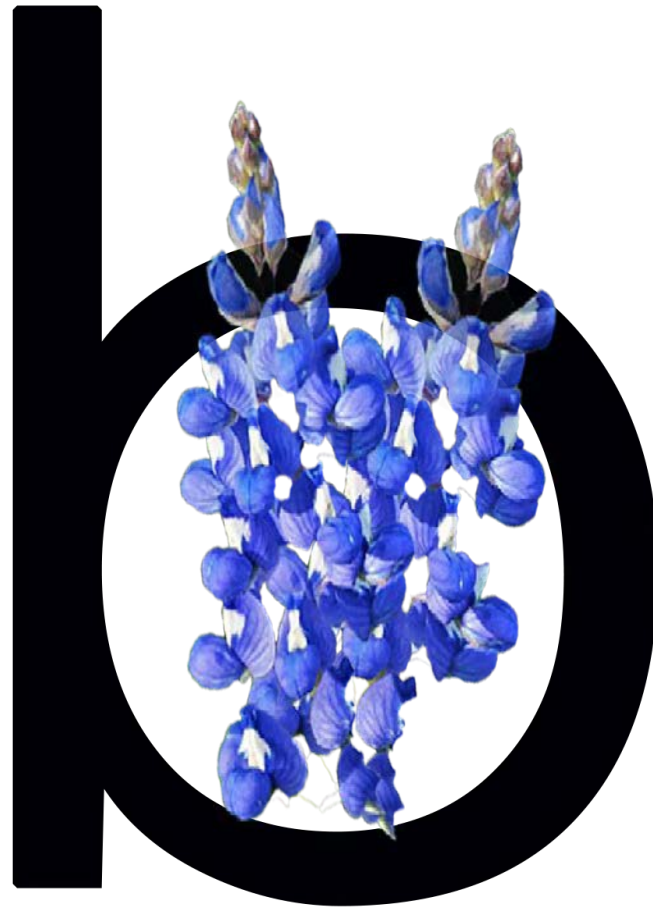


CITY OF BULLARD



CONSTRUCTION PACKET

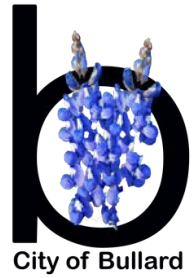
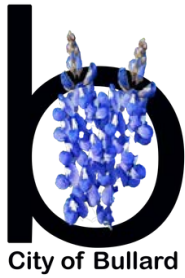
Residential & Commercial

Danny Ray, Permit Specialist

Phone: (903) 894-7223 ext. 106

Email: dray@bullardtexas.net

JUNE 2026



IMPORTANT: READ BEFORE SUBMITTING YOUR APPLICATION

Incomplete applications, missing subcontractor information, or unpaid fees will delay permit issuance. No work may begin until all required documents are approved and all fees are paid in full.

APPLICATION REQUIREMENTS AND PERMIT ISSUANCE POLICY

All applicants are responsible for ensuring that the permit application packet is completed in its entirety prior to submission. The contractor applying for the permit must complete all application forms applicable to the scope and type of work being performed. Incomplete applications will not be accepted or processed.

All contractor and subcontractor information must be provided, including the names, contact information, license information (if applicable), certificate of insurance, and trade classifications for all subcontractors performing work on the project. It is the responsibility of the permit holder to ensure that all required subcontractor information is accurate and submitted before permit issuance.

All required fees, permit charges, plan review fees, and any other applicable payments must be paid in full before permits will be issued. No permit will be released, and no construction, demolition, installation, or other project-related work may begin until all required applications have been approved, all required documentation has been submitted, and all fees have been paid in full.

The City reserves the right to reject incomplete applications and to withhold permit issuance until all requirements have been satisfied.

