

THE TOWN OF
Highland Park
TEXAS

4700 DREXEL DRIVE, HIGHLAND PARK, TX 75205
214-521-4161 OFFICE 214-559-9335 FAX

Department of Building Inspection

Dear Contractor/Architect,

Please review the following plan submittal requirements for permitting process. Our office hours are Monday through Friday 7:30 A.M. to 4:30 P.M. Our phone number is (214) 521-4161 should you have any questions.

LIST OF REQUIREMENTS FOR COMMERCIAL CONSTRUCTION/REMODEL

- Two Sets of Plans (2009 International Codes & 2011 NEC)
- Site Plan
- Foundation Plan/Details by Engineer
- Framing Plans (Steel and/or Trusses by Engineer)
- Tread & Riser Dimensions
- Plbg/Elec Fixtures On Plan
- Fire Sprinkler plans, specs and application for permit
- Landlord Approval on Plans (*required for H.P. Village*)
- Energy Code Worksheets for Lighting, Mechanical & Envelope (*if envelope is altered or new*)
free download: www.energycodes.gov/comcheck/ez_download.stm
- Texas Architect's Seal on Plans (as required by Texas Architect Licensing Act)
- Texas Engineer's Seal on M.E.P. & Structural
- Asbestos Certification Letter Completed (SB.509)
- Texas Architectural Barriers Review Registration # (if const cost \geq \$50k)
[http://www.license.state.tx.us/ab/forms/ABbrochure%20\(0802\).pdf](http://www.license.state.tx.us/ab/forms/ABbrochure%20(0802).pdf)
- Alarm Ordinance Requirements Form Signed and Submitted w/plans.
- General Contractor online registration completed, if not currently registered in Highland Park.
- One (1) complete packet of Submittal Items and Plans in PDF file.**

Sincerely,

Kirk Smith
Development Svcs Mgr
ksmith@hptx.org

Don Young
Senior Building Inspector
dyoung@hptx.org

Mary Kuebler
Permit Technician
mkuebler@hptx.org

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Building Permit Fees:

A. The building permit fees for the Town of Highland Park, Texas shall be as follows:

\$500.00 - \$4,999.99.....	\$50.00
\$5,000.00 or more	1 % of value to nearest \$1,000
Raze a main building	\$200.00
Raze an accessory building	\$25.00

B. A five hundred (\$500.00) dollar deposit is required prior to issuing a permit to raze or move a main building. All debris including all concrete structural members below grade shall be removed from the lot and the lot shall be completely cleaned and graded to prevent any retention of water. All utilities shall be disconnected and the sewer line shall be effectively plugged with concrete or as may be required by the Building Inspector, at or near the property line prior to the issuance of the raze permit. Public sidewalks shall not be removed, however all public sidewalks damaged during demolition or in need of replacement and/or abandonment shall be repaired and/or replaced in conformance with all applicable Town ordinances. Driveway approaches will be removed and curb and gutter installed within ninety (90) days from issuance of permit, unless extension approved by Building Inspector. When the lot is cleared, all utilities disconnected and/or capped, all repairs made and approaches removed, the deposit will be refunded. Costs incurred by the Town as a result of razing the building or performing any work deemed necessary by the Building Inspector shall be deducted from the deposit.

C. The raze contractor shall have a total of ten (10) working days from the date that work begins to complete the job and request a final inspection, unless an extension has been granted by the Building Inspector. If all requirements of the raze permit are not completed within the allotted time, then the five hundred (\$500.00) dollar deposit will be forfeited to the Town of Highland Park.

D. All but \$50.00 of the permit fee can be refunded if work has not commenced and request for refund is made in writing no more than thirty (30) days from issuance of permit.

Sewer-Tap.....	\$750.00 (Req'd for new construction)
Water Meter 5/8".....	\$750.00
Water Meter 1".....	\$850.00
Water Meter 1½.....	\$1400.00

Note: Bonded contractor obtains permits to excavate & restore alley/easement in preparation for the Town to make utility taps.

HVAC, Fire Sprk, Irrig, Alarms, Drainage, Signage & Concrete Flatwork are not included in this permit... Additional permits are required for each! Electrician, Plumber, & HVAC Contractors are responsible for obtaining their own permits and inspection requests.

