



NEW RESIDENTIAL PERMITS

FREQUENTLY ASKED QUESTIONS

WHAT IS INCLUDED IN A PERMIT FOR A NEW HOUSE?

Only the house and driveway. See below for additional required permits.

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.

WHAT ARE THE REQUIREMENTS FOR A FINAL INSPECTION?

See below

PERMITS & FEES

A Building permit is required for new houses. The Permit Type is BUILDING (RESIDENTIAL) and the Work Class is SINGLE FAMILY.

The fee is based on the square footage.

Note that fences, irrigation, retaining walls, pools, and accessory buildings require separate permits.

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 Building 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 number of bedrooms, bathrooms, and garage spaces
- Property survey with the proposed structure drawn on it. Include the dimensions of the structure and distances to property lines. Show build lines and easements.
- Dimensioned floor plans
- 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
- Signed/stamped letter from the foundation engineer authorizing the use of the plan at the site location
- Engineered shear wall design and details
- Structural framing plans; include size, species, span and spacing of wood framing, and details
- Framing layout and specifications if using manufactured structural wood products
- 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

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
- T-pole
- Electrical underground
- Flatwork
- Foundation
- Framing
- Plumbing top-out
- Electrical rough
- Mechanical rough
- Electrical permanent service
- Water utilities (Public Works Dept.)
- Wastewater – camera sewer line (Public Works Dept.)



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- Gas
- Final Building

Framing, electrical rough, mechanical rough, and top-out may be conducted at the same time. Before Final Building, all subordinate permits (fences, irrigation, etc.) must be inspected and approved.

RELATED PERMITS THAT MUST BE COMPLETE BEFORE FINAL INSPECTION

All related/subordinate permits to the New Residential permit must be issued, inspected, approved and complete before scheduling the Final Building inspection. Such related permits may vary from project to project.

- Irrigation
- Fence
- Retaining Wall
- Accessory Structures (if attached or required for house approval)
- Pools – permit may be incomplete if the following conditions are met:
 - Passed final electrical inspection
 - Permanent fence is installed in compliance with the International Swimming Pool and Spa Code
 - Door alarms are permanently installed and tested in accordance with the International Swimming Pool and Spa Code



NEW RESIDENTIAL PERMITS FINAL DOCUMENTS

The following documents must be uploaded to CSS prior to scheduling the Final Building inspection. Additional documents may be requested as needed.

- Surveys
 - Form Board
 - Final Drainage – must include arrows demonstrating that runoff flows to the street, alley, or drainage easement and not directly onto neighboring properties
- Certifications
 - Termite Treatment application
 - Energy Compliance (Energy Final Inspection Report)
 - Engineer’s Inspection Certifications
- Pre-pour Foundation
- Wind Bracing (Shearwall)
- TCEQ CSI Report (Lead/Cross Connections) - Submitted to SCTrackingsolutions.com
- Current/as-built plan set if there have been any changes

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;



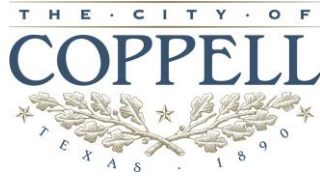
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- An inspection is turned down twice for the same item;
- Panel cover is not removed for the electrical final inspection;
- Trash bin is not on-site.
- The building address must be posted at all times, visible from the street
- **CONSTRUCTION NOISE:**
 - 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).
- **TEMPORARY POLE:**
 - Double pole breaker installed for 220-volt plug. Single pole breaker installed for 110-volt plug. Box must be secured to the pole.
 - Pole must be solidly braced.
 - A full-length ground rod must be installed.
 - Do not tie power directly into the house breaker box.
 - Do not run power from the T-pole without proper connectors on each end of the cord.
 - Address must be on the T-pole and must be easily readable from the alley.
 - Coupling bushing must be installed at the end of the conduit for the connection to the electric utility.
- **FOUNDATION: (All foundation plans must be stamped by a structural engineer)**
 - Installation must conform with the engineered plans.
 - The city-stamped post tension foundation plans, detail sheet, and plot plan must be on the job site.
 - A copy of the form board survey must be on the job site. Property pins must be exposed. When required, the original Federal Emergency Management Agency (FEMA) letter must be on site. Form survey and letter must be uploaded to CSS the day before the scheduled inspection.
 - All cables must be straight and centered in the beams.
 - All copper must be sleeved or taped; painting will not be accepted.



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- 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.
- **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
- **WATER UTILITY:**
 - This inspection is performed by the Utilities Operations Division. No other inspection can be made when this inspection is being done.
 - Meter box will be at curb grade or no more than two inches (2") above.



