CITY OF HEDWIG VILLAGE

RESIDENTIAL NEW CONSTRUCTION, ADDITION & REMODEL PLAN SUBMITTAL & INSPECTION REQUIREMENTS

**This Document does not replace and is not a substitute for the Code of Ordinances of the City of Hedwig Village, Texas or the building codes adopted by the City (collectively, the Codes). Should there be any conflict between this Document and the Codes, the Codes shall control.*

The City of Hedwig Village is a zoned community, and all plans must comply with all applicable zoning ordinances. The City of Hedwig Village does not enforce deed restrictions. Check property sources for compliance. Click the link for The City of Hedwig Village Ordinances. The following is a list of documents required for the submittal and review of Residential New Construction within the city limits of the City of Hedwig Village before a permit is issued. The City of Hedwig Village is under the **2018 IRC** and **2017 NEC**. All contractors must be registered before an application is accepted. All documents must be in PDF form for upload. You will notice that each box in the required new residential construction review documentation section references each department, and each document required in their respective plan set for review. Separate permits are required for each trade. Pools and structures detached from the main structure must be submitted as separate projects. If fill is required for construction, that permit must be completed before construction of the residential structure will be approved. Building and Drainage Plan Review fees are due upon submission of the application.

Required New Residential Construction Review Documentation

☐ Memorial Village Fire Department:

- Fire Sprinkler System Letter of Intent- This letter must be submitted to the city before the building permit will be approved .

☐ Building:

- Letter of water and sewer availability from the Memorial Villages Water Authority (713-465-8318).
- Approval Letter from the Memorial Village Fire Department.
- Service Location Letter, with fault, current from CenterPoint Energy (713-659-2111).

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- Site Plan that shows lot coverage calculations, including driveway, patio, and sidewalk, including preferred location of sewer and water taps.
- Engineered Foundation and Detail – signed and sealed by a Registered Professional Engineer of the State of Texas.
- Survey by a Registered Professional Land Surveyor of the State of Texas.
- Framing detail.
- House Plans drawn by a Registered Professional Architect of the State of Texas or Building Designer and sealed as applicable. Total ground coverage of all buildings not to exceed 25% of the lot and total lot coverage (buildings coverage plus impervious surface/flatwork coverage) not to exceed 40%. Building height shall not exceed **35 feet**.
- Electrical One Line and Load Analysis.
- Plumbing Riser Detail including Water Tap Size.
- Mechanical Layout with manual J, D&S.
- Soil report.
- Floodplain Application & FEMA Certificate is required when property lies within the 100-Year Flood Plain.
- Initialed and signed Residential New Construction Plan Submittal & Inspection Requirements Pre-Construction Acknowledgements Form (Pages 8 & 9 attached below)

☐ Urban Forester:

- Tree Disposition Plan and tree survey. Call Carey Moran for questions at 713-305-0601 or Visit the City of Hedwig Village Code of Tree Ordinances. Minimum required Density is one tree per 2,000 square feet of lot area, with a minimum of seven, of which three must be in the front yard. This requirement will be verified by the city's Urban Forester at the Urban Forester Final inspection before the Certificate of Occupancy can be scheduled.

☐ Drainage:

- A Drainage Review fee of $1,500.00 is due at the time of new commercial or residential plan submittal.

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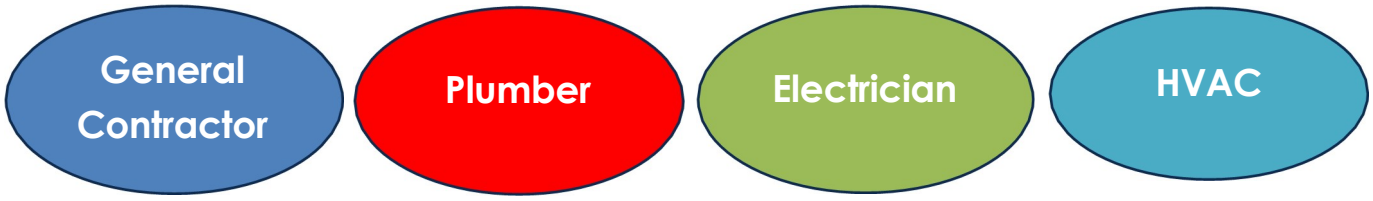
- Site Plan that shows lot coverage calculations, including driveway, patio, and sidewalk, including preferred location of sewer and water taps. Total ground coverage of all buildings not to exceed 25% of the lot and total lot coverage (buildings coverage plus impervious surface/flatwork coverage) not to exceed 40%.
- Grading and Drainage Plan signed and sealed by a Registered Professional Engineer of the State of Texas.
- Topographical Survey by a Registered Professional Land Surveyor of the State of Texas.

Required Trade Permit Applications & Review Documentation:

Inspections must be requested under their respective trade permits. General contractors cannot call in trade inspections.

