

# CITY OF BUNKER HILL VILLAGE

## Inspection Request Form

city fax 713-827-8752 / INFO@BUNKERHILLTX.GOV

REQUEST MUST BE SUBMITTED BY 3:00 PM FOR NEXT BUSINESS DAY SCHEDULING



PERMIT NUMBER \_\_\_\_\_

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

CONTRACTOR: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT TELEPHONE: \_\_\_\_\_

REPLY FAX OR EMAIL: \_\_\_\_\_

REQUESTED DATE OF INSPECTION: \_\_\_\_\_  AM  PM

IF YOU WISH TO BE CONTACTED WITH INSPECTION RESULTS, CONTACT METHOD:

EMAIL: \_\_\_\_\_ OR

TEXT PHONE NUMBER: \_\_\_\_\_

**PLEASE LOOK AT YOUR PERMIT FOR AVAILABLE INSPECTIONS AND LIST THE DESIRED INSPECTION BELOW. DO NOT USE YOUR OWN TERMS. INDICATE IF YOU WANT A PARTIAL INSPECTION.**

\_\_\_\_\_  
\_\_\_\_\_

**INSPECTORS:      ELECTRICAL -713-898-6502      ALL OTHERS - 713-480-6734**  
**DO NOT CONTACT INSPECTORS TO SCHEDULE INSPECTIONS!**

### TOP 5 REASONS FOR UNNECESSARY INSPECTION FAILURES;

1. PERMIT NOT POSTED ON PROJECT
2. LICENSED ELECTRICIAN FAILED TO BE PRESENT FOR AN ELECTRICAL INSPECTION.
3. HOSE BIB VACUUM BREAKER NOT ON ALL EXTERIOR HOSE BIBS FOR PLUMBING AND BUILDING INSPECTIONS.
4. PARKING VIOLATION FOR PROJECTS WITH PARKING RESTRICTIONS LISTED AT THE TOP OF THE PERMIT.
5. SAFETY VIOLATIONS (EXAMPLES: NO RAIL ON STAIR CASES, UNPROTECTED LIVE ELECTRICAL WIRING, POOL WITH WATER BUT NO POOL BARRIER).

SITE INSPECTIONS ARE REQUIRED PRIOR TO ANY WORK FOR NEW HOME, ADDITION OR ACCESSORY STRUCTURE/POOL PERMITS. MUST HAVE 1) DOCUMENT POSTING STATION 2) TREE PROTECTION 3) EPA APPROVED RUN OFF PROTECTION 4) PORTACAN NOT VISIBLE FROM STREET 5) DUMPSTER FOR CONSTRUCTION DEBRIS 6) PARKING AREA FOR CONSTRUCTION VEHICLES 6) ADDRESS MUST BE VISIBLE FROM THE STREET. 7) GREEN FABRIC CHAIN LINK FENCE AROUND NEW HOME SITES.

## Building Permit Instructions

- The yellow permit copy must be posted on your project and visible for the inspector.
- If you received a white permit copy, that is for your records so that you have the permit number.
- The required inspections are listed on your permit typically in the order that they need to occur.
- We do not accept call in inspection requests.
- You may schedule an inspection in the following methods:
  - Fax/email using the inspection request form - 713-827-8752 /info@bunkerhilltx.gov
  - Drop by in person. If after hours, use the drop box next to the front door.
  - Schedule online at [www.bunkerhilltx.gov](http://www.bunkerhilltx.gov). Click the large green "Online Payments" button. Then click on "Building Permits". Look in the upper right corner and click "Register" if you have never used the site before, or "Login" if you are already registered. There are additional web page instructions below.
- ALL INSPECTION REQUESTS MUST BE IN BY 3:00 PM TO SCHEDULE FOR THE NEXT BUSINESS DAY.
- A permit not posted or a failed inspection will result in a \$65.00 re-inspection fee.
- If you desire a partial inspection, you need to detail what you want inspected and state, "Partial Inspection". You will also be charged a \$65.00 inspection fee after the inspection to pay for the additional inspection.
- The inspector will sign your permit with either an approval or failed status.
- If your inspection is not approved, you must pay the re-inspection fee of \$65.00 BEFORE scheduling your next inspection. You may pay online using Visa or MasterCard or in person at City Hall.

### WEBSITE INSTRUCTIONS FOR PERMIT ACCESS ON WWW.BUNKERHILLTX.GOV

From [www.bunkerhilltx.gov](http://www.bunkerhilltx.gov), click the large green "Online Payments" button. Then click on "Building Permits".

**TO REGISTER** for the first time, go to the upper right corner and click "Register". Please complete the information on the drop down form that appears and click "Create Member". An email will be sent to the email address you entered. Please go to that email and click the link that is shown in the email. You will be redirected to the Bunker Hill site for login. Enter your email address and the password you set up earlier. You are now on the online payments page. There will be four tabs across the top of the page, click the "Permits" tab. Complete the registration information and click "Submit Registration Request". You will receive an email once your registration has been approved.

**TO PURCHASE PERMITS OR SCHEDULE INSPECTIONS**, go to [www.bunkerhilltx.gov](http://www.bunkerhilltx.gov), click the large green "Online Payments" button. Then click on "Building Permits". In the upper right hand corner, click "Login" and login using your email and password. Click the "Permits" tab. Any permits you have already purchased will be listed. You may click the blue permit number to see other functions such as scheduling. Other functions including applying for a new permit, paying fees and project information is listed on the right side of the page.