Permits issued with 1% fees:

FORM	PERMIT TYPES	SECTION
Accy-Non-C	Replace Non-Conforming Accy Bldg-----	ACC
Add	Residential Addition/Renovation Permit-----	ADD
Alarm	Alarm Installation Permit -----	ALR
Bpermit	Building/Structure Repair -----	BPE
Commercial	Commercial Remodel Permit -----	COM
Concrete	Concrete Permit-----	CON
Drain	Drainage Permit (Letter Req'd)-----	DRA
Fence	Fence Permit-----	FEN
Fire	Fire Sprinkler Permit -----	FIR
Mech.....	Mechanical Permit-----	MEC
Move.....	Move Building Permit -----	MOV
New	New Residential Dwelling Permit -----	NEW
Pool	Pool Permit -----	POO
Raze	Raze Permit -----	RAZ
Remodel	Residential Remodel Permit -----	REM
Reroof.....	Reroof Permit -----	RER
Sign	Sign Permit For Business-----	SIG
Tearout.....	Tear-Out In Preparation For Remodel-----	TEA
Tent	Tent Permit -----	TEN

General Contractor Annual Registration Fee ... \$125.00 (due to expire 365 days from issuance)

Plumbing Permit Fee ...Paid by Plumbing Contr.

Permit fees covering the installation, alteration and repair of plumbing, plumbing fixtures, fittings and/or appurtenances shall be paid to the Town of Highland Park as follows:

Plumbing Permit Fee.....	\$50.00
Each Fixture	\$ 5.00
Reinspection	\$10.00
Water Service Line	\$ 10.00
Sewer Service Line	\$ 10.00
Customer Svc Insp.....	\$15.00
Sprinkler Systems	\$50.00
Contractor's annual registr fee -	No Charge

Fee in excess of \$50.00 can be refunded if work has not commenced and request is made within thirty (30) days of date permit is issued.

Gas Permit Fee ...Paid for by Plumbing Contr.

Permit fees covering the installation, alteration and repair of gas piping, gas appliance or gas equipment shall be as follows:

Permit Fee	\$50.00
Each Outlet	\$ 5.00
Reinspection	\$10.00
Yard Line	\$10.00
Contractor's annual registr fee -	No Charge

Fee in excess of \$50.00 can be refunded if work has not commenced and request is made within thirty (30) days of date permit is issued.

**The Plumbing/Gas Contractor Registration application shall contain a copy of a valid master plumber's license issued by the Texas State Board of Plumbing Examiners.*

Mechanical Permit Fee...Paid for by HVAC Contr.

Permit fees covering the installation, alteration, repair, or replacement of mechanical systems, equipment, fixtures, fittings and/or appurtenances, including ventilating, heating, cooling, air conditioning and refrigeration systems or other energy-related systems shall be paid to the Town of Highland Park as follows:

- \$500.00 - \$4,999.99..... \$50.00
- \$5,000.00 - and up.....1% of value to nearest \$1,000.00
- Contractor’s annual registr fee - \$125.00*

Fee in excess of \$50.00 can be refunded if work has not commenced and request is made within thirty (30) days of date permit is issued.

**The Mechanical/HVAC Contractor Registration application shall contain a copy of a valid air conditioning license issued by the Texas Department of Licensing and Regulation.*

Electrical Permit Fee ...Paid for by Electrical Contr.

Fees covering the installation, alteration and repair of electric wiring, electric apparatus, and electric equipment shall be as follows:

- Permit Fee \$50.00
- Each Electrical Circuit \$ 2.00
- Electrical Service (per ampere) \$ 0.10
- Light Fixtures (each) \$ 1.00
- Motors (each) \$ 2.00
- Swimming Pool Ground..... \$10.00
- Reinspection \$10.00
- Temporary Pole \$10.00
- Contractor’s annual registr fee (w/State Master’s Lic) \$125.00*

Fee in excess of \$50.00 can be refunded if work has not commenced and request is made within thirty (30) days of date permit is issued.

**The Electrical Contractor Registration application shall contain a copy of a valid master electrician’s license issued by the Texas Department of Licensing and Regulation or master electrician’s license issued by the International Code Council.*

Fire Sprinkler Permit Fee...Paid for by Fire Contr.

Permit fees covering the installation, repair, alteration or replacement of a fire suppression system, equipment, fixtures, and/or appurtenances shall be paid to the Town of Highland Park as follows:

- \$500.00 - \$3,000.00..... \$30.00
- \$3,000.00 - and up.....1% of value to nearest \$1,000.00
- Contractor’s annual registr fee - N/A

**The Fire Sprinkler Contractor permit application shall contain a copy of the contractor’s State registration from the State Fire Marshal’s Office.*

Alarm Installation Permit Fee...N/A

**The Alarm Contractor shall submit a permit application to the HP DPS Alarms Coordinator along with a copy of the contractor’s State registration from the State Fire Marshal’s Office for the fire detection system. AND application shall contain a copy of the contractor’s State registration from the Texas Department of Public Safety for the burglar alarm system.*

TOWN OF HIGHLAND PARK

B

Receipt No.
\$ Permit Fee

DEPARTMENT OF BUILDING INSPECTION

Bldg. Permit No.
Date

Application for Building Permit and Certificate of Occupancy

The undersigned hereby applies for a permit to build according to the submitted plans and specifications, a copy of which must be kept on the premises at all times during construction, and also agrees to complete this work in full conformity with the Ordinances of the Town of Highland Park and further applies for a Certificate of Occupancy and Compliance.

