ACCESSORY STRUCTURES

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Accessory Structures

Important Design Considerations

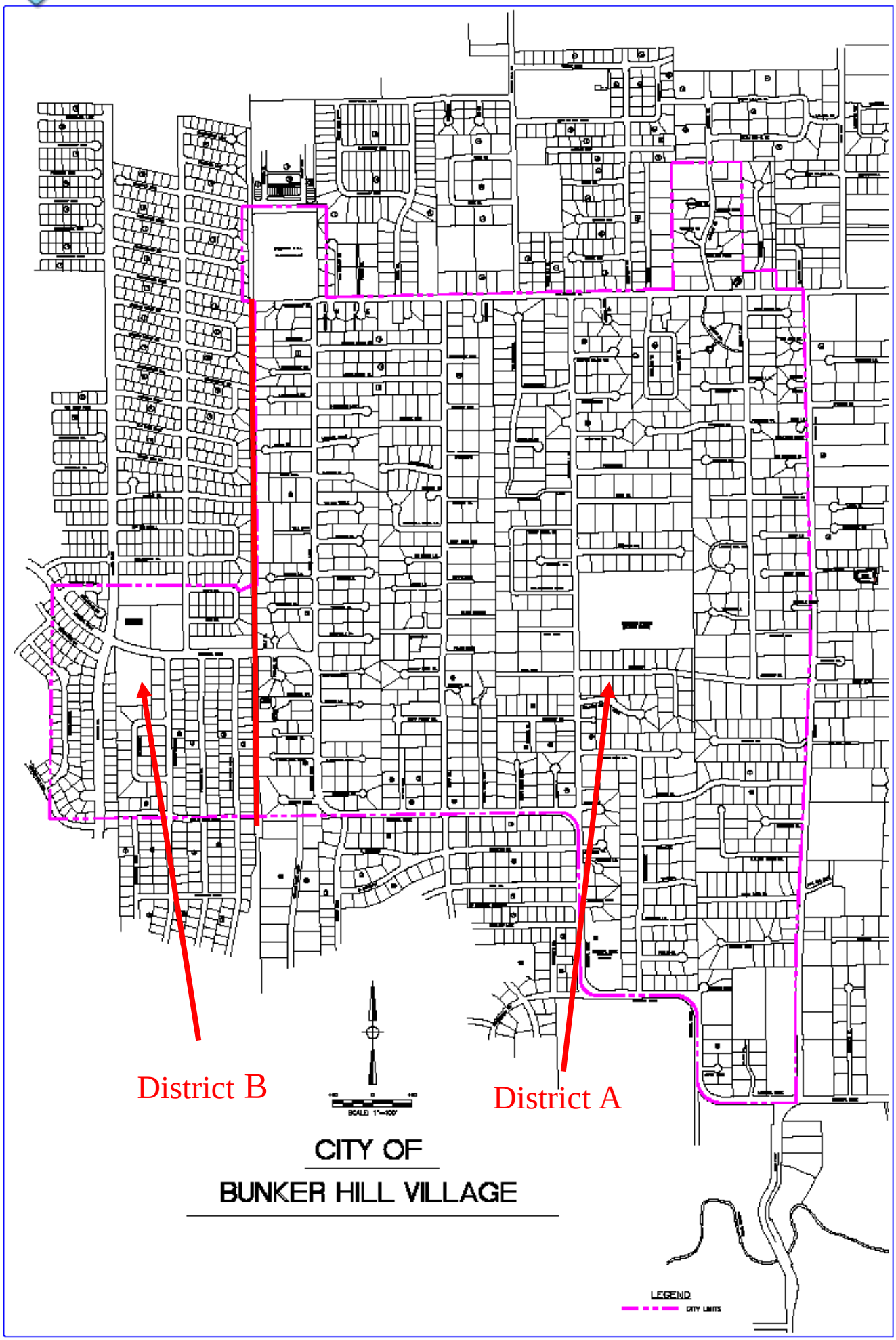
What is an Accessory Structure?

"Accessory building and *accessory use.* A building or use which is clearly subordinate and customarily incidental to and serves the principal or main building or use; is subordinate in area, extent, and purpose to the principal or main building or use served: contributes to the comfort, convenience or necessity of the occupant of the principal or main building or use; and is located on the same lot as the principal or main building or use. Notwithstanding the foregoing or any other provision contained in this appendix "A" to the contrary, no building, or any part thereof, constructed, altered, improved or used for the purpose of human habitation shall be deemed an accessory building hereunder. For the purposes hereof, a building or part thereof shall be deemed habitable if it is constructed, altered or improved so as to be suitable for, or used for, sleeping or any other living purposes. Provided further, any building, or part thereof, equipped with heating, air conditioning, or any other form of climate control shall be deemed suitable for habitation. (Ord. No. 01-256, § 1, 2-20-01)" - Bunker Hill Village City Ordinance

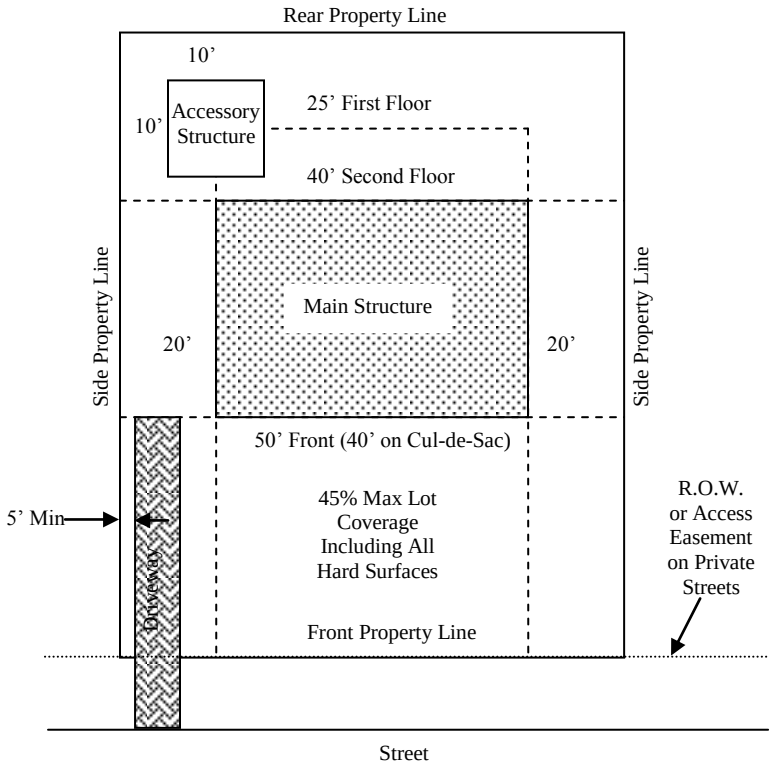
Typical Accessory Structures:

- **Garage**
- **Outdoor Kitchen**
- **Free Standing Pavilion**
- **Storage Building**
- **Pergola**
- **Any vertical structure which is not a fence, wall or main building**

- Accessory structures have different setbacks – see the enclosed zone map and setback drawings.
- An accessory structure may be attached to the main house by a breezeway NO MORE THAN 6 FEET IN WIDTH. If the breezeway is wider than 6 feet, the accessory structure is considered to be part of the main structure and must meet main structure setbacks. Accessory structures must also be at least 6 feet from a main structure.
- Underground drainage is required in the area of the proposed accessory structure.
- Maximum non-permeable lot coverage is 45.0%
- City of Bunker Hill Village Building Code: International Residential Code 2009 and National Electric Code 2011.
- **Please submit one complete set of 11" X 17"drawings for review.** You should receive a response for your project in 10 business days or less. Projects which do not include all of the required items on the enclosed Required Documentation List will be charged a $100 resubmission fee.