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Construction Packet

Residential & Commercial

Required Submittals

1. Fill out the Residential-Commercial Building Permit packet COMPLETELY. *Copy of application form is included in this packet, available to download, or pick up an application at the permit office.*
2. ONE (1) complete set of plans are required along with the application form. Plans should be at least 11'x17'. *A full set of plans must be on site for the framing inspection.*
3. **ONE (1) copy of energy compliance form and appropriate report such as RES CHECK, etc.**
4. The City of Bullard is currently following codes:
 - a. 2021 International Building Code with amendments
 - b. 2021 International Energy Conservation Code with amendments
 - c. 2021 International Residential Code with amendments
 - d. 2021 International Mechanical Code with amendments
 - e. 2021 International Plumbing Code
 - f. 2006 International Fire Code
 - g. 2006 International Fuel Gas Code
 - h. 2023 National Electrical Code
5. A separate application is required for swimming pools, irrigation systems, and signs.
6. Subcontractors such as: Plumber, Electrician, Mechanical, **MUST** pull their own permits and pay all applicable fees **PRIOR** to the job or fees will double if a job is started without a permit.
7. Subcontractors **MUST** bring a copy of their State License and Certificate of Liability Insurance for every construction set.
8. Contractors **MUST** provide certificates from a third-party energy inspector.

Guidelines & Order of Inspections

***Adequate Silt Fencing is required to be in place at all times.**

***Slab elevation must be 6 inches above curb height at driveway location.**

1. **Temporary Pole Check**
 - a. Address posted and visible from street
 - b. Post permit on SAW POLE with Inspection Card



- c. Meters to be between 4 feet & 6 feet above grade (ONCOR and/or CCEC)
- d. Bracing per ONCOR and/or CCEC
- e. Grounding
- f. Plugs & Breakers (110 & 220 to have GFCI protection)

2. Final Dirt Grade/Elevation Inspection (To Insure Slab 6 inches Above)

Unless specifically exempted in writing, a grading permit shall be obtained from the City Engineer or designee prior to commencement of any development, excavating, grading, regrading, landfilling, beaming, paving, diking, clearing, and grubbing, or other earth changes made to any property within the City. A separate permit shall be required for each separate, non-contiguous site or lot.

- a. Grading Permit:
 - Consists of a Drainage Plan or Abbreviated Drainage Plan
 - An Erosion Control Plan
- b. Section 10-128. – Section 10-133:
 - For more information, please review *Section 10-128. – Section 10-133.* in the City's Code of Ordinances

3. Plumbing Rough Check

- a. Post permit.
- b. PVC & DWV waste lines allowed in firm select-fill bedding.
- c. Double clean-out.
- d. Water, drainage, and drain lines must be pressure tested.
- e. Pressure reducer valves MUST be installed on ALL new construction.

4. Slab Inspection

- a. Slab inspection is done after the plumbing rough check.
- b. Slab inspection is done after the footings are dug, the steel is in place, and termite treatment has been done.
- c. Slab elevation must be 6 inches above curb height at driveway location.

5. Pack Inspection

Framing, Mechanical rough-in, Electrical rough-in, and Plumbing top-out are called in by the Building Contractor once ALL the subs are finished. If subs are NOT finished, there will be a re-inspection fee to inspect what was not finished the first time.



a. Framing:

- Sheathing complete and nailed properly. All holes and joints sealed.
- Stub size and spacing.
- Fire blocking.
- Ceiling/floor joist size, spacing, and spans.
- Purlin, purlin braces size, and spacing.
- Rafter size, spacing spans, rafter ties.
- Wall bracing 4 feet, 2 feet 8 inches with hold-downs or engineered if less than 2 feet 8 inches.
- Chimney cap, vent caps in place.
- Fireplace.
- Brick ties.
- An inspection will be done of caulking of plates and corners, and the foaming of holes and electrical boxes.
- Do not cover framing for porches, balconies, decks, or similar appendages until after inspection.

b. Electrical:

- Electrical rough-in complete.
- Anchor bolt inspection will be done.
- All wiring complete and fixtures set.
- Underground service installed to motor base.
- Electric meter base set.
- Ground rod installed to NEC specifications.
- Temporary wiring to structure prohibited.
- Jacuzzi motor (if applicable) installed, grounded and accessible for inspection.

c. Mechanical:

- Duct Sealant will be inspected.
- Suspension.
- Unit Secure.
- Condensation line.
- Vented properly.



