

# CITY OF BULLARD



## CONSTRUCTION PACKET

**Residential & Commercial**

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## Construction Packet

*Residential & Commercial*

### **Required Submittals**

1. Complete an application form. Copy of application form is included in this packet, available to download, or pick up an application at our office.
2. ONE (1) complete set of plans are required along with the application form. Plans should be at least 11'x17'. A full set of plans must be on site for the framing inspection.
3. ONE (1) copy of energy compliance form and appropriate report such as RES CHECK, etc.
4. The City of Bullard is currently following codes:
  - a. 2021 International Building Code
  - b. 2021 International Energy Conservation Code
  - c. 2021 International Residential Code
  - d. 2021 International Mechanical Code
  - e. 2021 International Plumbing Code
  - f. 2006 International Fire Code
  - g. 2006 International Fuel Gas Code
  - h. 2023 National Electrical Code
5. A separate application is required for swimming pools, irrigation systems, and signs.
6. Subcontractors such as: Plumber, Electrician, Mechanical, MUST pull their own permits PRIOR to the job or fees will double if a job is started without a permit.
7. Subcontractors must bring a copy of their State License and Certificate of Liability Insurance for every construction set.
8. Contractors MUST provide certificates from a third-party energy inspector.

### **Guidelines & Order of Inspections**

**\*Adequate Silt Fencing is required to be in place before requesting inspection.**

**\*Slab elevation must be 6 inches above curb height at driveway location.**

#### **1. Temporary Pole Check**

- a. Address posted and visible from street
- b. Post permit on SAW POLE with Inspection Card



- c. Meters to be between 4 feet & 6 feet above grade (ONCOR and/or CCEC)
- d. Bracing per ONCOR and/or CCEC
- e. Grounding
- f. Plugs & Breakers (110 & 220 to have GFCI protection)

**2. Final Dirt Grade/Elevation Inspection (To Insure Slab 6 inches Above)**

**3. Plumbing Rough Check**

- a. Post permit.
- b. PVC & DWV waste lines allowed in firm select-fill bedding.
- c. Double clean-out.
- d. Water, drainage, and drain lines must be pressure tested.
- e. Pressure reducer valves MUST be installed on ALL new construction.

**4. Slab Inspection**

- a. Slab inspection is done after the plumbing rough check.
- b. Slab inspection is done after the footings are dug, the steel is in place, and termite treatment has been done.
- c. Slab elevation must be 6 inches above curb height at driveway location.

**5. Pack Inspection**

Framing, Mechanical rough-in, Electrical rough-in, and Plumbing top-out are called in by the Building Contractor once ALL the subs are finished. If subs are NOT finished, there will be a re-inspection fee to inspect what was not finished the first time.

a. Framing:

- Sheathing complete and nailed properly. All holes and joints sealed.
- Stub size and spacing.
- Fire blocking.
- Ceiling/floor joist size, spacing, and spans.
- Purlin, purlin braces size, and spacing.
- Rafter size, spacing spans, rafter ties.
- Wall bracing 4 feet, 2 feet 8 inches with hold-downs or engineered if less than 2 feet 8 inches.
- Chimney cap, vent caps in place.
- Fireplace.
- Brick ties.



- An inspection will be done of caulking of plates and corners, and the foaming of holes and electrical boxes.
- Do not cover framing for porches, balconies, decks, or similar appendages until after inspection.

b. Electrical:

- Electrical rough-in complete.
- Anchor bolt inspection will be done.
- All wiring complete and fixtures set.
- Underground service installed to motor base.
- Electric meter base set.
- Ground rod installed to NEC specifications.
- Temporary wiring to structure prohibited.
- Jacuzzi motor (if applicable) installed, grounded and accessible for inspection.

c. Mechanical:

- Duct Sealant will be inspected.
- Suspension.
- Unit Secure.
- Condensation line.
- Vented properly.

d. Plumbing Top-Out:

- Plumbing vent termination with respect to openings.
- Water heater vent location.
- Gas pipe sizing and test (where applicable).
- Ventilation.
- Protection of piping.
- Fixture drainage lines.
- Required hose bibs.
- Showers (material, installation, and testing).
- Island fixture venting.
- Vent connection and grades.
- Stack venting.
- Wet venting limitations.