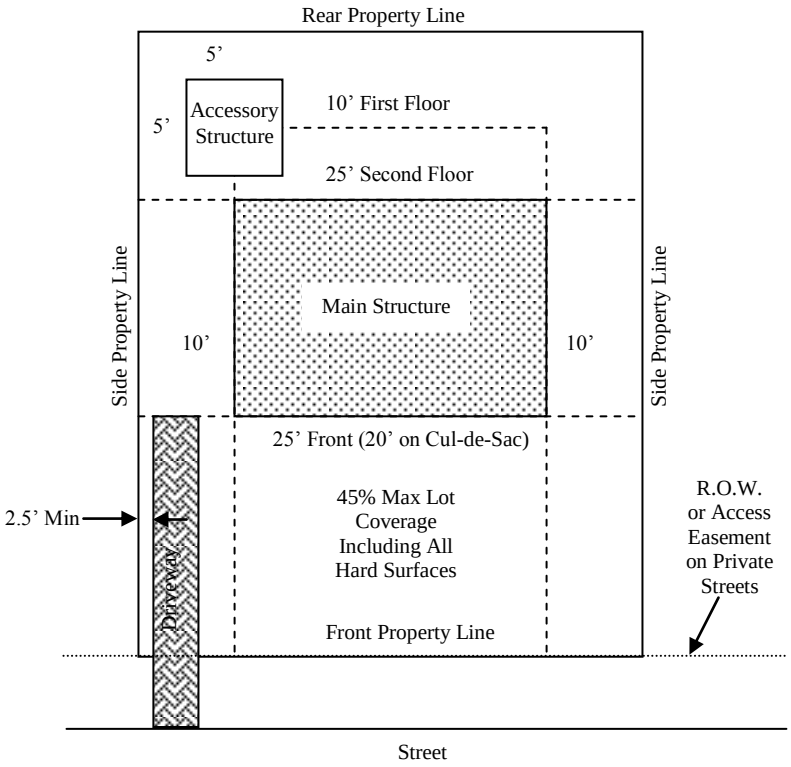

District B
District A
CITY OF
BUNKER HILL VILLAGE
LEGEND
CITY LIMITS

Standard Lot
District A

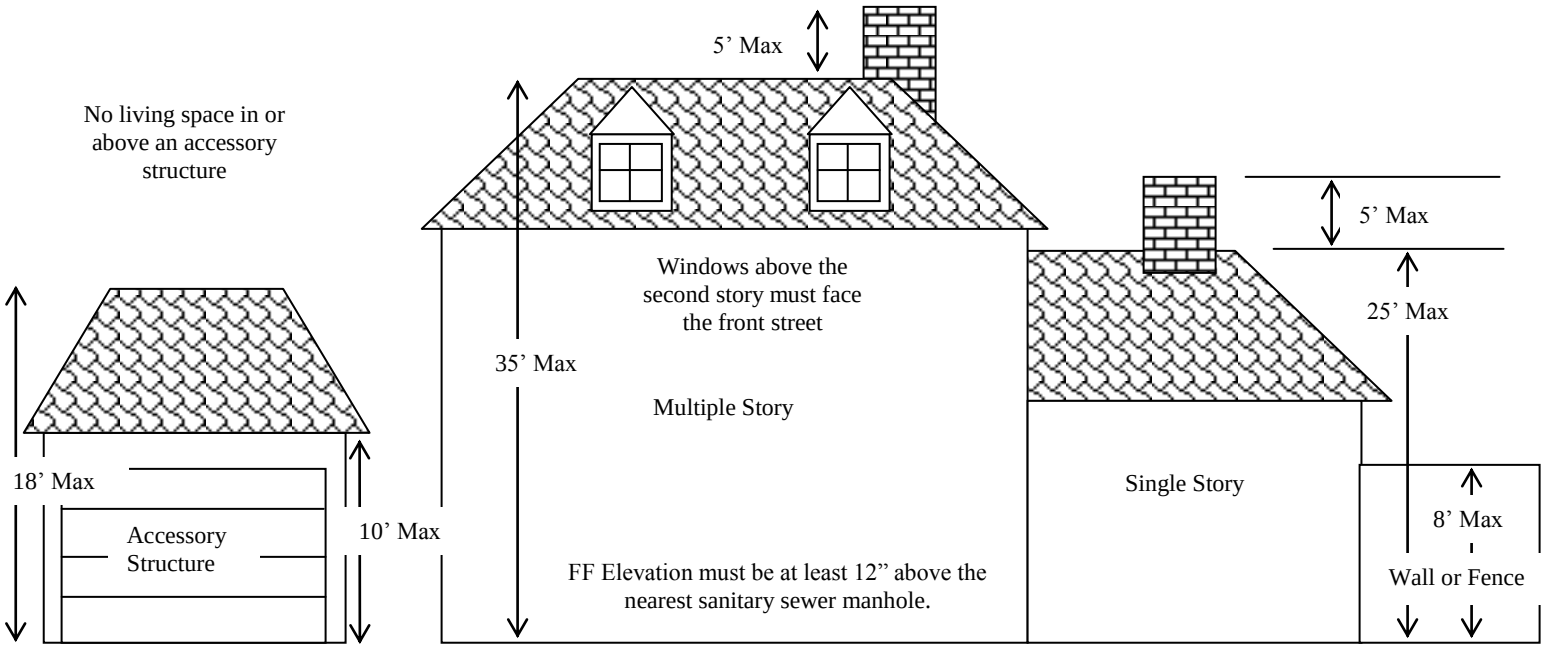


A Cud-de-Sac lot is defined as a lot which the ENTIRE front lot line is on the arc of the cul-de-sac.

