



## WHEN IS A PERMIT REQUIRED?

Any owner, builder, contractor, or other authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by any of the codes or ordinances adopted by the City of Grapevine, or to cause such work to be done, shall first make application to the Building Department and obtain a permit. This is not a comprehensive list, but is instead intended to be a guideline showing examples of the types of work that require permits. If there is any doubt as to whether a particular project is exempt, please contact the Building Inspection Department at 817-410-3165 prior to beginning.

### WORK THAT REQUIRES PERMITS

Examples of work that requires a permit includes **but is not limited to:**

1. Construction of a new building.
2. Addition to a building (including patio covers, carports, garages).
3. Structural alterations of a building (including foundation repair).
4. Re-roofing
5. Window replacement
6. Siding replacement
7. Installation of new accessory building (shed, storage building, roofed gazebo, etc).
8. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet (11.15m<sup>2</sup>) require permits, **but are exempt from permit fees.** Accessory structures over 120 square feet require permits and are subject to fees.
9. Installation of a new fence or the relocation or enlargement of an existing fence. Replacement of **less** than 50% of a legal fence, provided the location and height is not being changed, does not require a permit.

10. Alteration or expansion of driveway approach or parking lot.
11. Installation of a new electrical panel.
12. Running new circuits to an electrical panel.
13. Installation of additional fixtures on an existing circuit.
14. Installation of new gas lines.
15. Installation of gas appliances.
16. Repair of gas lines.
17. Installation of new air conditioning unit (compressor, air handler, indoor or outdoor unit).
18. Installation of new duct work.
19. Installation of new water or drain/sewer piping.
20. Installation of new plumbing fixtures.
21. Installation or replacement of a water heater.
22. Installation of a water fountain, if connected to the plumbing system or if hardwired into an electrical circuit.

## **WORK EXEMPT FROM PERMITS**

Exemptions from permit requirements shall not be deemed to grant authority for any work to be done in any manner in violation of the provisions of the codes or ordinances adopted by the city. Work for which a permit is required includes, but is not limited to: Listed below are exemptions from permit requirements.

### **Building**

**Permits shall not be required for the following work:**

1. Oil derricks.
2. Retaining walls which are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids.
3. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons (18 925 L) and the ratio of height to diameter or width does not exceed 2 to 1.
4. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade and not over any basement or story below and which are not part of an accessible route.
5. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
6. Temporary motion picture, television and theater stage sets and scenery.
7. Prefabricated swimming pools accessory to a Group R-3 occupancy, as applicable in Section 101.2, which are less than 24 inches (610 mm) deep, do not exceed 5,000 gallons (18 925 L) are installed entirely above ground.
8. Swings and other playground equipment.

9. Window awnings supported by an exterior wall which do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support of Group R-3, as applicable in Section 101.2, and Group U occupancies.
10. Movable cases, counters and partitions not over 5 feet 9 inches (1753 mm) in height.

## **Electrical**

**Permits shall not be required for the following work:**

**Repairs and maintenance:** Minor repair work, including the replacement of lamps, fuses, or the connection of approved portable electrical equipment to approved permanently installed receptacles.

**Radio and television transmitting stations:** The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas.

**Temporary testing systems:** A permit shall not be required for the installation of any temporary system required for the testing of servicing of electrical equipment or apparatus.

## **Gas**

**Permits shall not be required for the following work:**

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

## **Mechanical**

**Permits shall not be required for the following work:**

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping with any heating or cooling equipment regulated by this code.
5. Replacement of any part that does not alter its approval or make it unsafe.

6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (5kg) or less of refrigerant and actuated by motors of one (1) horsepower (746 W) or less.

## **Plumbing**

### **Permits shall not be required for the following work:**

1. The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

## **WHO IS AUTHORIZED TO OBTAIN PERMITS?**

Permits shall be obtained by contractors registered with the city, and licensed by the State (if applicable). Residential contractors shall be registered with the Texas Residential Construction Commission for the following work: construction of a new home, the increase or decrease of a homes living space, or interior alterations when the cost of the work exceeds \$10,000.00.

## **HOMEOWNER'S EXEMPTION**

Homeowners who occupy their home are exempt from Contractor Registration requirements with the city. However, they are not exempt from permits, submittal requirements, or fees.

## **COMPLIANCE WITH STATE LAW**

All work, residential or commercial, that affects the energy efficiency of a building, shall be inspected by Third Party Inspectors certified to perform inspections for Energy Code Compliance. A list of some Third Party Inspectors is available at the Building Department. However, any Third Party firm may be utilized, provided they are properly certified.

All work that could affect the Handicapped Accessibility of a commercial or public building as required by State Law shall be inspected by a State Licensed Accessibility Specialist. Information regarding the State Law and a list of State Licensed Accessibility Specialist are available on the State of Texas Department of Licensing and Regulation Eliminations of Architectural Barriers website, <http://www.license.state.tx.us/AB/ab.htm> .

## **INSPECTIONS**

All permits require inspections. It is the responsibility of the permit applicant and property owner to obtain the necessary inspections. Failure of a registered contractor to obtain and pass all required inspections will result in the expiration of the permit. Once a permit has expired, the permit must be renewed, and new fees must be paid. Failure of a registered contractor to renew an expired permit will result in the revocation of the registration for a period of not less than one (1) year; and issuance of citation(s). Inspection request procedures are available at [www.grapevinetexas.gov](http://www.grapevinetexas.gov) .