- A separate Plumbing Permit application is required to be submitted and approved before inspections can begin.
- A separate Electrical Permit application is required to be submitted and approved before inspections can begin.
- A separate Mechanical Permit application is required to be submitted and approved before inspections can begin.
- A separate Landscaping and/or Irrigation application is required to be submitted and approved before inspections can begin. Impervious coverage calculations must be included in the plan set. Landscaping plans must be included in the drainage plan set if applicable to the project.

Residential New Construction Required Inspections and Request Responsibility



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☐ Urban Forester Tree Protection Pre-Construction- An approved Tree Disposition Plan must be approved. Contact: Cary Moran 713-305-0601 to schedule the inspection.

☐ Pre Construction Site inspection-

- Construction Fence- The height of the construction fence shall be between six feet and eight feet, and the fence material shall be a chain link metal fence overlaid on the exterior with an opaque vinyl screen in black or green color. It must enclose the entire site to screen construction activity from public view. No separate permit is required for construction fencing.
- Construction Hours Posted-

  Monday through Friday between 7:00 a.m. and 7:00 p.m.

  Saturday, between 9:00 a.m. and 6:00 p.m.

  Sunday between 12:00 noon and 5:00 p.m.
- Erosion Sediment Control- Any property disturbing a minimum of 10,000 square feet or otherwise vulnerable to water or wind erosion shall have an approved sediment control plan, and sediment fencing in place for inspection.
- Portable Toilet- Must be a minimum of 35' from the property line, 25 feet from any side and rear property line. It must be screened (fenced) from view on three sides, and the door of any portable toilet shall face in the opposite direction of the front property line.

☐ Form Survey Review/ Fill Verification- Provide the form survey showing the form elevation for review by scheduling an inspection and uploading the document into the Documents tab. Inspections requested without the form survey are subject to a failed inspection with associated re-inspection fees. No more than 6" of fill is allowed within the buildable area (Per 38-65(a)).

☐ T-Pole– The meter can and electrical panel must be supported and grounded with all receptacles GFCI protected.

☐ Plumbing Underground & Sewer– Put the entire new portions of the plumbing system on test with a 10' head of water.

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☐ Foundation– After the beams have been excavated, conduits, drains, poly, and steel (or cables) are set in place, pipe and conduit penetrations though the foundation sleeved/protected with an approved material **BEFORE** placing concrete.

☐ Hurricane Clips & Straps– Clipping and strapping per approved plan set, and prior to sheathing.

☐ Nail Pattern- All exterior sheathing and shear walls must be in place per the approved plan set, and all anchor bolts and shear wall hold downs must be in place.

☐ Plumbing DWV & Gas Top Out– Put the entire DWV system on water test with a riser at a fixture min 6" above the flood level rim of the lavatory or highest fixture. Gas line must be pressurized in accordance with the adopted plumbing code. Shower Pans must also be installed and on test with minimum 2" of water.

☐ HVAC Rough– All ducts and registers, copper lines to the equipment installed and protected from damage. Kitchen, bathroom, and fireplace exhaust duct work must be installed per the approved plan set and adopted codes.

☐ Electrical Rough- In –Both low voltage and high voltage lights are required to be installed prior to inspection.

☐ Frame – After all electrical, plumbing, mechanical rough components as well as nail pattern, hurricane clips and straps have passed inspection, but **BEFORE** covering the frame with insulation.

☐ Brick Tie/ Lathe – After all Brick ties and/or Lathe has been installed on the structure. Must pass prior to installing Brick or Stucco. Can be called in with the frame.

☐ **Insulation – The City of Hedwig Village does not perform Energy Code Inspections. A Final Energy Code Report approving the thermal envelope will be required at the final paperwork stage before Final Inspections can be scheduled.**

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☐ Electrical Service Underground & TCI – All underground Conduits must be inspected prior to covering. The house must be sheet rocked before this inspection can be scheduled.

☐ Meter Release Gas Test – Must be requested together with the Plumbing Top Out and all new gas lines must be on test minimum **1.5X proposed maximum working pressure with a low-pressure gauge**.

☐ Yard Drains – A plumbing permit is required. Drains must be inspected before being covered.

☐ Flatwork– Approaches, Driveway, and Sidewalks must be installed per the approved plan set doweled at 16-18" OC to existing structures, unless an engineer stamped letter is submitted approving otherwise.

☐ Electrical Final – After all switches, cover plates and fixtures are installed. It will be scheduled with the Final inspection.

☐ HVAC Final– Heating and cooling equipment installed, and operational.

☐ Plumbing Final & CSI– After all fixtures have been set, hot water supplied to each fixture requiring it, and the project is complete.

☐ Urban Forester Final– All tree protection removed, and replacement trees planted per approved plan set.