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- Meter box should be cleaned out so that all connections are visible from the inline ball valve (connecting copper to setter) to the discharge side of the meter yoke and all water from box must be removed for in front of building structures will be accessible and up to grade; i.e. manholes, sewer main cleanouts, lateral cleanouts (if applicable), valve stacks, and blowoffs.
 - Fire hydrants (if applicable) must be intact and operational.
 - Cleanouts and valve stack tops must have concrete pads intact with no cracks.
 - Manhole rings should be grouted inside and out. Manhole rings should have no cracks and be centered over manhole cone with rainpan and chimney seal in place (if applicable).
 - If applicable, the storm sewer inlet must be cleaned of all debris and dirt.
 - If applicable, the meter valve must be clean and free of water and at finish grade.
 - If applicable, double check box (if double check is connected to discharge side of meter) must be cleaned so that all fittings on the double check can be inspected.
- **BUILDING FINAL:**
 - An irrigation permit must be applied for, issued, and inspected. Irrigation double check assembly must be inspected and tested, and backflow tester's form submitted online at sctracking.com.
 - Sod or approved ground cover must be installed around the perimeter and abutting paving per TCEQ requirements. The front yard must be vegetated. Trees may be required by Planned Development Standards for certain subdivisions.
 - Submit completed and signed Envelope Compliance Certificate from a third party energy agency, per the 2015 International Energy Conservation Code.
 - Electrical meter must be installed and power must be on.
 - All receptacles must be wired properly and all light fixtures properly installed.
 - All GFCIs will be tested and must be installed and working properly.
 - Permanent address must be installed on front and rear of house with numbers in contrasting color to background.
 - A solid floor twenty-four inches (24") wide must be installed from attic openings to equipment in attic. A 30-inch working platform is required at the equipment.
 - All gas lines must be connected and in operable condition.
 - A permanent electrical outlet and lighting fixture controlled by a switch located at the required attic opening must be provided at or near the equipment.
 - A light fixture or a switched receptacle must be installed in each room.
 - 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.

- Chimneys must extend at least two feet (2') above any point on the roof within ten feet (10') of the chimneys.
- 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.
- Water heaters must be installed per the 2015 International Plumbing Code.
- Unions must be installed within twelve inches (12") of regulating equipment, water heaters, conditioning tanks, or other similar equipment.
- 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.
- Safety glass must be installed as required in 2015 International Residential Code.
- A fire separation must not have open areas between the house and an attached garage, except as listed:
 - Doors to the dwelling must be solid core 1-3/8-inch wood or honeycomb core steel doors, not less than 1-3/8 inches thick or 20-minute fire-rated.
 - Construction on the garage side must not be less than 1/2-inch drywall or equal.
- All utilities must be installed and in working condition.
- **FLATWORK:**
 - All flatwork must be inspected before pouring concrete. This includes all walkways, driveways, approaches, sidewalks, and patios.
 - All flatwork must be reinforced with steel and doweled into existing pavement, i.e. streets, sidewalks and driveways.
 - City walks are required to have a minimum of 3/8-inch rebar at twenty-four inches (24") on center transversely and eighteen (18") on center longitudinally with ½-inch redwood expansion joints at 40', 0", on center.
 - Other flatwork may have minimum #10 wire mesh with 6 x 6 squares.
 - Alley approaches must have a depth of six inches (6") and be reinforced with #3 bars eighteen (18") on center to the property line. Alley approaches must have a flare of five feet (5'). The alley must be dowelled eighteen inches (18") on center. Do not install an expansion joint at the alley. An expansion joint will be required at the property line.
 - Street approaches must have a depth of six inches (6") and be reinforced with #3 bars eighteen inches (18") on center to the property line. A turn radius of five feet (5') is required. The street must be dowelled eighteen inches (18") on center or existing street steel may be used. An expansion joint will be required at the sidewalk. Do not install an expansion joint at the street.
 - Expansion joints must be installed at all existing concrete (except streets and alleys).



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- Decorative concrete may be installed only on private property. Any concrete work done within a street or alley easement must be completed with a broom brush finish.
- If more than three (3) flatwork inspections are requested (excluding re-inspections), a re-inspection fee will be assessed for each inspection thereafter.
- All conduit sleeves are to be placed in the subgrade before placement of concrete.
- All saw cuts of existing paving are to be a full depth cut.
- Roll-down and ADA (Americans with Disabilities Act) ramps must be provided at all driveways.
- All paving located in an easement or public right-of-way must be stabilized by lime, cement, or an alternative approved by the City.

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