- Trap arm and p-tap.
- Clothes washer trap and tall piece height requirements.
- Piping support.
- Water Heaters: Regulations and Installation.
- Insulate hot water lines.
- Above ceiling pan and drain for water heater.

## 6. Insulation

- a. All exterior walls insulated
- b. Exterior bottom plate & corners sealed
- c. All exterior doors & window sealed

## 7. Driveways & Sidewalks

- a. Minor Driveways
  - Concrete must be 4 inches thick, supported by chairs. All rebar must be tied together where the rebar crosses.
  - Field rebar must be #3 placed 18 inches minimum on center and supported by chairs.
  - Curb tie-in must have #3 rebar, placed in the radius, near the top and bottom of the curb and follow the radius.
  - Driveway approach must be doweled into the gutter no more than 18 inches on center and supported by chairs.
- b. Major Driveways
  - Concrete must be 6 inches thick, supported by chairs. All rebar must be tied together where the rebar crosses.
  - Field rebar must be #4 placed 18 inches minimum on center and supported by chairs.
  - Curb tie-in must have #4 rebar, placed in the radius, near the top and bottom of the curb and follow the radius.
  - Driveway approach must be doweled into the gutter no more than 18 inches on center and supported by chairs.
- c. Sidewalks
  - Concrete must be 4 inches thick, supported by chairs. All rebar must be tied together where the rebar crosses.



- Field rebar must be #3 placed 18 inches minimum on center and supported by chairs.
- When demolishing curbs for a driveway it must be sawcut and rubble removed.

## **Gas Meters**

Our inspector will be checking all meters and risers to assure that they are set at least 2 feet away from any portion of the driveway including the flared sides of the approach. Utility company piping which exists in the 2 feet zone will be moved by the utility company upon request. Contractors will be responsible for relocating customers piping when required.

The gas inspection will follow the Insulation Inspection. Once the inspector approves the inspection for the gas, it is the contractor's responsibility to contact CenterPoint and create an account. The City will release service through CenterPoint, but the contractor must create the account and pay the connection fee.

## **Final Inspection**

Be advised that no structure, residential or commercial, is allowed to be occupied prior to the final inspection being approved.

Our office must receive your request for the final inspection far enough in advance of occupancy to allow for total and complete compliance.

Any structure that is occupied prior to the issuance of an approved final inspection and certificate of occupancy will constitute a violation and such violations may result in a municipal court citation.

## **Qualifying Items for Automatic Reinspection**

Items including, but not limited to, the following will constitute an automatic reinspection fee and the inspection will not be continued:

1. Work not completed on initial inspection.
2. Form survey not provided on site at plumbing rough inspection.
3. Drainage, water, or gas line tests not performed.
4. Any portion of work covered.



5. Brick ties not installed at framing inspection.
6. Panel cover not removed for electric meter inspection.
7. Electrical panel left off after service is hot.
8. Installing temporary electrical service.
9. Grounding not complete on jacuzzi.
10. Electric meter base not complete.
11. Silt fencing not installed properly.
12. Insulation.
13. Driveway.



## **Trash Dumpster Acknowledgement**

Protocol for trash on the construction site is attached. Please review and sign to be added to your application and building folder.

The City of Bullard is under exclusive contract with Republic Services. All roll-offs and bins must be delivered from Republic Services, and it is the building contractor's responsibility to set up services. If a roll-off or bin is delivered from another company, this will result in a fine not less than \$200.00 nor more than \$500.00. Each day such violation exists shall constitute a separate offense.

Republic Services Customer Services 1-800-678-7274

To whom it may concern;

Effective immediately the City of Bullard will recognize the following protocol for the construction sites within the city limits.