☐ Construction Fence Removal- All landscaping and flatwork must be done with all construction debris removed.

☐ Building Final – After all structural, electrical, mechanical plumbing and esthetic components are complete. The Building Final will not be scheduled until all trade finals have passed and all final paperwork has been approved.

☐ Certificate of Occupancy – After all public infrastructure is in place. Broken water meter boxes, curbs, sidewalks and other infrastructure shall be repaired at the cost of the applicant. This inspection can be requested with the Building Final if all Final paperwork has been approved.

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Required Post-Construction Documents

All Final Paperwork must be submitted and approved before the final building and Certificate of Occupancy inspections are scheduled.

☐ As Built Plan set or stamped letter certifying that the structure was built as per approved plans.

☐ Sealed Building Height Certification

☐ Topographical survey submitted upon completion of House (AS BUILT) reviewed by the Engineer stating that it substantially conforms to the design and intent of the Drainage Plan submitted by Permit. Survey must also include as-built lot coverage calculations.

☐ Final Energy compliance approval letter complying with the adopted standards.

☐ MVWA Utility Connection Compliance Certificate

☐ No Violation Status Letter from Village Fire Department.

☐ Final Drainage Survey for review (Can take up to 7 days to be reviewed by a third party)

☐ Final Property Survey

☐ Photometric Survey confirming lighting not encroaching neighboring properties

☐ CO Application signed by each department (Internal)

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PRE-CONSTRUCTION ACKNOWLEDGEMENTS

GENERAL INFORMATION: (Please Initial every line item, and sign at the bottom)

_____ The City of Hedwig Village is currently under the 2018 International Residential Code and the 2017 National Electric Code.

_____ **The address must be posted at the job site for the duration of the project.** If the address is not posted, the inspections will be put on hold until the address is posted and is visible from the street.

_____ Changes made to the Approved Plan set must be submitted and approved on the As-Built plan set before the building final and certificate of occupancy inspections will be scheduled.

_____ A Certificate of Occupancy is required for all new residential construction **before the building can be occupied**. Furniture, fixtures, etc. are not allowed to be moved into the building until all final paperwork is approved and the final inspections have passed.

_____ All contractors must register with the City of Hedwig Village and provide proof of liability insurance listing City of Hedwig Village as certificate holder.

_____ **BEFORE ANY CONCRETE CAN BE POURED**, an inspection must be scheduled and passed. An approved washout area must be on site or trucks must have washout systems.

_____ Contractor's employees must carry the state required licensing and placards must be on all trade vehicles per state law requirements.

_____ A Sewer Tap inspection conducted by the Memorial Village Water Authority is required before the sewer connection to the City sewer can be covered.

_____ A Water Tap (Domestic and/or Irrigation) inspection conducted by the Memorial Village Water Authority is required before the water connection to the city water can be covered.

INSPECTIONS:

_____ Inspections requested by 3:30 PM Monday- Thursday and 12:30 Friday are typically conducted the following business day, between 7:00 AM and 4:00 PM, **SCHEDULE PERMITTING**. Inspections requested after 4:00 PM Monday – Thursday and 12:30 PM will typically be conducted in two (2) business days, **SCHEDULE PERMITTING**. To schedule your inspection, you will need the permit number, address, and type of inspection. Only personnel authorized by the company/ license holder on the contractor registration form are allowed to request inspections. To cancel an

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inspection, call the Building Permits Department before 7:30 AM on the day of the inspection. The City of Hedwig Village does not perform same-day or after-hours inspections.

_____ For failed inspections with a fee assessed a re-inspect fee will have to be paid prior to rescheduling the inspection.

_____ **FORM SURVEYS ARE REQUIRED TO BE SUBMITTED FOR REVIEW AND APPROVED BEFORE FOUNDATION INSPECTIONS WILL BE SCHEDULED**. **An engineer stamped elevation certificate will also be required if the property is within the flood zone.** The City of Hedwig Village typically takes at least two (2) full business days to review the form surveys and elevation certificates, so please remember to submit the form surveys and elevation certificates to our office at least two (2) full business days before you are ready for the foundation inspection.

_____ It is the responsibility of the general contractor to obtain a third-party certified energy code inspector to conduct all energy code inspections and finalize all reports. A signed final report stating it was inspected and approved will need to be submitt ed with the final paperwork.

FINALS:

_____ **The City typically takes at least two (2) full business days to review and/or approve the required final paperwork**. Please remember to submit your final paperwork to our office **at least two (2) full business days** before you want to schedule your final inspection. **See above for the required final paperwork.**

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I have read and understand the above instructions. I acknowledge that I have received a copy of the list of required inspections. I understand that additional inspections may apply depending on the type of project.

_____ _____

SIGNATURE DATE

_____ _____

COMPANY NAME COMPANY REPRESENTATIVE NAME

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