Setback Requirements
Standard Lot
District B

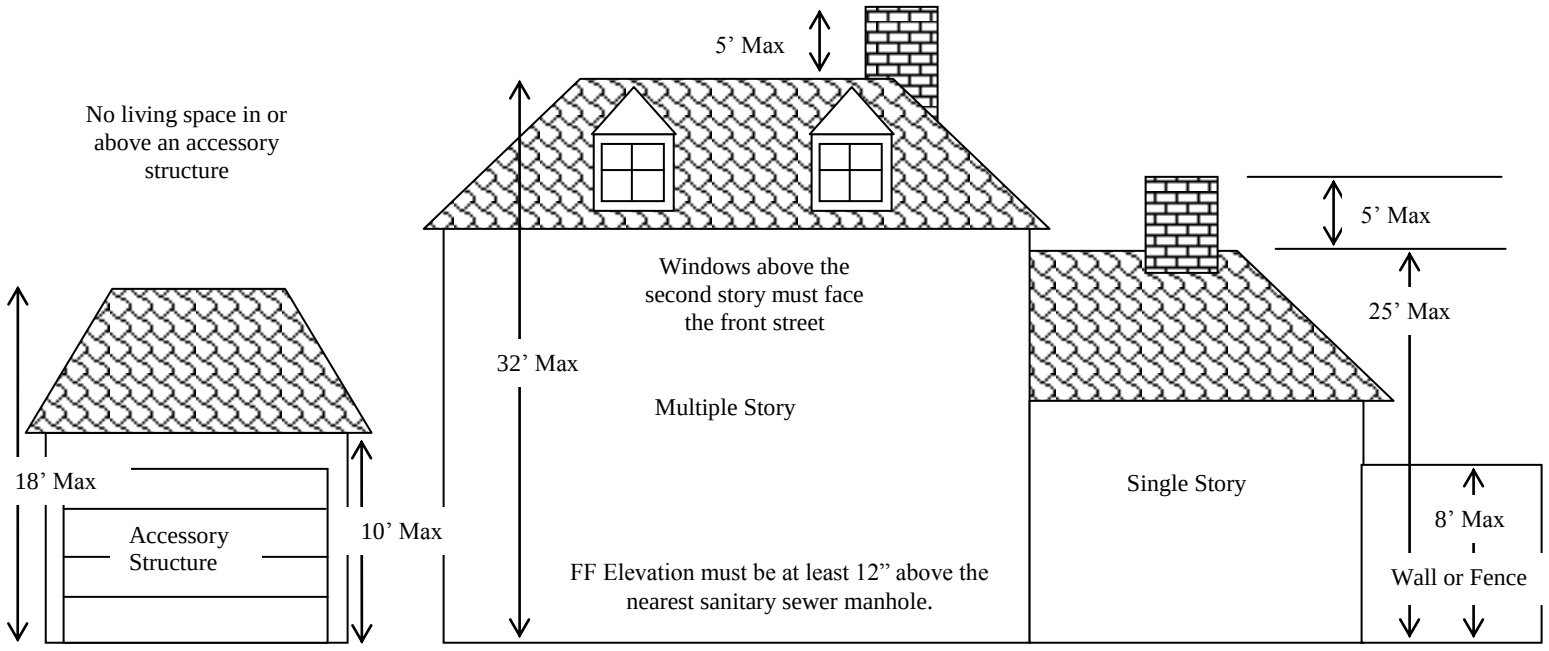


Height Limitations



District A

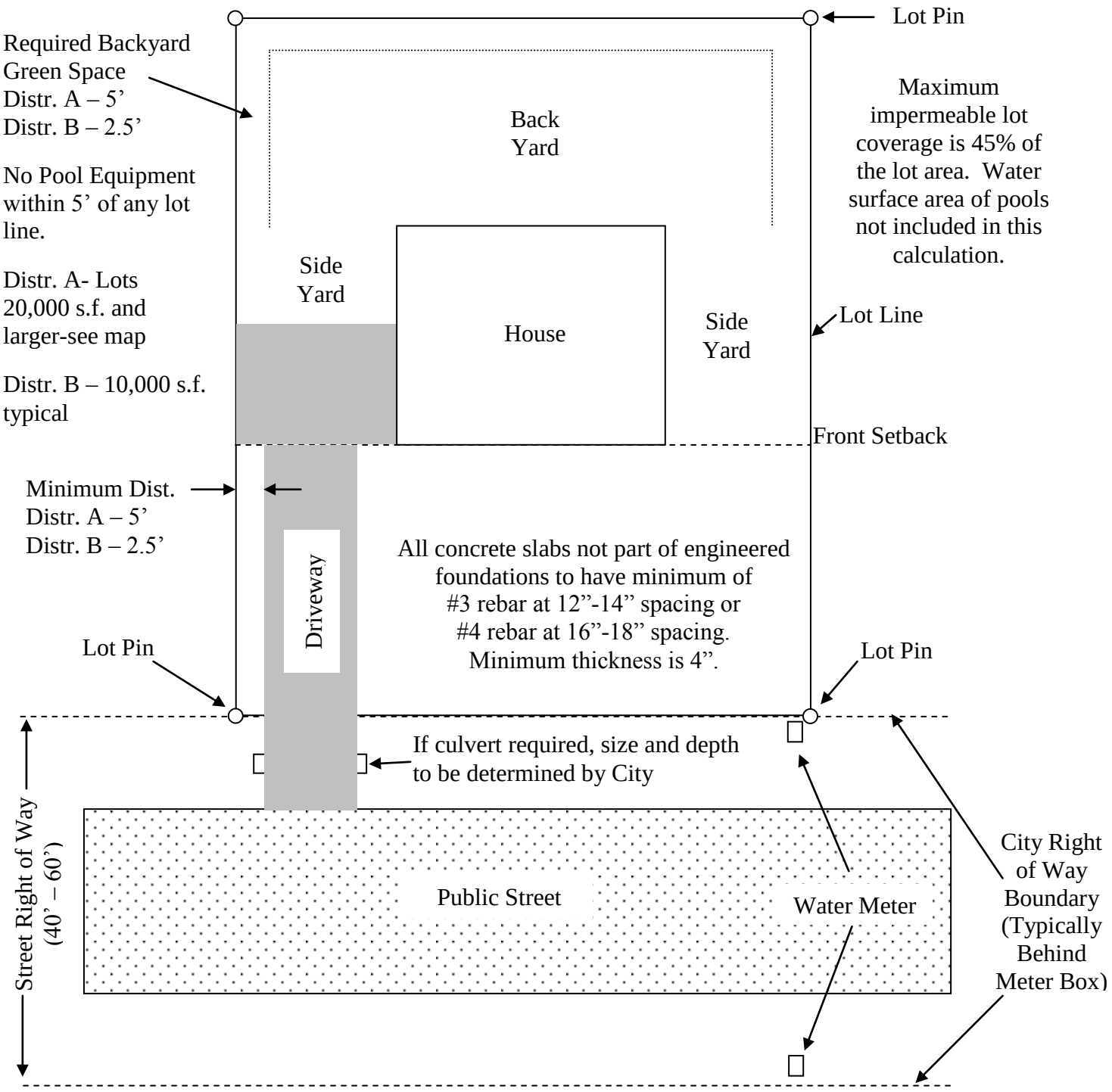
Fence or wall cannot be in front of the façade of main structure.