1. The only roll-off dumpster company that will be acceptable within the city is Republic Services.
2. If you choose not to use a dumpster, then the waste product on the job site will be cleaned up daily. Trash and cut-offs should be covered (to prevent blow-offs) and hauled off (not piled up).
3. The only burning allowed on a job site will be after the approval of the City Manager and/or their representative and/or Fire Marshall. Those looking for approval should take into consideration the weather conditions, available water sources, and personnel to stand by during burning.
4. All requests for inspections will be scheduled and the inspector will make the decision on site as to pass or fail. Sites that are not properly picked up and cleaned will fail or could be issued a red tag or stop work order.

We are grateful for our fast-pace growth within the city and want to work with all contractors to build a better Bullard.

Sincerely,

Danny Ray

Permitting Specialist

City of Bullard

Contractor: \_\_\_\_\_



### **Building permit and other fees:**

#### Residential

1. Residential Building Permit (new/remodel/alteration)
  - a. \$15 per 100 sq. ft. (\$100 minimum) \*
2. Electrical Residential Permit
  - a. \$5 per 100 sq. ft. (\$50 minimum) \*
3. Plumbing Residential Permit
  - a. \$4 per 100 sq. ft. (\$50 minimum) \*
4. Gas Residential Permit
  - a. \$1 per 100 sq. ft. (\$50 minimum) \*
5. HVAC Residential Permit
  - a. \$5 per 100 sq. ft. (\$50 minimum) \*
6. Certificate of Occupancy
  - a. \$50.00

#### Commercial

1. Commercial Building Permit (new/remodel/alteration)
  - a. \$20 per 100 sq. ft. (\$100 minimum) \*
2. Electrical Commercial Permit
  - a. \$8 per 100 sq. ft. (\$60 minimum) \*
3. Plumbing Commercial Permit
  - a. \$6 per 100 sq. ft. (\$60 minimum) \*
4. Gas Commercial Permit
  - a. \$2 per 100 sq. ft. (\$60 minimum) \*
5. HVAC Commercial Permit
  - a. \$6 per 100 sq. ft. (\$60 minimum) \*
6. Certificate of Occupancy
  - a. \$75.00

#### Other

1. Temporary Power Service Pole Permit
  - a. \$50.00 Each \*
2. Inspection Fee
  - a. \$55.00 Each Trip



3. Re-inspection Fee
  - a. \$65.00 Each Trip
4. Plan Review
  - a. \$75.00 per hour or portion thereof
5. Carnivals Review
  - a. \$75.00
6. Mobile Homes (new or replacement) Permit
  - a. \$100.00 \*
7. Gasoline Pumps and Chemical Storage Tanks (installed or removed)
  - a. \$75.00 each
8. Sign Permit
  - a. \$50.00 \*
9. Pool Permit
  - a. \$165.00 (price includes three inspections)
10. Excavation Permit
  - a. \$150.00
11. Water Tap Fee
  - a. \$450.00
12. Sewer Tap fee
  - a. \$650.00
13.  $\frac{3}{4}$ " Water Meter Set Fee
  - a. \$550.00
14. 1" Water Meter Set Fee
  - a. \$900.00
15. 2" Water Meter Set Fee
  - a. \$1,750.00
16. Rooftop Flat Solar Panel Permit
  - a. \$50.00 \*
17. Customer Service Inspection (CSI)
  - a. \$35.00

\*Inspection Fee is additional.

Under the roof is all heated and cooled plus garages, porches, breezeways, etc.

Fees must be paid before final approvals can be issued.

Any work started on any of the above before permit or license requirements are met, the total fee will be doubled.



