



Bureau Veritas Contact Information (Fort Worth)

Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Fort Worth Plan Review Department for the status of your permit at (817) 335-8111 / toll free (877) 837-8775.

Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be emailed to the Bureau Veritas office.

Email inspection requests to: inspectionstx@bureauveritas.com Inspection

Request line: (817) 335-8111 OR Toll Free: (877) 837-8775

Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111 / toll free (877) 837-8775 for your inspector's name and number.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.



New Residential Plan Review Checklist

Project Address: _____ Date: _____

Development Review Process

The following steps were outlined as the recommended process for evaluating proposed developments:

5. **Feasibility Study and Plat Submission**

The developer must provide a feasibility study and plat for review. Approval is required from the City Engineer, Public Works, and the City Attorney.

6. **Council Presentation**

Upon receipt and review of the feasibility study, the information may be formally presented to the City Council for consideration.

7. **Development Agreement**

If appropriate, the City will proceed with negotiating and drafting a development agreement.

8. **Permit Process**

Following execution of the development agreement, the project may enter the permitting phase.

_____ **(2) Site Plans to include:**

Legal Description (lot, block, subdivision)

North arrow and scale

Property lines and lot dimensions

All easements

Proposed structure and all existing buildings

Driveways and sidewalk dimensions

Setbacks for front, rear and sides of house must be shown on site plan

_____ **(2) Residential Energy Code Compliance Report – Rescheck, IC3 report and Energy Star reports accepted.** www.energycodes.org

_____ **(2) Foundation Plans** – Conventional Rebar Slab Foundation, Regionally Accepted Practices, Foundation Detail (Reference IRC) **or** Engineered plans or Post Tension Foundation – Engineered Foundation plans and letter. Engineered plans must state that the foundation was designed for the soil conditions on that particular lot and that the foundation meets the design criteria of the IRC.

_____ **(2) Sets of house plans** to include: floor plan, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, sheer wall details (engineered if required by the city).

_____ **Driveway approaches and drainage culverts** – Engineered plans (Driveways accessing State Highways require TXDOT permit)



Residential Remodel/Addition

What is an Addition – Any construction work done to the main building that results in the addition of square footage to the footprint of the house. Additions could be carports, covered patios, sunrooms, bedrooms or any other room enclosed or open that is attached to the main structure.

What is a Remodel – Any interior or exterior construction work to the main structure such as moving walls, replacing windows, any major electrical, plumbing, and/or mechanical work.

Permit Submittals

Residential Addition	Residential Remodel
Residential Permit Application	Residential Permit Application
(2) Simplified Prescriptive Approval. (International Energy Conservation Code)	(2) If installing new windows as part of the remodel, Simplified Prescriptive Approval. (International Energy Conservation Code)
(2) Sets of floor plans to include all Electrical, Mechanical and Plumbing. For additions, include floor plan of existing structure.	(2) Sets of plans to include all Electrical, Mechanical and Plumbing, if applicable.
(2) Site plan showing distance from addition to property lines and other structures and showing all easements and existing structures on property. Filed plat may be required.	N/A
(2) Foundation and Roofing plans	N/A



Phone: 936-628-3305
 Fax: 936-628-6491
 Email: permits@shepherdtx.org

16 N. Liberty
 Shepherd TX 77371

City of Shepherd

CONTRACTOR REGISTRATION FORM

TYPE OF CONTRACTOR LICENSE

<input type="checkbox"/> ELECTRICAL CONTRACTOR	<input type="checkbox"/> MECHANICAL (HVAC)
<input type="checkbox"/> MASTER ELECTRICIAN	
<input type="checkbox"/> JOURNEYMAN ELECTRICIAN	<input type="checkbox"/> IRRIGATOR (LANDSCAPE)
<input type="checkbox"/> MASTER SIGN ELECTRICIAN	<input type="checkbox"/> BACKFLOW <i>(special form required)</i>
<input type="checkbox"/> MASTER PLUMBER	<input type="checkbox"/> OTHER
<input type="checkbox"/> JOURNEYMAN PLUMBER	

CONTRACTOR INFORMATION

COMPANY NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP: _____

LICENSEE NAME: _____

LICENSEE NUMBER: _____ PHONE: _____

ADDRESS (MAILING): _____

CITY, STATE, ZIP: _____

SIGNATURE: _____ DATE: _____

PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE

For City use only



Residential Inspection Request

For Questions: 817-335-8111 / toll free 877-837-8775

Inspection requests can be emailed to: inspectionstx@bureauveritas.com
REQUESTS MUST BE RECEIVED BY 5:00 P.M. FOR NEXT DAY INSPECTION



Please be sure all subcontractors have obtained their permits prior to scheduling an inspection, if applicable.