District B

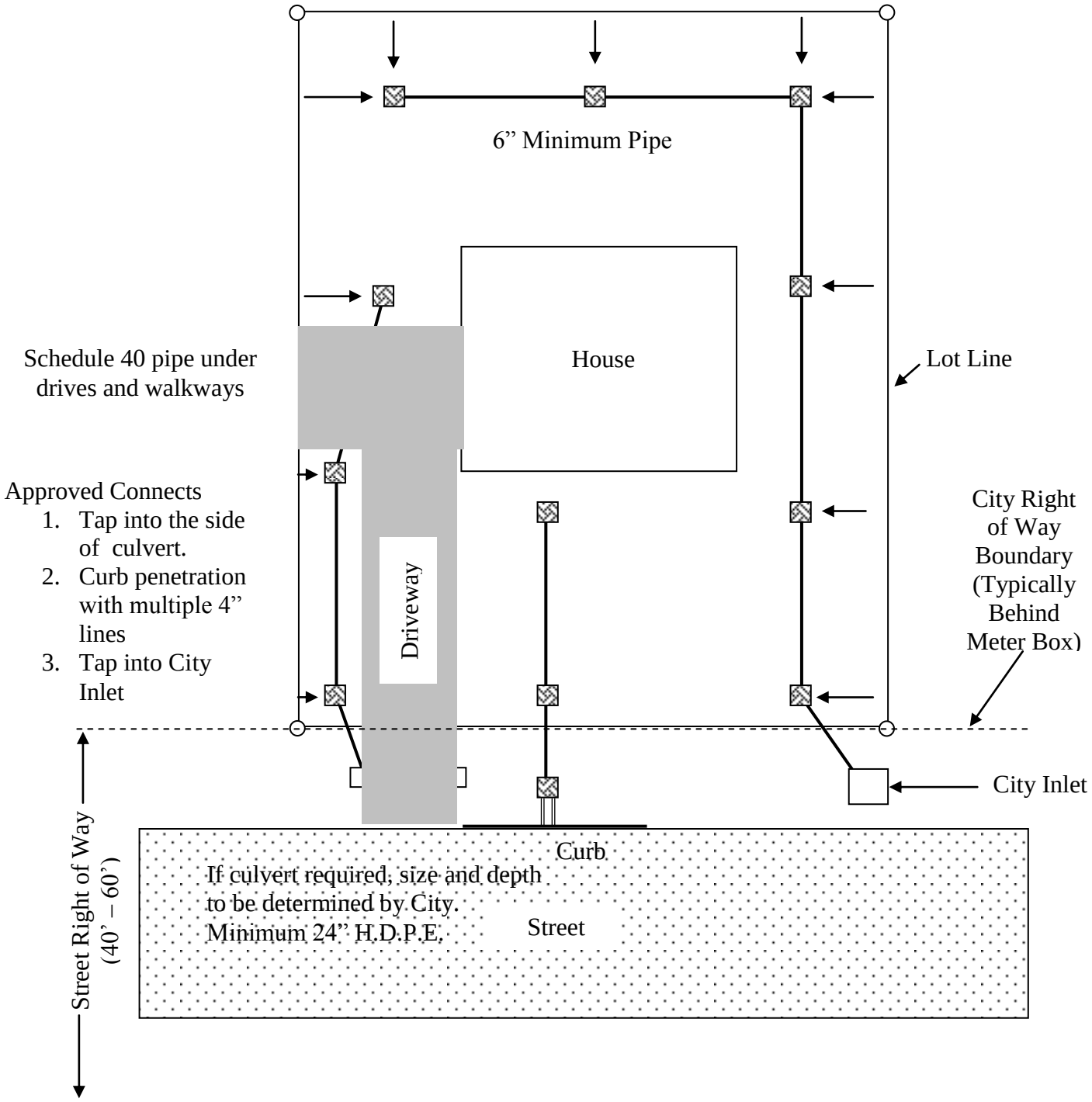
Fence or wall cannot be in front of the façade of main structure.

Driveway, Sidewalk, Pool Decking and Patio Requirements



Permeable pavers must be manufactured and designated as a permeable material. Installation must comply with manufacturer's recommendations for permeable installations. Final inspection of a permeable system will include a test to confirm that all water is transferred to the soil below the paver system.

Typical Drainage Plan



Minimum pipe size is 6”, however all lines must be designed to 5 year rain event standards. Pumps for sump systems must have a total capacity of a 5 year rain event for the drainage area served. All submissions must be signed by a licensed irrigator, engineer, or architect.

Drainage System Design Standards

1. New construction requires an underground drainage system to drain the entire lot area. NO SHEET FLOW TO THE CITY DRAINAGE FACILITIES.

2. Lots should be generally graded so that flow is from back to front. Exceptions should be requested in writing with details as to why this plan cannot be followed. Lots should also be graded so that water does not flow between properties. (Even if it is currently configured with cross lot drainage)

3. Minimum pipe size is 6". Four inch lateral lines are allowed IF they are directly connected to only one four inch gutter down spout.

4. Gutter connections are allowed but not required.

5. System should be designed to accommodate a 5 year frequency storm.

6. Systems should be designed to connect to a city underground storm water system if one is available to the site.

In the absence of a city storm water system, the following should be considered as alternative connection methods:

a) On streets with curbs, multiple 4" outlet pipes of a sufficient number to accommodate the upstream pipe capacity will be allowed to protrude through the curb. An inlet or serviceable junction box should be used as the transition point between the multiple 4" lines and the upstream pipe to allow removal of debris at the transition point. The transition point should be between 1' and 5' behind the curb.

b) On streets served by a ditch, all connection points should be into the side of a H.D.P.E. culvert of not less than 24" in diameter. Actual culvert size to be determined by the city.

c) All culverts to be H.D.P.E. installed in accordance with manufacturer's recommendations. Flowline to be determined by the City of Bunker Hill Village. Minimum size is 24" but larger sizes may be required by the City. Please provide the size of culvert pipes on properties adjacent to the project site.

7. No French drain systems.

8. Bubbler boxes will not be approved

9. Sump systems should be designed to the design standards listed above. Pump sizing calculations should be included.

10. System should be constructed so that there is no standing water in pipes or inlets.

11. P.V.C. pipe must be a minimum of SDR 35. Schedule 40 required for sections under driveways.

Accessory Structure
Required Documentation

Building Submittal Package

- Permit Application
- Lot Coverage Calculations Form
- Affidavit of Notification to Property Owners within Subdivisions (see Sample Letter)
- Tree Removal Application
- Required Drawings and Documentation (1 complete set)
  - Property Survey by a Registered Land Surveyor. (Standard file size please)
  - Site Plan showing all setback lines, proposed structures, water and sewer tap locations, lot coverage calculations, location and elevation of nearest sanitary sewer manhole.
  - Tree Survey showing disposition and protection.
  - Final Drainage Plan stamped by a Texas Licensed Irrigator, Landscape Architect or Civil Engineer.
  - Elevations
  - Floor Plan
  - Frame and Foundation Plan sealed by a Texas Registered Structural Engineer
  - Electrical Plans with load calculations and sizing OR sealed by a Texas Registered Electrical Engineer. Also see the Center Point Energy requirements.
  - Plumbing Plans

Additional permits may be required for Mechanical, Electrical, or Plumbing.

