



# REMODEL PERMITS

## FREQUENTLY ASKED QUESTIONS

### WHEN IS A BUILDING PERMIT REQUIRED FOR RESIDENTIAL REMODELING?

*A permit is required if you are adding or removing walls; adding or removing plumbing or electrical components; changing or replacing exterior materials; reconfiguring kitchen or bathroom fixtures; changing the structure; etc. Permits are not required if the work is strictly cosmetic, such as paint and flooring.*

### HOW LONG DOES IT TAKE FOR RESIDENTIAL 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 ALTERATION.

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
- "Before" plans – clearly indicate portions to be demolished or replaced
- Dimensioned proposed floor plans
- Framing layout and specifications if changing the structure (example: removing a wall to create an opening with a beam across it). Include specs for manufactured structural wood products.
- Electrical plans



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- If changing windows or replacing insulation in exterior walls, include insulation type and R-values, window U-factor and SHGC values
- Additional structures, such as flatwork or accessory buildings (including covered patios) require separate permits.

## 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. Not all of the following will apply. 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
- Framing
- Plumbing top-out
- Electrical rough
- Mechanical rough
- Gas
- Final Electrical
- Final Mechanical
- 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 must be maintained throughout the construction process.
- 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).
- **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.
- **ENERGY:**
    - If exterior insulation is disturbed, an energy inspection is required before sheetrock



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- **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.
- Circuits must be labeled on breaker box.
- Hot water must correspond to the left side of fittings on plumbing fixtures.
- 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.

## 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](https://library.municode.com/tx/coppell/codes/code_of_ordinances)