d. Plumbing Top-Out:

- Plumbing vent termination with respect to openings.
- Water heater vent location.
- Gas pipe sizing and test (where applicable).
- Ventilation.
- Protection of piping.
- Fixture drainage lines.
- Required hose bibs.
- Showers (material, installation, and testing).
- Island fixture venting.
- Vent connection and grades.
- Stack venting.
- Wet venting limitations.
- Trap arm and p-tap.
- Clothes washer trap and tall piece height requirements.
- Piping support.
- Water Heaters: Regulations and Installation.
- Insulate hot water lines.
- Above ceiling pan and drain for water heater.

6. Insulation

- a. All exterior walls insulated
- b. Exterior bottom plate & corners sealed
- c. All exterior doors & windows sealed

7. Driveways & Sidewalks

- a. Minor Driveways
 - Concrete must be 4 inches thick, supported by chairs. All rebar must be tied together where the rebar crosses.
 - Field rebar must be #3 placed 18 inches minimum on center and supported by chairs.
 - Curb tie-in must have #3 rebar, placed in the radius, near the top and bottom of the curb and follow the radius.
 - Driveway approach must be doveled into the gutter no more than



18inches on center and supported by chairs.

b. Major Driveways

- Concrete must be 6 inches thick, supported by chairs. All rebar must be tied together where the rebar crosses.
- Field rebar must be #4 placed 18 inches minimum on center and supported by chairs.
- Curb tie-in must have #4 rebar, placed in the radius, near the top and bottom of the curb and follow the radius.
- Driveway approach must be doveled into the gutter no more than 18 inches on center and supported by chairs.

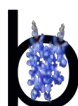
c. Sidewalks

- Concrete must be 4 inches thick, supported by chairs. All rebar must be tied together where the rebar crosses.
- Field rebar must be #3 placed 18 inches minimum on center and supported by chairs.
- When demolishing curbs for a driveway it must be sawcut and rubble removed.

Gas Meters

Our inspector will be checking all meters and risers to assure that they are set at least 2 feet away from any portion of the driveway including the flared sides of the approach. Utility company piping which exists in the 2 foot zone will be moved by the utility company upon request. Contractors will be responsible for relocating customers piping when required.

The gas inspection will follow the Insulation Inspection. Once the inspector approves the inspection for the gas, it is the contactor's responsibility to contact CenterPoint and create an account. The City will release service through CenterPoint, but the contractor must create the account and pay the connection fee.



Final Inspection

Be advised that no structure, residential or commercial, is allowed to be occupied prior to the final inspection being approved.

Our office must receive your request for the final inspection far enough in advance of occupancy to allow for total and complete compliance.

Any structure that is occupied prior to the issuance of an approved final inspection and certificate of occupancy will constitute a violation and such violations may result in a municipal court citation.

