

City of Shepherd Permit & Inspection Info Sheet

You may pull a permit **no later than 4:00 PM**, Monday - Friday. This will allow the clerk time to process your request before the close of business.

Permit Requests:

- The permit application must be filled out in its **entirety**. A form that isn't completed will be returned to the applicant.
 - *Residential & Commercial Building permits or Mechanical/HVAC, Electrical, and Plumbing (MEPs) permits that aren't associated with a building permit will require additional documents and go through a review process prior to a permit being issued. Plan reviews can take up to 10 business days.*
- There must be a current Contractor Registration form on file, along with a copy of the contractor/master license, valid driver's license and general liability insurance with the City of Shepherd listed as the certificate holder. Only those listed on the registration form will be allowed to pull a permit on the company's behalf.
 - *If this is the first time the contractor is pulling a permit in the City of Shepherd, the license holder will need to visit the City of Shepherd's office to pull the permit in person, providing the above information. Once a relationship has been established, all current registered contractors may pull a permit and submit renewed copies of licenses and insurance certificates via email.*
 - *All certificates of insurance must list City of Shepherd as the certificate holder with the physical address: 10251 Hwy 150, Shepherd TX, 77371*
- All fees must be paid prior to a permit being issued. Acceptable forms of payment include: cash, checks, money orders, or credit/debit cards as long as they are either MasterCard, Visa, or Discover cards.

- *For those who are registered, the City of Shepherd can take a credit/debit card payment via the phone at (936) 628-3305. Call and ask to speak with the permit department.*

Inspection Requests:

- The City of Shepherd contracts with Synergy Inspection Group, LLC for Plan Review and Inspection Services.
- All inspection requests must be sent via email to info@synergyinspectiongroup.com with the subject Inspection Request – Job Address.
- The following information is required in the body of the email:
 - Permit Number
 - Name of Contractor
 - Contact Number
 - Job Site Address
 - Type of Inspection
 - **Missing information may cause a delay in your inspection!**
- For next business day inspections, the email request must be received **no later than Noon**. Requests received after Noon will not guarantee a next business day inspection, and it may take place the following business afternoon.
- Normal inspection requests costs are covered in your permit, however any urgent inspection requests will require an additional \$75 payment. This must be paid prior to the inspection taking place.
 - *Urgent inspections availability is up to the inspector's schedule.*
- In the event that a re-inspection is required for a failed inspection, the cost for a re-inspection is \$75 and must be collected prior to scheduling the inspection.

BUILDING PERMITS AND INSPECTIONS

City of Shepherd

The Building Permit and Inspection office of the City of Shepherd is located at City Hall. Permit Applications, a copy of the Building code, and all other forms are available.

To obtain a Building Permit, the Applicant must submit the following as a minimum requirement for accepting the application for review. Additional items may be required by the review process depending on the specific situation. The applicant will receive the City's comments in writing within 10 days.

Building Permits:

1. Two sets of printed drawings (one set will be returned to the Applicant) and an electronic (pdf) version. If the applicant needs more sets of approved drawings, then additional drawings should be submitted with application.
2. Design Professional: When it is required that documents be prepared by a registered design professional, the Building Official shall be authorized to require the owner to engage and designate on the building permit application a registered design professional who shall act as the registered design professional in responsible charge in accordance with 2018 IBC 107.1
3. Information on construction documents. Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official.
4. Site Architectural Plans showing the proposed structures, parking requirements, drives, and improvements in relation to

all lot lines, building setback lines, existing structures, roads, etc. Site Plan should indicate zoning classification of property, location of utilities and connections to city facilities. Grease and link traps are required for all restaurants and clothes cleaning buildings are applicable. The building plans should show the building floor plan, proposed occupancy classification, ingress and egress, construction materials, fire protection system, accessibility, exterior wall envelope, framing details and other features to show compliance with the International Building Code.

5. Structural Plans (for building and foundation). Must be sealed by a licensed Engineer. Submit a copy of soils report for design of foundation. Structural Plans for a residential structure less than two stories are not required to be prepared by a licensed engineer unless required by other jurisdictions.
6. Drainage Plan. Show the location of all existing and proposed buildings and structures, easements, storm sewers, natural drains, utility lines, and existing ground elevation. Show elevations based on the FEMA Firm datum and indicate the elevation of the 100-year flood plain if applicable. Finished floor elevations of proposed buildings near the floodplain shall be a minimum of one (1) foot vertically above the calculated 100-year high water elevation. Where not in a flood plain, slab shall be one (1) foot above the curb or surrounding natural ground if applicable. Drainage design in accordance with the Shepherd Drainage Criteria. Note: Residential drainage plan not required if in a platted subdivision with an approved drainage plan. Professional Engineer not required for residential drainage plan unless the property is in flood plain.
7. Sprinkler System if required by Fire Department, not required for single family residential.
8. Copy of latest deed, survey, and recorded plat (if applicable). Platting is required if the land is to be developed or subdivided or if the land was previously subdivided without compliance with the subdivision ordinance.

9. Plumbing plan in accordance with the 2018 International Building Code. Plan shall be prepared by a licensed plumber or a professional engineer where required by code.
10. Electrical plan in accordance with the 2017 National Electric Code with amendments. Plan shall be prepared by a licensed electrician or a professional engineer where required by code.
11. Heating/AC/Mechanical plan in accordance with the 2018 International Building Code. Plan shall be prepared by a certified design professional or a professional engineer where required by code.
12. A building permit is required for every building or renovation. Separate permits are required after the building permit is issued for the following trades: plumbing, HVAC/Mechanical, electrical, and irrigation.
13. If land is in flood plain, a separate (Chapter 42) development permit is required prior to application for building permit.
14. Other applicable permits, codes: Subdivision ordinance, utility ordinance, flood ordinance, zoning ordinance, sign ordinance, and swimming pools.
15. Approved Construction Documents and Permits shall be retained on site during the period of construction. Building Permits are issued with conditions listed on the permit form including: Construction must commence in 6 months and proceed to completion. If construction does not commence in 6 months or is suspended for more than 6 months, the permit expires.
16. No building permit will be issued unless water and sewer service is available. Separate water and sewer tap application and fee required.
17. Manufactured homes submittals shall comply with federal HUD & Manufactured Housing Division of the Texas Department of Housing and Community Affairs guidelines.

18. Other agencies approvals: Where applicable, submit TxDOT Driveway Permit, Texas Accessibility Standards Permit, Stormwater Discharge Permit, and/or other applicable permits by state or federal agencies.
19. A separate tap fee is required for a commercial irrigation system. This tap fee is separate and in addition to the initial water and sewer tap.
20. Sign Permits are required in the City of Shepherd. See City Secretary for details.

Rick Hanna, CBO
Building Official
TSBPE Plumbing Inspector 2616
President
Synergy Inspection Group, LLC

For questions, contact:
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