Building Permit Application

Date:_____

Type of Permit Requested: Accessory Structure Description:_____

Job Address:_____

Contractor:_____Telephone:_____

Fax:_____Mobile: _____

Type of Project: (Circle One) New Addition Alteration Replacement

Owner of Property:_____Valuation:$_____

Square Feet of New Space Air Conditioned:_____Non AC_____New Slab:_____

Requested Water Meter Size:_____

Minimum Distance From Proposed Structure to: North Property Line_____ South Property Line_____

West Property Line_____ East Property Line_____

I hereby certify that this property has been legally platted and is recorded as Lot_____, Block_____ of _____Addition in Vol.___, Page_____ of the records and maps of Harris County, Texas.

_____(Property Owner)

I hereby acknowledge that I have been informed that a Fire Sprinkler System is required in all new construction and in additions or remodeling projects that exceed 50% of the replacement value of the existing structure as required in N.F.P.A. 13, 13D. Fire system plans must be submitted to the Village Fire Department (901 Corbindale, Houston, Texas 77024 713-468-7941) for approval prior to construction.

_____(Contractor/ Agent)

For City Use Only

Fees:	Water Tap	$_____		Permit No.	_____
	Sewer Connection Charge	$ _____		Fire System Approval Date	_____
	Water Deposit	$ _____		Permit Number	_____
	Connection Total	$ _____		Permit Fee	$ _____

LOT COVERAGE CALCULATIONS

JOB ADDRESS: _____

LOT AREA _____SQ. FT.

BUILDING AREA _____SQ. FT

OTHER AREAS _____SQ. FT.

TOTAL PERCENTAGE OF LOT COVERAGE _____%

Building area is the square footage of the lot covered by buildings only.

Other areas include decks, patios, courts, walkways, drives or any other surface that would render the underlying ground impermeable.

The water surface of a pool shall **NOT** be considered as part of the lot coverage.

I certify that the above information is true and correct.

_____
Contractor's Signature

_____
Date

****

Ordinance No. 03-289, adopted by the City Council of the City of Bunker Hill Village, on August 19, 2003, stipulates the following:

Building area. The building area shall not exceed forty-five percent **(45%)** of the area of the lot in both District A and District B. For the purposes hereof, building area shall include portions of a lot which are covered with buildings or structures which render the underlying ground impermeable, including, but not limited to, building foundations, driveways, sidewalks, walkways, sundecks, patios, or tennis courts, and other impervious surfaces."

Affidavit of Notification to Property Owners within Subdivisions having Recorded Restrictions

Permit Applicant:_____

Address:_____

Lot:_____Block_____Subdivision:_____

Proposed Work:_____

This affidavit is required for all new construction and room additions in which the foot print of the building is changed. The following language is from the City of Bunker Hill Village Ordinance No. 06-348.

(b)Affidavit Required. No building permit shall be issued for the construction of a new building, or for any addition to an existing building that would extend such building beyond the footprint of the building prior to the proposed addition, on a Lot subject to a Recorded Restriction, unless the permit applicant has submitted an affidavit certifying that notice of the permit application has been delivered to the owner, as shown on the current tax roll, of each Lot within the subdivision that is subject to the Recorded Restriction. Provided however, if the instrument(s) establishing the Recorded Restriction provides for creation of a committee or association with authority to enforce the Recorded Restriction, and there is a committee or association duly organized and operational in accordance with such instrument, certification that notice has been served on an authorized agent or officer of the committee or association may be given in lieu of notice to all individual property owners within the subdivision other than owners of property adjacent to the Lot subject to the permit.. If the permit application is for construction on a Lot that is not subject to a Recorded Restriction, the applicant shall certify such fact by affidavit. The City Administrator is authorized to promulgate affidavit forms for use in the implementation of this Section.

(c)Form of Notice; Method of Delivery. Any notice required in paragraph (b) above shall include a general description of the proposed construction, the name of the subdivision, and the Lot and block number and street address of the Lot subject to the permit. Such notice, as outlined below, shall be delivered by depositing the same, properly addressed and postage prepaid, in the United States mail, registered or certified, return receipt requested.

(d)Waiting Period; Stop Work Orders. The building official shall not issue a building permit for construction on a Lot subject to a Recorded Restriction until the expiration of five (5) business days following the receipt of an executed affidavit that fully complies with paragraph (b) above.

I,(Permit Applicant)_____ certify that I have complied with the City of Bunker Hill Village requirements as outlined above and understand that a building permit will not be issued until after five (5) business days from the date of submission of this affidavit.

_____

Signature Date

_____

Notary Date

Date

Builder
Mailing Address
City, State Zip

RE: Proposed New Construction
New Construction Address

Dear Resident:

We are planning to construct a new home at the above mentioned address. The City of Bunker Hill Village requires that we notify all property owners within the same subdivision of our planned construction. The purpose of this notification is to give you an opportunity to review our plans and determine if the proposed construction violates any deed or covenant restrictions. The City of Bunker Hill Village will delay issuing a building permit for 5 business days after the confirmation of this letter preparation to allow valid conflicts to be identified. Please contact us at **(___)___-____** if you desire to view the plans.

Sincerely,

TREE REMOVAL PERMIT APPLICATION
CONSTRUCTION RELATED

Address: _____

Owner of Subject Site:_____ Phone Number:_____

Contractor:_____ Phone Number:_____

A tree is defined as a long-lived, branching, woody plant, usually with one (1) main stem or trunk, and having a diameter of at least five (5) inches measured 4.5' above the surrounding ground. Plants which do not meet this definition are not required to be reported.

A._____ Total number of existing trees on the lot prior to any construction.

B._____ Total number of trees to be removed.*

C._____ Number of trees to be left on the lot after tree removal (A-B)

D._____ Area of the lot in square feet

E._____ Required minimum number of trees for this lot. (1 Tree per 1,000 square feet of lot rounded up)

F._____ Number of required replacement trees (Required replacement trees will be inspected at the time of the building final. Minimum diameter of replacement trees is 3". See ordinance for approved replacement trees and required placement. www.bunkerhill.net)

G._____ Number of trees to be removed with a diameter of 20" or greater.