This permit becomes void unless the work is commenced within ninety (90) days from this date or if the work is abandoned or suspended, at any time after work is commenced, for a period of ninety (90) days.

OWNER: Address:

LOT: BLOCK: ADDITION:

JOB SITE: Number Street: Zoning District:

Description of Work:

Multiple horizontal lines for describing the work.

To Be Completed by Building Department

Permit Template:

- Grid of checkboxes for permit types: Accy-New, Add, Backflow, Bpermit, Commercial, Conc-Alley, Conc-Prvt, etc.

NOTE:

- 6 numbered notes regarding plan changes, damages, signage, projections, zoning, and fences.

ESTIMATED COST OF CONSTRUCTION: \$

Contractor's Company Name

Address

City/State

Zip

Signature of Applicant & PRINTED NAME

Phone

Building Inspector

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4700 Drexel Drive, Highland Park, TX 75205
214-521-4161 office 214-559-9335 fax

Department of Building Inspection

CONSTRUCTION SITE REQUIREMENTS

Due to the large volume of construction in Highland Park, it has become necessary for the Building Inspection Department to take steps which will protect the property of residents near job sites. A special concern is placed on the accumulation of trash and rubbish on work sites and the inability of residents to use streets, sidewalks, and alleys due to rock, dirt, building materials, and excavations on public property. Therefore, we must actively enforce existing ordinances which will improve these conditions. The following is a summary of applicable requirements:

PERMIT REQUIRED

Construction on private or public property shall not begin until all permits are issued and deposits made if needed. The contractor is responsible for contacting appropriate utilities to locate lines prior to excavation.

SIGNS

Only one real estate sign per street frontage; it may be either for the realtor or the property owner. The sign must be placed on private property only. No contractor, advertising, or other types of business signs are permitted in residentially zoned areas. (Zoning Ord. Sec.14)

FENCES

*Fences (temporary construction, tree protection, permanent) are **NOT** allowed in the required front yard of residentially zoned districts. (Zoning Ord. 15-101) No accessory building, fence, or other structure shall be located or erected so as to extend into or obstruct any alley or utility easement. (Zoning Ord. 8-601[6])*

BARRICADES

Barricades must be in place and functional at the beginning of any work involving public property, and must remain in place and functional until all public property is restored to a safe, clean, passable condition. Each barricade must have at least one flashing light during nighttime hours. The condition and location of barricades shall be checked daily. (Code of Ord. Sec. 3.13.086)

SIDEWALKS

Public sidewalks and alleys adjacent to construction sites must be kept completely clear, clean, and usable by the public for the duration of construction activity except when being replaced. Sidewalks will be replaced immediately following the removal of the old sidewalk. During replacement, all sidewalks will be properly barricaded. (Code of Ord. Sec. 8.01.012)

ALLEYS AND STREET EXCAVATIONS

Contractor is responsible for excavation in streets and alleys to expose utility mains for new connections. After utility taps have been made, contractor is responsible for repairing excavation. Fill material cannot contain rocks and must be compacted. Concrete shall be sawn back an additional eighteen (18) inches minimum. Damage to public utilities will be the responsibility of the contractor. Except in emergency conditions, utility taps will be made within two (2) working days following approval by the Building Inspector. Excavation must be repaired within five working days after the right-of-way becomes impassable. Weather conditions will be considered, however, the contractor is responsible for using a pump or other means to expedite closing the excavation as soon as possible. (Code of Ord. Sec. 3.13.090)

TRASH/DEBRIS

All construction sites will be kept free of trash or rubbish. Trash containers, if used shall be kept entirely on private property. Clean up will be performed on a daily basis. The contractor is responsible for removal of construction debris and any related materials resulting from the construction site. (Code of Ord. Sec. 13.05.005). Contractor will be issued a citation after two warnings. If the jobsite becomes unsightly and trash becomes a nuisance again, then the job will be shut down until the site is clean.