Qualifying Items for Automatic Reinspection

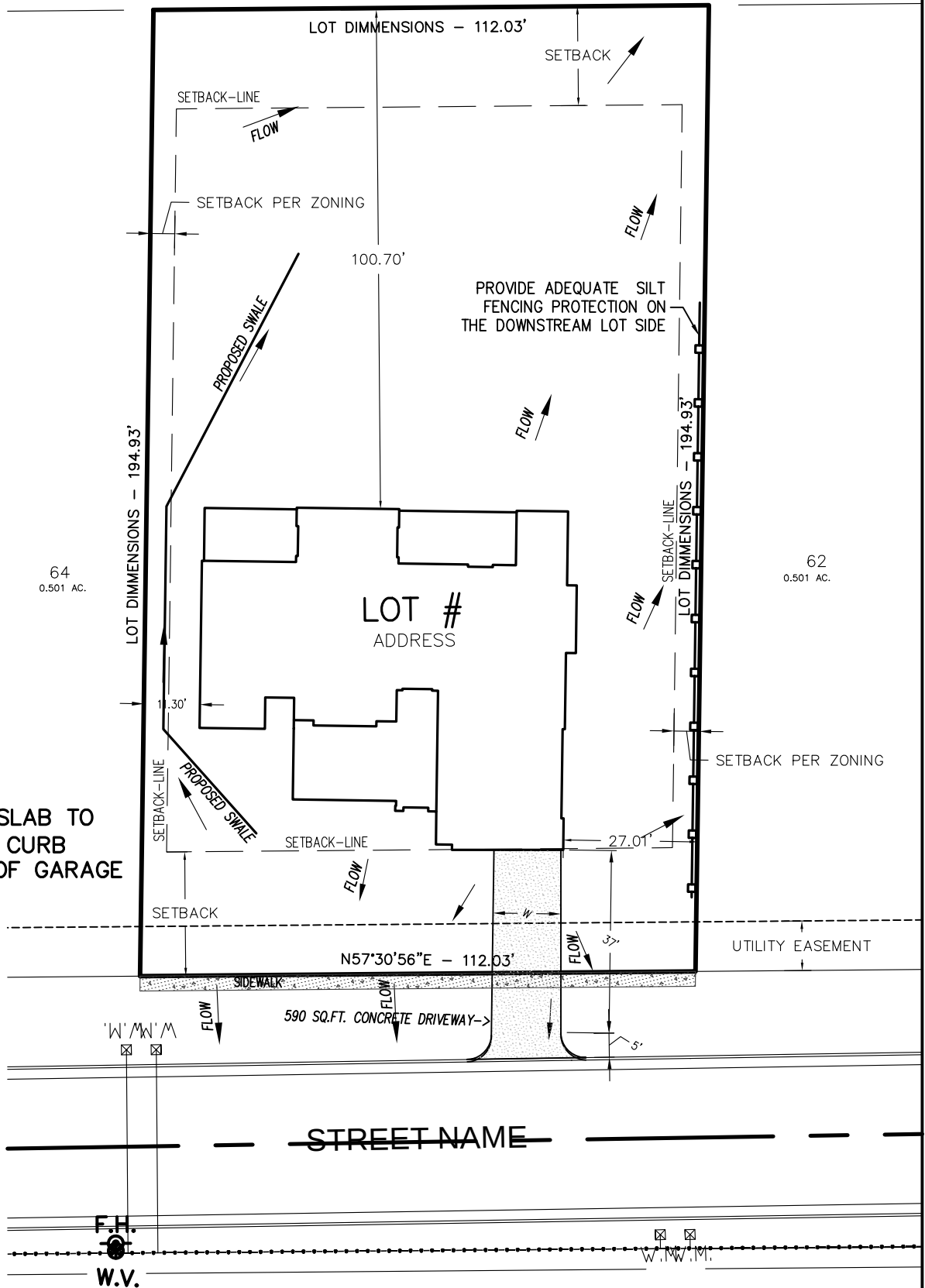
Items including, but not limited to, the following will constitute an automatic reinspection fee and the inspection will not be continued:

1. Work not completed on initial inspection.
2. Form survey not provided on site at plumbing rough inspection.
3. Drainage, water, or gas line tests not performed.
4. Any portion of work covered.
5. Brick ties not installed at framing inspection.
6. Panel cover not removed for electric meter inspection.
7. Electrical panel left off after service is hot.
8. Installing temporary electrical service.
9. Grounding not complete on jacuzzi.
10. Electric meter base not complete.
11. Silt fencing not installed properly.
12. Insulation.
13. Driveway.





Know what's below.
Call before you dig.



NOTE: ELEVATION OF SLAB TO BE 6" ABOVE TOP OF CURB ELEVATION IN FRONT OF GARAGE



HORIZONTAL SCALE

**EXAMPLE
PROPOSED SITE
AND DRAINAGE PLAN**



Trash Dumpster Acknowledgement

Protocol for trash on the construction site is attached. Please review and sign to be added to your application and building folder.

The City of Bullard is under exclusive contract with Republic Services. **All roll-offs and bins must be delivered from Republic Services,** and it is the building contractor's responsibility to set up services. If a roll-off or bin is delivered from another company, this will result in a fine not less than \$200.00 nor more than \$500.00. Each day such violation exists shall constitute a separate offense.

