



Building Requirements

City of Hudson Oaks
210 North Lakeshore Drive
Hudson Oaks, TX 76087

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

Building Codes

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Hudson Oaks, Texas, has adopted the following codes regulating building construction.

2003 International Building Code

2003 International Residential Code

2003 International Fire Code

2003 International Plumbing Code

2003 International Mechanical Code

2003 International Energy Conservation Code

2002 National Electrical Code

North Central Texas Council of Government's Regional Code Council suggested amendments available for download at www.hudsonoaks.com

Building Permit

No building or other structure shall be erected, moved, added to, or structurally altered without a building permit issued by the administrative official. No permit for the construction of a building or buildings upon any land shall be issued until a building site has been created by the land being a platted lot appearing on a plat properly approved by the City and filed in the records of the county clerk of Parker County.

Prior to any permit being issued, a permit application accompanied by plans and documents must be submitted to the City of Hudson Oaks Permit Department and all applicable permit fees paid to the City. All applications must be legible and completely filled out, dated, signed by the General Contractor and include the Mechanical, Electrical, and Plumbing contractor information. Building permit fees are based on valuation of construction of building. Call the City Permit Department for permit fees.

On new construction, the water impact fees must be paid to the City's Water Department prior to submitting a building permit application. Bring your receipt to the Permit Department when turning in your building permit.

All Contactors performing work within the City of Hudson Oaks's jurisdiction must be registered with the City and provide a valid drivers license and state license. There is no fee associated with registration of contractors.

Septic Permits – Your affidavit to the public must be filed at the Courthouse Annex before submitting your septic application. The company you use will know the procedures to follow. No building permit will be issued until the OSSF permit application has been approved for a permit and the fee has been paid to the City. (Permit Fee: Aerobic \$410.00 & Conventional \$210.00)

The City has established certain regulations pertaining to landscaping to provide standards and criteria for new landscaping and the retention of existing trees. A landscape plan meeting the requirements of the zoning district shall be submitted with building permit applicant and approved prior to the issuance of a building permit. (Section 35, Zoning Ordinance)

Plan Review

The City will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements.

Inspections

Inspection tags will be placed inside the permit packet by the inspector once the inspection is completed.

Building Inspections – Inspections related to building construction must be called into Bureau Veritas at (877) 837-8775. Inspection requests can also be faxed to (877) 837-8859. Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

Fire Inspections – Inspections such as Fire Suppression System Underground Risers, Fire Suppression System Hydrostatic Tests, Fire Lanes, Fire Alarms, Commercial Fire Final, and any other fire related inspections must be called into Bureau Veritas at (877) 837-8775. Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

OSSF – Inspections of the On-Site Sewage Facility will be conducted by a Bureau Veritas Designated Representative prior to covering of the system. All inspection requests must be called into Bureau Veritas at (877) 837-8775. Inspection requests can also be faxed to (877) 837-8859. Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

Food Establishments – All food establishment inspections on new and remodel construction will be conducted by a Bureau Veritas Sanitarian. All inspection requests

must be called into Bureau Veritas at (877) 837-8775. Inspection requests can also be faxed to (877) 837-8859. Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

Building permit cards will show any special conditions that apply to the structure. This information has been added to assist the builder, field supervisors, and the building inspector.

All final inspections must be passed prior to issuance of certificate of occupancy.

Construction Site

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers **MUST** be on your property until the final inspections are approved.

Construction area shall be maintained until job completion.

NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection. In order to receive credit for protecting and keeping existing trees, the area within the dripline of the tree must be protected by fencing during grading and construction.



Bureau Veritas Contact Information

City of Hudson Oaks
210 North Lakeshore Drive
Hudson Oaks, TX 76087

Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plan Review Department for the status of your permit at (817) 335-8111/(972) 980-8401/toll free (877) 837-8775.

Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection line: (817) 335-8111 or (972) 980-8401
Inspection FAX line: (817) 335-8110 or (972) 980-8400
Toll Free number: (877) 837-8775
Toll Free FAX line: (877) 837-8859

Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111/(972) 980-8401/toll free (877) 837-8775 for your inspector's name and number.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.



Contractor Registration

City of Hudson Oaks
210 North Lakeshore Drive
Hudson Oaks, TX 76087
Phone: 817-596-4899

TYPE OF CONTRACTOR LICENSE

_____ ELECTRICAL CONTRACTOR
_____ MASTER ELECTRICIAN
_____ JOURNEYMAN ELECTRICIAN
_____ MASTER SIGN ELECTRICIAN

_____ MECHANICAL (HVAC)
_____ IRRIGATOR (LANDSCAPE)
_____ BACKFLOW *(special form required)*

_____ MASTER PLUMBER
_____ JOURNEYMAN PLUMBER

_____ OSSF Installer
_____ Other

CONTRACTOR INFORMATION

COMPANY NAME: _____ PHONE: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP: _____

LICENSEE NAME: _____

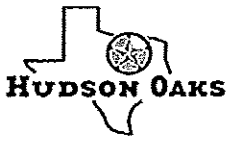
LICENSEE NUMBER: _____ PHONE: _____

ADDRESS (MAILING): _____

CITY, STATE, ZIP: _____

SIGNATURE: _____ DATE: _____

PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE



Fire Alarm / Fire Sprinkler Permit

City of Hudson Oaks
210 North Lakeshore Drive
Hudson Oaks, TX 76087
Phone: 817-596-4899

Permit Number: _____	Valuation: _____
Project Name: _____	Zoning District: _____
Project Address: _____	Square Foot: _____
Project Description: FIRE ALARM <input type="checkbox"/> FIRE SPRINKLER <input type="checkbox"/>	
MUST PROVIDE 2 COMPLETE SETS OF PLANS	

Owner Information: _____		
Name: _____	Contact Person: _____	
Address: _____		
Phone Number: _____	Fax Number: _____	Mobile Number: _____

Fire Alarm Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Fire Sprinkler Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved by: _____	Date Approved: _____
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Fire Alarm Plan Review Fee: _____
 Fire Alarm Inspection Fee: _____
 Fire Sprinkler Plan Review Fee: _____
 Fire Sprinkler Inspection Fee: _____

Total Permit Fee: _____
Issued Date: _____
Issued By: _____
 BV Project # _____