*If trees are to be removed, a survey for the property with each tree properly located and labeled must be attached to this application. In addition to identifying each tree as to general kind and trunk diameter, the following legend must be used to label each tree:

◯ Trees to remain ⊗ Tree to be Removed ◌ Proposed Replacement Tree

Example: ◯ 14" Oak

Comments:

_____ _____
Signature of Owner Date:

_____ _____
Approval by Building Official Date:

Contractor Registration

Company Name: _____

Contact Person:_____

Mailing Address:_____

City_____State:_____Zip:_____

Office Telephone:_____Fax:_____

Email:_____

Field Contact Person:_____Telephone:_____

Texas License Type:_____Expiration Date:_____

Name on License:_____

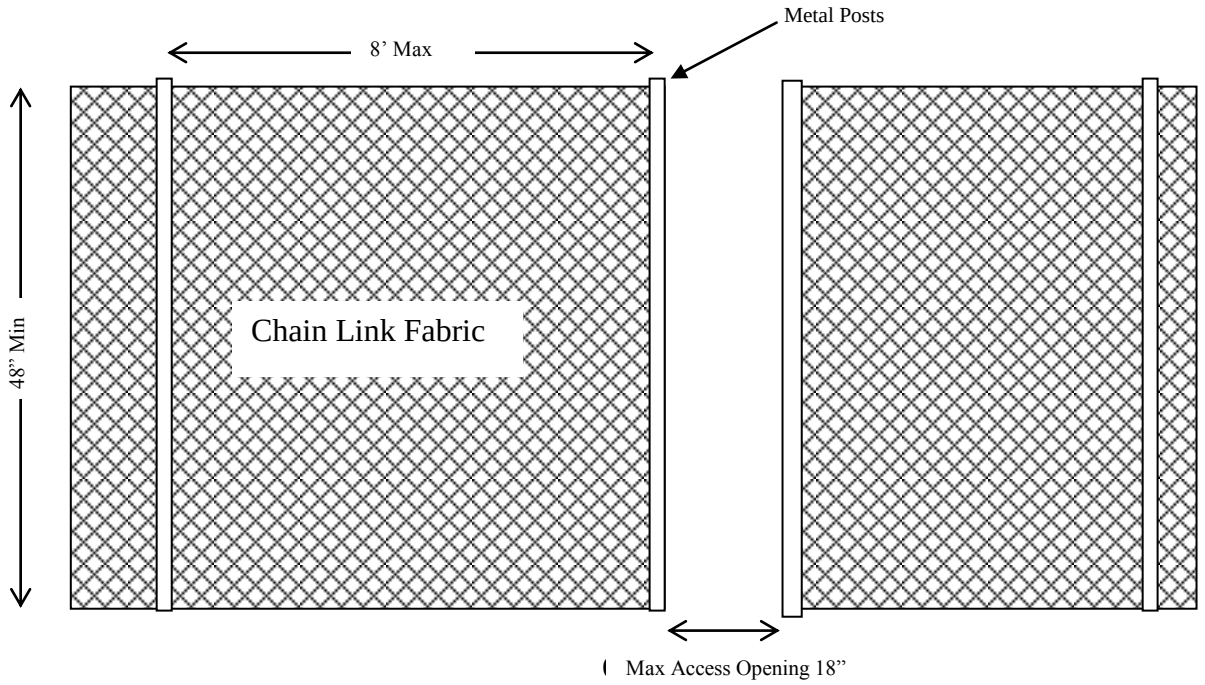
License Number:_____

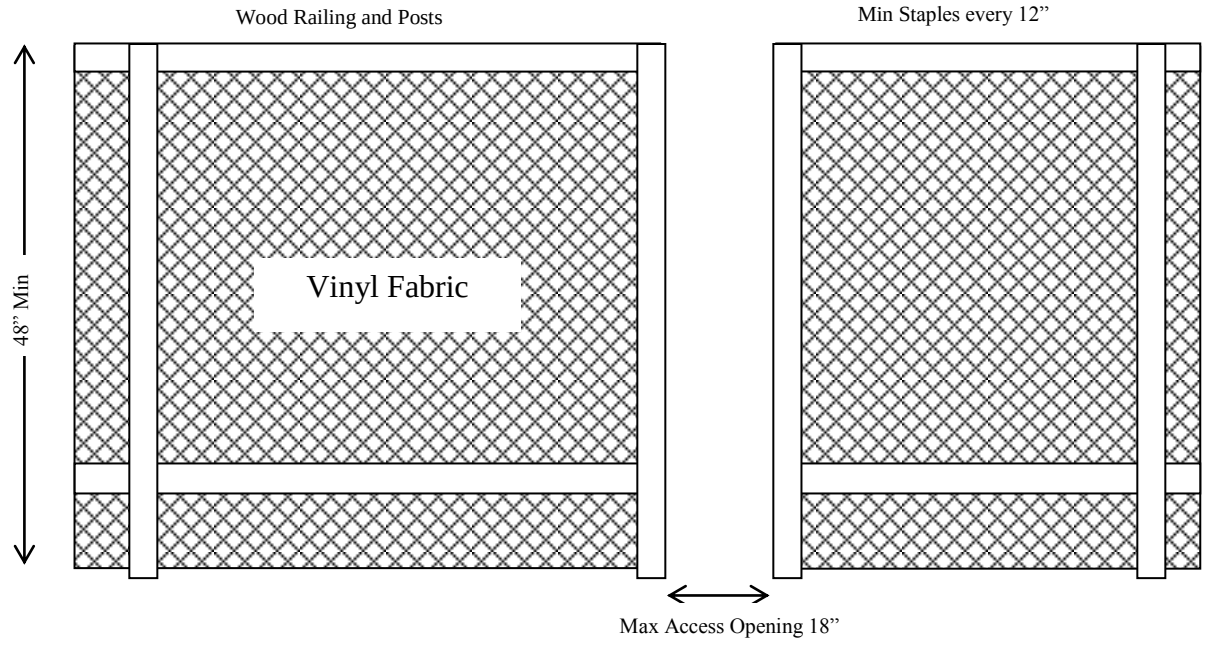
Insurance Underwriter:_____Expiration Date:_____

Please request your insurance carrier to fax the required insurance certificate to (713) 827-8752. The City of Bunker Hill must be the certificate holder shown on the certificate. A copy of your applicable state license is also required. A permit will not be issued until this information is on file.

Types of Allowable Tree Protection Fencing

Tree protection shall consist of fencing, at least forty-eight (48) inches in height, which shall be placed at the drip line of the canopy of each tree to be preserved. Fencing shall be of either metal hurricane variety with steel posts no greater than eight (8) feet apart, or a wooden rail fence with vinyl construction fencing attached, with staples every twelve (12) inches. An opening shall be left in each fence enclosure of not more than eighteen (18) inches to allow access for maintenance of grass and vegetation. No such tree protection area shall be used to store materials or equipment.





ALLOWED REPLACEMENT TREES

If replacement trees are required as a provision of your building permit, new trees must be selected from the list below. Trees must be at least 3" in diameter 4.5' from the ground.