**City of Bullard**  
**Inspection Card**

**PERMIT NO.:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**\*INSPECTOR MUST SIGN ALL SPACES PERTAINING TO THIS PROJECT\***

<b>OK</b>	<b>DENIED</b>	<b>AS NOTED</b>	<b>COMMENTS</b>
<input type="checkbox"/>	<input type="checkbox"/>	TEMPORARY POLE	_____
<input type="checkbox"/>	<input type="checkbox"/>	TRASH BIN	_____
<input type="checkbox"/>	<input type="checkbox"/>	PLUMBING ROUGH IN	_____
<input type="checkbox"/>	<input type="checkbox"/>	FOUNDATION	_____
<input type="checkbox"/>	<input type="checkbox"/>	FRAMING*	_____
<input type="checkbox"/>	<input type="checkbox"/>	PLUMBING TOP OUT*	_____
<input type="checkbox"/>	<input type="checkbox"/>	ELECTRICAL ROUGH*	_____
<input type="checkbox"/>	<input type="checkbox"/>	HVAC ROUGH*	_____
<input type="checkbox"/>	<input type="checkbox"/>	INSULATION	_____
<input type="checkbox"/>	<input type="checkbox"/>	GAS	_____
<input type="checkbox"/>	<input type="checkbox"/>	FINAL	_____
<input type="checkbox"/>	<input type="checkbox"/>	DRIVEWAY	_____
<input type="checkbox"/>	<input type="checkbox"/>	OTHER	_____
<input type="checkbox"/>	<input type="checkbox"/>	OTHER	_____

**Notify Inspection Department when ready at (903) 894-7223**

**DO NOT pour concrete or conceal work before inspection**

**All marked\* Inspection should be ready to be inspected together**





# Residential-Commercial Building Permit Application

City of Bullard

Application Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_

Address:	Lot:	Block:
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Email:
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Square foot under roof:
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**Type of Construction**  
(Check all that apply)

New Single Family       New Duplex       Swimming Pool       Other  
 Remodel       Addition       Mobile Home

\*NOTE: If residence was built prior to 1978 and work is done by anyone other than the homeowner, on their own homestead, the Lead PRE Rule, governed by the Environmental Protection Agency, must be complied with.

IF REMODEL OR ADDITION, PLEASE DESCRIBE BRIEFLY WHAT IS TO BE DONE.

Are there any retaining wall systems 4 feet or more in height?  YES  NO; If yes, must be approved and inspected by the Engineering Department.

RES-CHECK/COM-CHECK Attached?  YES  NO

## OWNER INFORMATION

Owner:	Phone:
Address:	City:
State:	Zip:

## CONTRACTOR INFORMATION

Owner:	Phone:
Address:	City:
State:	Zip:



# Residential-Commercial Building Permit Application

City of Bullard

All provisions of the City of Bullard's Codes, Ordinances, and regulations will be complied with the construction, alteration, or repair of said building herein specified or not.

## SUBCONTRACTOR(S) INFORMATION

Plumbing:

Electrical:

HVAC:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

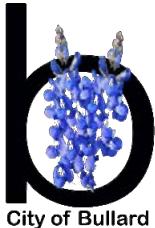
\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone:

## For Office Use Only

Date Received: \_\_\_\_\_

Approved By: \_\_\_\_\_



# Residential Utility Service Application

City of Bullard

Today's Date: \_\_\_\_\_

Date of Service: \_\_\_\_\_

## Applicant Information

Last Name:	First Name:	
Driver's License/State:	Date of Birth:	SSN:
Email:		
Primary Phone:	Secondary Phone:	

## Co-Applicant Information

*Please select which option applies: Co-Applicant \_\_\_\_\_ Spouse \_\_\_\_\_*

Your spouse is NOT presumed to be a co-applicant. They MUST be added and present an ID with application. No information will be shared unless they are on the application.