FIRES

Open fires may not be used for neither burning trash, providing heat, nor recreational use. (Code of Ord. Sec. 5.04.004)

SANITARY FACILITIES

Sanitary facilities are required on each job site. If at all possible, the temporary sanitation buildings should be placed in the rear of the private property where an alley exists, or near the front building line where no alley exists. (International Building Code)

CUTTING OF MASONRY/STONE

The Town prohibits using a “dry” saw to cut masonry or stone units which will produce dust. The use a “wet” saw is required when cutting masonry or stone units. (Code of Ord. Sec. 3.02.005)

PLANTING, MAINTENANCE & REMOVAL OF TREES

Trees/shrubs that are proposed for planting on, or removal from, public property or adjacent to any utility easement shall be approved by the Director of Parks for compliance with tree planting regulations. (Code of Ord. Sec. 3.13.1250) Trees located on public property shall be protected during construction. (Resolution No.006-02)

CONSTRUCTION HOURS REGULATED

Hours of construction are defined in the Town of Highland Park to be permitted between 7:00 A.M. and 6:00 P.M. Monday through Saturday, only. No construction shall occur on Sunday or after the defined time limit. (Code of Ord. Sec. 8.01.005)

24 MONTH TIME LIMIT ON PERMIT

The permit is valid for 24 months from its issuance for new construction, remodels and additions. This time limit is effective on all permits issued after August 27th, 2007. An extension may be granted pursuant to Ordinance No. 1706 with additional fees paid accordingly prior to expiration of the permit. A violation of this ordinance is subject to a maximum fine of \$2000.00 and each day constitutes a separate offense.

INSPECTIONS REQUIRED

The following list of inspections are required for new construction, remodels(if applicable) and additions in the Town:

1. piers w/setback stringline,
 2. foundation beams w/setback stringline,
 - 3.subfloor framing & M.E.P. inspection w/crawlspace drainage system prior to decking/insulating crawlspace,
 4. M.E.P., Fire Sprinkler & Alarm roughs,
 5. framing / polyseal / fireplaces,
 6. exterior sheathing & flashings prior to masonry/stucco application,
 7. insulation,
 8. finals.
- The Plumber, Electrician Mechanica, Fire Sprinkler & Alarm contractors are responsible for calling in for their own inspections with their permit numbers.

Please give your immediate attention to any of the violations which may exist on your job site. Each violation carries a maximum fine of two thousand (\$2000.00) dollars per offense, per day, and may result in the Building Inspection Department halting work progress. The Highland Park Department of Public Safety will take action on any of the violations that occur at night and on weekends.

We sincerely appreciate your cooperation in these matters. Feel free to contact the Town's Building Inspection Department @ 214-521-4161, 7:30 A.M. to 4:30 P.M., Monday through Friday, should you have any questions..

Kirk Smith
Development Svcs Mgr
ksmith@hptx.org

Don Young
Senior Building Inspector
dyoung@hptx.org

Mary Kuebler
Permit Technician
mkuebler@hptx.org

Acknowledgment of Receipt

I do hereby acknowledge that I have received a copy of the Construction Site Requirements two page document and understand its contents.

Printed Name

Signed Name

Company

Date

***ALARM ORDINANCE REQUIREMENTS
FOR
NEW CONSTRUCTION / REMODELING***

On February 26, 2007 the Highland Park Town Council repealed the Code of Ordinance, Article 4.02 and enacted a new Article 4.02 Alarm Systems. Effective immediately, all alarm systems installed in Highland Park must include a fire alarm system that complies with NFPA Standards (current edition). All fire alarm initiating devices shall be connected to a UL listed control panel to communicate alarm signals to either the Town's Monitoring Center or other monitoring stations as specified in section 2(C.) of Ordinance 1684. Single station 110 VAC smoke detectors installed either in stand-alone or tandem configuration do not meet the requirements of this section. The "Agency Having Jurisdiction" considers any new alarm system installed in an existing residence or business is considered as "New Construction" and must also comply with the same requirements. Any alteration, modification, or change to an existing fire alarm system must meet NFPA Standards (current edition).

- A monitored alarm system is required for this address based on the proposed construction and Ordinance 1684, Section 3(C.).
- Any work done installing a new alarm system in New Construction / Remodeling of older construction or Upgrading an existing alarm system must be done by an Alarm Business licensed for such purpose.
- Any alarm business employee doing the installation or upgrade of burglar, panic, and /or medical emergency alarm systems must have in his possession a license issued by the Texas Department of Public Safety Private Security Bureau for such purpose.
- The alarm business employee doing the installation or upgrade of a fire alarm system must have in his possession a license issued by the Texas Department of Insurance State Fire Marshall's Office for such purpose.
- All burglar/fire alarm systems installed in "New Construction" must be scheduled for inspection by the Alarm Systems Coordinator or his designee before the Framing Inspection is conducted by the Building Official and before the Certificate of Occupancy is issued.
- At the time of inspection, the alarm business employee doing the installation/upgrade of the above listed equipment must be present for the inspection.