Pecan	Drummond Red Maple	River Birch
Black Walnut	Winged Elm	Fringe Tree
Cedar Elm	Nuttall Oak	Chinese Elm
American Elm	Sweetgum	Southern Magnolia
Chinese Pistasche	Tulip Tree	Eastern Red Cedar
Green Ash	Yellow Poplar	Bald Cypress
Overcup Oak	Live Oak	Loblolly Pine
Shumard Oak	Bur Oak	Post Oak
White Oak	Swamp Chestnut Oak	Sycamore

General Contractor Responsibilities

The general contractor **SHALL PROVIDE A SINGLE PROTECTED AREA FOR ALL PERMITS AND INSPECTION RECORDS** issued for that site.

SANITARY WASTE: All sanitary waste shall be collected in an enclosed portable waste collection unit (portable toilets) approved by the City of Bunker Hill Village. All portable toilets shall be screened from view from any adjacent private property or any public or private roadway with privacy fencing or other decorative screening materials, of a height of not less than the height of the portable toilet. Each portable toilet shall be served at least one (1) time per week.

All trees to be left on the site **MUST HAVE TREE PROTECTION IN PLACE BEFORE ANY CONSTRUCTION INCLUDING DEMOLITION TAKES PLACE.**

ALL STREETS AND PUBLIC DRAINAGE AREAS MUST BE PROTECTED FROM SITE RUNOFF WITH A SILT FENCE. Any tracking of mud or debris **MUST BE CLEANED DAILY.**

ON-SITE PARKING FOR WORKERS: All vehicles belonging to construction workers shall be parked on the job site unless special approval by the building official is received. The builder shall provide an all-weather temporary drive to minimize tracking dirt, mud, etc., onto the adjacent street or streets.

HOURS OF WORK NOTICES MUST BE POSTED. The City of Bunker Hill will provide these notices in English and Spanish. The general contractor is to place them in a protective sleeve or have them laminated and post both at the site.

ALL TRASH, DEBRIS, AND LITTER MUST BE PICKED UP DAILY.

Violation of any of the above **CAN RESULT IN STOP WORK ORDERS OR A FINE OF $2,000 OR BOTH.**

A "Site Inspection" is required prior to any construction activities to confirm that all of the above are in place. No construction inspections will be scheduled until an approved site inspection have been performed. Items to be inspected as part of a site inspection:

- **Permit posting station in place with permits on site**
- **Tree protection as required**
- **Storm water protection in place (silt fencing)**
- **Designated construction parking location**
- **Work hours posted**
- **Fencing around sanitary facilities**
- **Dumpster in place**

City of Bunker Hill Village
Building Code Update
Effective 06/20/12

The City of Bunker Hill Village has adopted the following building codes:

- **2009 EDITIONS OF THE INTERNATIONAL BUILDING CODE, INCLUDING APPENDICES E, F, G, AND I**
- **2009 INTERNATIONAL MECHANICAL CODE INCLUDING APPENDIX A**
- **2009 INTERNATIONAL PLUMBING CODE INCLUDING ALL APPENDICES**
- **2009 INTERNATIONAL FUEL GAS CODE INCLUDING ALL APPENDICES**
- **2009 INTERNATIONAL RESIDENTIAL CODE FOR ONE- AND TWO-FAMILY DWELLINGS INCLUDING APPENDICES A, B, C, D, E, F, G, H, K, P, Q**
- **2009 INTERNATIONAL FIRE CODE INCLUDING APPENDICES B THROUGH J**
- **2009 ICC ELECTRICAL CODE**
- **2011 EDITION OF THE NATIONAL ELECTRICAL CODE EXCEPT ANNEX "H"**

<u>AND</u> the following modifications and additions:

307.2.1 Condensate Disposal. Condensate from all cooling coils, evaporators and any condensate producing appliance shall be conveyed from the drain pan or appliance outlet to an approved place of disposal. Such piping shall maintain a minimum horizontal slope in the direction of discharge of not less than one-eighth unit vertical in 12 units horizontal (1-percent slope). Condensate shall not discharge into a street, alley, walkway, patio or other area which could become unsafe with the presence of water. A water level detection device conforming to UL 508 shall be provided that will shut off the equipment served in the event that the condensate line becomes blocked.

(8) Section 307.2.3 is hereby amended to read as follows:

307.2.3 Auxiliary and Secondary Drain Systems. In addition to the requirements of Section 307.2.1 where damage to any building components could occur as a result of overflow from the equipment primary condensate removal system, both of the following auxiliary protection methods shall be provided for each cooling coil or fuel-fired appliance that produces condensate:

1. An auxiliary drain pan with a separate drain shall be provided under the appliance on which condensation will occur. The auxiliary pan drain shall discharge to a conspicuous point of disposal to alert occupants in the event of a stoppage of the primary drain. The pan shall have a minimum depth of 1 ½ inches (38 mm), shall not be less than 3 inches (76 mm) larger than the unit or the coil dimensions in width and length and shall be constructed of corrosion-resistant material. Galvanized sheet steel pans shall have a minimum thickness of not less than 0.0236 inch (0.6010 mm) (No. 24 gage). Nonmetallic pans shall have a minimum thickness of not less than 0.0625 inch (1.6 mm). Any appliance supports placed in the auxiliary drain pan must be of a noncombustible and non deteriorating material.

2. A water-level detection device conforming to UL508 shall be provided that will shut off the equipment served prior to overflow of the pan.

(1) Minimum wire size for lighting and branch circuits is 12 gage in areas of new construction. Number 14 gage wire is not allowed for any purposes in areas of new construction.

(2) All wiring beyond the electrical service meter must be copper. No aluminum wiring allowed beyond the electric meter.

(3) All circuits, except those dedicated for specific appliances or required to be protected by GFCI, must be protected with combination breakers for arc and ground fault protection. A testing device shall be provided by the electrician at the final electrical inspection to test the arc and ground fault breakers at the receptacles.

(4) Hallways and stair landings of at least 3 feet (914 mm) or more in length as measured horizontally along the wall shall have at least one receptacle outlet. The hall length shall be considered the length measured along the centerline of the hall without passing through a doorway. Additional receptacles are required for each additional length of 12 feet (3658 mm).

(5) Receptacle requirements for kitchen islands shall be twice (2X) the quantity required in Article 210.

(6) Testing of Arc and Ground fault systems shall be performed at the receptacles.

(7) Standby and emergency generators shall be installed in accordance with the National Electrical Code, 2011 and the following restrictions:

a. All wiring shall meet all requirements outlined in this code.
b. Maximum sound level at anytime shall be 70db or less measured at the property line.
c. Generator shall be positioned so that no structure, roof or overhang is over any portion of the generator enclosure.
d. Minimum clearance between generator foundation and other structures shall be 24 inches or greater as determined by manufacturers' specifications. At no time shall the clearance be less than 24 inches.
e. No portion of the generator or wiring may be located in an easement or Right of Way.
f. Generator may not be located in any restricted area or required green space.
g. Generator may not be located within the required front yard of a lot.
h. A generator cannot be visible from a public or private street.

(3) Section R902.2 is hereby amended to read as follows:

902.2 Fire-retardant-treated Shingles and Shakes. The use of wood shakes, shingles, or non-classified or unlabeled materials is prohibited.