Today's Date _____

Requestor's Phone _____

Company _____

Requestor's Email Address _____

Requestor's Name _____

City & County of Project(s) _____

Address _____

Subdivision _____

Permit # _____

Date Needed _____

- | | | |
|---|--|--|
| <input type="checkbox"/> T-Pole | <input type="checkbox"/> Framing | <input type="checkbox"/> Construction Electric |
| <input type="checkbox"/> Yard Sewer | <input type="checkbox"/> Plumbing Top-Out | <input type="checkbox"/> Gas Final |
| <input type="checkbox"/> Water Service | <input type="checkbox"/> Rough Gas Test | <input type="checkbox"/> Fireplace Final |
| <input type="checkbox"/> Plumbing Rough | <input type="checkbox"/> Mechanical Rough | <input type="checkbox"/> Plumbing Final |
| <input type="checkbox"/> Gas Wrap (Underground Gas) | <input type="checkbox"/> Electrical Rough | <input type="checkbox"/> Electrical Final |
| <input type="checkbox"/> Form Board Survey | <input type="checkbox"/> Fireplace (metal/masonry) | <input type="checkbox"/> Mechanical Final |
| <input type="checkbox"/> Underground Electrical | <input type="checkbox"/> Energy Insulation | <input type="checkbox"/> Energy Final |
| <input type="checkbox"/> Underground Mechanical | <input type="checkbox"/> Flatwork | <input type="checkbox"/> Building Final |
| <input type="checkbox"/> Piers | | |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> All Seconds | <input type="checkbox"/> All Finals |

Comments _____

Address _____

Subdivision _____

Permit # _____

Date Needed _____

- | | | |
|---|--|--|
| <input type="checkbox"/> T-Pole | <input type="checkbox"/> Framing | <input type="checkbox"/> Construction Electric |
| <input type="checkbox"/> Yard Sewer | <input type="checkbox"/> Plumbing Top-Out | <input type="checkbox"/> Gas Final |
| <input type="checkbox"/> Water Service | <input type="checkbox"/> Rough Gas Test | <input type="checkbox"/> Fireplace Final |
| <input type="checkbox"/> Plumbing Rough | <input type="checkbox"/> Mechanical Rough | <input type="checkbox"/> Plumbing Final |
| <input type="checkbox"/> Gas Wrap (Underground Gas) | <input type="checkbox"/> Electrical Rough | <input type="checkbox"/> Electrical Final |
| <input type="checkbox"/> Form Board Survey | <input type="checkbox"/> Fireplace (metal/masonry) | <input type="checkbox"/> Mechanical Final |
| <input type="checkbox"/> Underground Electrical | <input type="checkbox"/> Energy Insulation | <input type="checkbox"/> Energy Final |
| <input type="checkbox"/> Underground Mechanical | <input type="checkbox"/> Flatwork | <input type="checkbox"/> Building Final |
| <input type="checkbox"/> Piers | | |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> All Seconds | <input type="checkbox"/> All Finals |

Comments _____

City of Shepherd

Phone: (936) 628-3305
 Fax: (936) 628-6491

16 N. Liberty Street
 Shepherd, TX 77371

Website: www.shepherdtx.org

Residential Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____		Zoning: _____	
Lot: _____	Block: _____	Subdivision: _____	
Project Description:	NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER: _____
	PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>
FENCE <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
Description of Work:			
Area Square Feet:		Covered	
Living: _____	Garage: _____	Porch: _____	Total: _____
Number of stories: _____			
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			
<small>If the property is located in a Flood Hazard Area you must obtain a Certificate of Elevation from a certified surveyor or engineer before a permit will be issued. You must submit drawings of your plans and specifications. You are also required to get top floor elevation shot after the slab is poured; this proves that you are at the required elevation for our files.</small>			
Owner Information: _____			
Address: _____			
Phone Number: _____		Email: _____	

Contractor Type	Contact Person	Phone Number/Email	Contractor License Number <input type="checkbox"/>
General Contractor			
Mechanical Contractor			
Electrical Contractor			
Plumber/Irrigator			

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved: _____	Date: _____
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Building Permit Fee: _____	Meter Deposit Fee: _____	Total Fees: _____
Plan Review Fee: _____	_____	Receipt #: _____
Water Tap Fee: _____	_____	Issued Date: _____
Sewer Tap Fee: _____	_____	Issued By: _____
		BV Project #: _____