If you have any questions, please contact the Alarm Systems Coordinator at 214-559-9310.

I agree to abide by the Town Alarm Ordinance and NFPA Standards (current edition)

Owner, Builder or Contractor (signature)

Address of Property

Owner, Builder or Contractor (printed/typed)

Phone Number

Date

e-mail

Name of Alarm Installation Company

STANDARDS FOR ALARM SYSTEMS AND LOCAL ALARM SYSTEMS **(Excerpt from Ord. 1684 Section 3)**

A. It is the responsibility of an Alarm User to insure that his Security System operates properly. To that end, an Alarm User shall be responsible for the maintenance of his Security System, as well as the reliability of its operation.

B. The Department may regulate the types of Alarm Systems that it will permit to function in the capacity of a Direct Connect Alarm System. In addition, the Department may test certain Alarm Systems to insure their compatibility with the Department's monitoring and/or signal receiving systems. The aforesaid acts of the Department shall not, however, serve as any warranty, representation, and/or guarantee that said Alarm System shall operate properly and reliably at all times.

C. A single or multi-station fire alarm system which complies with the National Fire protection Association ("NFPA") Standards (current edition) and the Texas Insurance code Article 5.43-2 (Fire Detection and Alarm Devices) and Title 28, Texas Administrative Code, Section 34.600 et seq (Fire Alarm Rules) shall be provided throughout:

1. All new, Assembly Group A, Business Group B, Educational Group E, Factory Industrial Group F, Hazardous Group H, Institutional Group I, Mercantile Group M, Storage Group S, Residential Group R, or Single Family and Multi-Family Residence, as defined in the 2003 International Fire Code regardless of floor area, height, fire partitions, exits, sprinkler systems, manual alarm systems, other requirements or code requirements.
2. All existing and new sections of any existing building whenever additions or alterations result in a fifty percent (50%) increase or a fifty percent (50%) alteration in the original floor area, or a new alarm system is installed, in any Assembly Group A, Business Group B, Educational Group E, Factory Industrial Group F, Hazardous Group H, Institutional Group I, Mercantile Group M, Storage Group S, Residential Group R, or Single Family and Multi-Family Residence, as defined in the 2003 International Fire Code, regardless of floor area, height, fire partitions, exits, sprinkler systems, manual alarms, other requirements or code requirements.
3. All Residential Group R or Multi-Family individual dwelling units shall be individually permitted and each individual dwelling unit shall have an individual alarm annunciator as defined in the 2003 International Fire Code, Section 902.
4. Any alteration, modification, or change to an existing fire alarm system must meet NFPA Standards (current edition).
5. For an Alarm System in the Fire Alarm Mode, the Alarm Site's Annunciator must continue to indicate and/or signal the presence of smoke and/or fire until manually reset.
6. All fire alarm initiating devices shall be connected to a UL listed control panel to communicate alarm signals to either the Town's Monitoring Center or other monitoring station as specified in Section 2 C. Single station 110VAC smoke detectors installed either in stand-alone or tandem configuration do not meet the requirements of this section.

D. Except where modified or qualified elsewhere herein, the following standards are required for Security Systems (and a copy of all standards shall be available for public inspection at the Department of Public Safety): ***OBTAIN COPY OF ORDINANCE 1684 FOR COMPLETE CONTENT.***

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214-521-4161 office 214-559-9335 fax

Department of Building Inspection

To Whom It May Concern:

Texas Senate Bill 509 requires that the Town of Highland Park verify that an asbestos survey has been conducted prior to issuing a renovation or demolition permit for the public and/or commercial building or lease space. Please complete the following information as it pertains to the project in question.

Address of Construction Site: _____

An asbestos survey has been conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the area being renovated and/or demolished.

YES NO *

Date: _____

* If the answer is "NO", then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the Town of Highland Park.

Owner/Operator's Name

Owner/Operator's Company Address

City/State

Zip

Signature of Owner/Operator

Phone

Our office hours are Monday through Friday 7:30 A.M. to 4:30 P.M. Our phone number is (214) 521-4161 should you have any questions.

Sincerely,

The Building Inspection Department

Kirk Smith
Development Svcs Mgr
ksmith@hptx.org

Don Young
Senior Building Inspector
dyoung@hptx.org

Mary Kuebler
Permit Technician
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