Last Name:	First Name:	Primary Phone:
Driver's License/State:	SSN:	Relationship:

## Service Location Information

(Check all that apply)

<input type="checkbox"/> New Account	<input type="checkbox"/> Irrigation Account	<input type="checkbox"/> Transfer Account	<input type="checkbox"/> Own	<input type="checkbox"/> Rent
<input type="checkbox"/> Residential Account		<input type="checkbox"/> Commercial Account		

Service Address:

Mailing Address (if different from above)

### If Renting:

### If Transferring:

\*A \$25.00 service fee will be added to the new account. \*

Landlord Name:

Landlord Phone Number: Date to terminate previous account:

Landlord Address: Previous Account Number:

## Trash Services

\*Please note that trash services are \$17.98 plus tax which includes one poly cart & \$23.00 plus tax for two poly carts. Additional poly carts are \$5.02 each and will be added to your monthly bill. \*

Number of poly carts needed: \_\_\_\_\_



# Residential Utility Service Application

## About your Deposits

The City of Bullard requires that every customer pay a deposit of \$150.00 plus a service fee of \$25.00 upon opening or re-establishing an account with the City to guarantee payment on the account for water, sewer, and solid waste services rendered. A customer pays the deposit with the express understanding and agreement that the City may apply all or any part of the deposit towards an arrearage on the account in satisfaction of the amount owed. Deposits are refunded to the customer upon closing an account. The City will refund the deposit less any amount owed to the City. The refund is paid by check and is mailed within 30-60 days of the final meter reading on the account. The customer is responsible for providing the forwarding address to the City.

## Disconnection Policy

The City of Bullard utility services are subject to disconnection on the 1st of the month for non-payment, accrual of 10% late payment charge and reconnection fees.

## Agreement

I (Applicant) hereby request the City of Bullard to provide utility services at the above location. I (Applicant) agree to pay all charges for services rendered as a result of this request. I (Applicant) understand and agree that failure to pay any amount due to the City can result in services not being connected/reconnected until such payment has been received.

I have received and understand the Payment Policy

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

## For Office Use Only

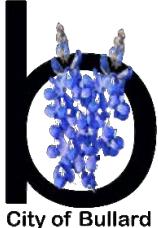
Account Number: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Payment Type: CA

Check

CC



# Commercial Utility Service Application

Account Number: \_\_\_\_\_

## Applicant Information

Business Name:	Tax ID:
----------------	---------

## Contact Information:

Contact Name:	Phone Number:
---------------	---------------

Driver's License/State:	Email:
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## Add New Service Location Information

(check all that apply)

<input type="checkbox"/> New Account	<input type="checkbox"/> Irrigation Account	<input type="checkbox"/> Transfer Account	<input type="checkbox"/> Rent	<input type="checkbox"/> Own
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Service Address:
------------------

Mailing Address: (If different from above)
---

### If Renting:

### If Transferring:

\*A \$25.00 service fee will be added to the new account. \*

Landlord Name:	Previous Account Number
----------------	-------------------------

Landlord Phone Number:	Date to terminate previous account:
------------------------	-------------------------------------

Landlord Address:
-------------------

## Trash Services

\*Please note that trash services are \$32.96 plus tax which includes one poly cart. Additional poly carts are \$7.30 plus tax and will be added to your monthly bill. \*

Number of poly carts needed: _____
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# Commercial Utility Service Application

## About your Deposits

The City of Bullard requires that every customer pay a deposit upon opening or re-establishing an account with the City to guarantee payment on the account for water, sewer, and solid waste services rendered. A deposit is required for every location serviced by the City up to \$500. A customer pays the deposit with the express understanding and agreement that the City may apply all or any part of the deposit towards an arrearage on the account in satisfaction of the amount owed. Deposits are refunded to the customer upon closing an account. The City will refund the deposit less any amount owed to the City. The refund is paid by check and is mailed within 30-60 days of the final meter reading on the account. The customer is responsible for providing the forwarding address to the City.

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       I have received and understand the Payment Policy

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

## Please mail, e-mail or fax your application to:

City of Bullard  
ATTN: Utility Billing  
P.O. Box 107  
Bullard, TX 75757

Phone: (903) 894-7223

Fax: (903) 894-8163

Email: Utilities@bullardtexas.net

## For Office Use Only

Received/Completed By: _____	Date: _____	
Account Number: _____	Water: _____	Service Fee: _____
Cash	Check # _____	CC Ref # _____