(4) The use of wood shakes, shingles, or non-classified or unlabeled materials is prohibited for use as an exterior covering as a siding for residential structures.

E3901.4.2 Island Countertop Spaces. At least two receptacle outlets shall be installed at each island countertop space with a minimum of four receptacles required for any island which has divided work or separate spaces as defined in E3901.4.4.

(8) **E3902.11 Arc-fault circuit-interrupter protection** is hereby amended to apply to all branch circuits except those dedicated to appliances or protected by GFCI and/or fire alarm systems. A testing device shall be provided by the electrician at the final electrical inspection to test the arc and ground fault breakers at the receptacles. In addition, all branch circuits that supply 120-volt or greater power shall use a minimum of 12 gage copper wire in areas of new construction. No 14 gage wire allowed in areas of new construction.

(9) Section E3901.10 is hereby amended to read as follows:

E3901.10 Hallways and Stair Landings. Hallways and stair landings of at least 3 feet (914 mm) or more in length as measured horizontally along the wall shall have at least one receptacle outlet. The hall length shall be considered the length measured along the centerline of the hall without passing through a doorway. Additional receptacles are required for each additional length of 12 feet (3658 mm).

(10) Section M1411.3 is hereby amended to read as follows:

M1411.3 Condensate Disposal. Condensate from all cooling coils, evaporators and any condensate producing appliance shall be conveyed from the drain pan or appliance outlet to an approved place of disposal. Such piping shall maintain a minimum horizontal slope in the direction of discharge of not less than one-eighth unit vertical in 12 units horizontal (1-percent slope). Condensate shall not discharge into a street, alley, walkway, patio or other area which could become unsafe with the presence of water. A water level detection device conforming to UL 508 shall be provided that will shut off the equipment served in the event that the condensate line becomes blocked.

(11) Section M1411.3.1 is hereby amended to read as follows:

M1411.3.1 Auxiliary and Secondary Drain Systems. In addition to the requirements of Section M1411.3 where damage to any building components could occur as a result of overflow from the equipment primary condensate removal system, both of the following auxiliary protection methods shall be provided for each cooling coil or fuel-fired appliance that produces condensate:

1. An auxiliary drain pan with a separate drain shall be provided under the appliance on which condensation will occur. The auxiliary pan drain shall discharge to a conspicuous point of disposal to alert occupants in the event of a stoppage of the primary drain. The pan shall have a minimum depth of 1 ½ inches (38 mm), shall not be less than 3 inches (76 mm) larger than the unit or the coil dimensions in width and length and shall be constructed of corrosion-resistant material. Galvanized sheet steel pans shall have a minimum thickness of not less than 0.0236

inch (0.6010 mm) (No. 24 gage). Nonmetallic pans shall have a minimum thickness of not less than 0.0625 inch (1.6 mm). Any appliance supports placed in the auxiliary drain pan must be of a noncombustible and non deteriorating material.

2. A water-level detection device conforming to UL508 shall be provided that will shut off the equipment served prior to overflow of the pan.

(12) Standby and emergency generators shall be installed in accordance with the National Electrical Code, 2011 and the following restrictions:

(a) All wiring shall meet all requirements outlined in this code.
(b) Maximum sound level at anytime shall be 70db or less measured at the property line.
(c) Generator shall be positioned so that no structure, roof or overhang is over any portion of the generator enclosure.
(d) Minimum clearance between generator foundation and other structures shall be 24 inches or greater as determined by manufacturers' specifications. At no time shall the clearance be less than 24 inches.
(e) No portion of the generator or wiring may be located in an easement or Right of Way.
(f) Generator may not be located in any restricted area or required green space.
(g) Generator may not be located within the required front yard of a lot.
(h) A generator cannot be visible from view from a public or private street.

WORKING HOURS

MONDAY – FRIDAY
7:00 A.M. TO 6:00 P.M.

SATURDAY
8:00 A.M. TO 5:00 P.M.

SUNDAY
HOLIDAY (NO WORK ALLOWED)

LAS HORAS DE TRABAJO

LUNES – VIERNES
7:00 A.M. HASTA LAS 6:00 P.M.

SABADO
8:00 A.M. HASTA LAS 5:00 P.M.

DOMINGO
DIA DE DESCANSO (NO SE PERMITE TRABAJAR)

Required Accessory Structure Inspections

Fax Inspection Requests 1 day in advance to the City of Bunker Hill using the form provided in this package. All inspections must be performed by City of Bunker Hill inspectors. Third party inspections do not take the place of city inspections.

Building

- Site – Must be performed prior to any construction. See inspection page for details.
- Pier – Inspection of drilling and steel prior to pouring.
- Form Survey – hard copy delivered to the city for review prior to foundation inspection. Please include the actual elevations on the slab certification.
- Foundation – all plumbing should be approved at this point.
- Wind Bracing – prior to any exterior trim , soffit or infiltration covering installation.
- Frame Cover – all other trades should be approved for cover at this point.
- Brick Ties/ Stucco wire and lathe.
- Final – all other permits must be complete.

Additional inspections may be required and will be detailed on your permit. This list does not include inspections required for Mechanical, Electrical, Plumbing or Flatwork permits.

City of Bunker Hill Village

INSPECTION REQUEST FORM **FAX 713-827-8752**

CONTRACTOR:_____

JOB SITE ADDRESS_____CONTRACTOR FAX:_____

CONTACT PERSON:_____ PHONE NUMBER: _____

PERMIT#_____DATE FOR INSPECTION:_____Time Desired:_____

Please fax this form by 4:00 pm to insure next day inspections.

Building

_____ Site
_____ Pier
_____ Foundation*
_____ Wind Bracing
_____ Brick Tie
_____ Frame Cover
_____ Polly Seal
_____ Insulation
_____ Wall Board
_____ Final

*Form Survey must be presented and approved before a Foundation Inspection will be scheduled.

Mechanical

_____ Cover
_____ Register/Box Seal
_____ Change Out
_____ Final

Electrical (Electrician must be present @ inspection)

_____ Cover
_____ Temporary Pole Set
_____ TCI
_____ Underground
_____ Swimming Pool
_____ Final

Plumbing

_____ Sewer Disconnect
_____ Underground
_____ Cover
_____ Pressurization
_____ Shower Pan
_____ Water Lines/Water Heaters
_____ Gas Turn On
_____ Area Drains
_____ Final

Driveway/Sidewalk

_____ Approach
_____ Pre-Pour
_____ Culvert
_____ Final

Fence

_____ Final

Pool

_____ Stake Out
_____ Steel
_____ Decking
_____ Final

Irrigation

_____ Final

Demolition

_____ Pre-Demo

Roof _____ Final

Comments:_____

Site Inspection is to confirm the presence of 1) On Site Parking 2) Dumpster 3) Screened Sanitary Facilities 4) Filter Fabric and Runoff Protection 5) Temporary Drainage 6) Tree Protection 7) Permit Posting Station 8) Address Clearly visible from the street.