residential Code.

CODES AND ORDINANCES

Please see our website for the currently adopted editions of the building codes. Engineers involved in the design or construction must be licensed in the State of Texas. The Code adoptions and local amendments can be found in Chapter 15 of Coppell's Code of Ordinances. Zoning regulations are in Chapter 12, and fence regulations are in Chapter 9. All contractors must be registered with the City of Coppell and licensed as required by the State.

https://library.municode.com/tx/coppell/codes/code_of_ordinances