



Submittal requirements for work being performed in all categories:

- A completed and signed permit application;
- All general contractors and subcontractors must be registered with the City.

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

- Two (2) site plans showing the location of the wall.
- Two (2) sets of a Texas registered engineer's drawings and specifications.

Retaining wall: If a wall is less than 4 feet in height, a fence permit is required. Retaining walls shall not be built in the City floodplain or easements and must be a minimum of 5 feet off alley pavements and constructed entirely within the property boundaries. Retaining walls 4 feet and higher require the following:

- Two (2) site plans showing the location of the wall, and varying heights along the wall.
- Two (2) sets of a Texas registered engineer's drawings and specifications.

All inspections must be scheduled on-line or called in on the recorder. Website:

<http://webpermits.coppelltx.gov/impactwebclients/permits/permitting.aspx>

The recorder number is 972-304-3518. Same day inspections will be performed for all inspections received before 7 a.m. each weekday.