Republic Services Customer Services 1-800-678-7274

To whom it may concern;

Effective immediately the City of Bullard will recognize the following protocol for the construction sites within the city limits.

1. The only roll-off dumpster company that will be acceptable within the city is Republic Services.
2. If you choose not to use a dumpster, then the waste product on the job site will be cleaned up daily. Trash and cut-offs should be covered (to prevent blow-offs) and hauled off (not piled up).
3. The only burning allowed on a job site will be after the approval of the City Manager and/or their representative and/or Fire Marshall. Those looking for approval should take into consideration the weather conditions, available water sources, and personnel to stand by during burning.
4. All requests for inspections will be scheduled and the inspector will make the decision on site as to pass or fail. Sites that are not properly picked up and cleaned will fail or could be issued a red tag or stop work order.

We are grateful for our fast-paced growth within the city and want to work with all contractors to build a better Bullard.

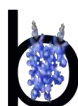
Sincerely,

Danny Ray

Permitting Specialist

City of Bullard

Contractor: _____



Building permit and other fees:

Residential

1. Residential Building Permit (new/remodel/alteration)
 - a. \$15 per 100 sq. ft. (\$100 minimum) *
2. Electrical Residential Permit
 - a. \$5 per 100 sq. ft. (\$50 minimum) *
3. Plumbing Residential Permit
 - a. \$4 per 100 sq. ft. (\$50 minimum) *
4. Gas Residential Permit
 - a. \$1 per 100 sq. ft. (\$50 minimum) *
5. HVAC Residential Permit
 - a. \$5 per 100 sq. ft. (\$50 minimum) *
6. Certificate of Occupancy
 - a. \$50.00

Commercial

1. Commercial Building Permit (new/remodel/alteration)
 - a. \$20 per 100 sq. ft. (\$100 minimum) *
2. Electrical Commercial Permit
 - a. \$8 per 100 sq. ft. (\$60 minimum) *
3. Plumbing Commercial Permit
 - a. \$6 per 100 sq. ft. (\$60 minimum) *
4. Gas Commercial Permit
 - a. \$2 per 100 sq. ft. (\$60 minimum) *
5. HVAC Commercial Permit
 - a. \$6 per 100 sq. ft. (\$60 minimum) *
6. Certificate of Occupancy
 - a. \$75.00

Other

1. Temporary Power Service Pole Permit
 - a. \$50.00 Each *
2. Inspection Fee
 - a. \$55.00 Each Trip



3. Re-inspection Fee
 - a. \$65.00 Each Trip
4. Plan Review
 - a. \$75.00 per hour or portion thereof
5. Carnivals Review
 - a. \$75.00
6. Mobile Homes (new or replacement) Permit
 - a. \$100.00 *
7. Gasoline Pumps and Chemical Storage Tanks (installed or removed)
 - a. \$75.00 each
8. Sign Permit
 - a. \$50.00 *
9. Pool Permit
 - a. \$165.00 (price includes three inspections)
10. Excavation Permit
 - a. \$150.00
11. Water Tap Fee
 - a. \$450.00
12. Sewer Tap fee
 - a. \$650.00
13. ¾" Water Meter Set Fee
 - a. \$550.00
14. 1" Water Meter Set Fee
 - a. \$900.00
15. 2" Water Meter Set Fee
 - a. \$1,750.00
16. Rooftop Flat Solar Panel Permit
 - a. \$50.00 *
17. Customer Service Inspection (CSI)
 - a. \$35.00

*Inspection Fee is additional.

Under the roof is all heated and cooled plus garages, porches, breezeways, etc.

Any work started on any of the above before permit or license requirements are met, the total fee will be doubled.



City of Bullard

Inspection Card

PERMIT NO.: _____

DATE: _____

OK	DENIED	AS NOTED	COMMENTS
☐	☐	TEMPORARY POLE	_____
☐	☐	FINAL DIRT GRADE INSPECTION (Contact City Inspector to ensure slab will be 6" above curb at driveway)	_____
☐	☐	PLUMBING ROUGH IN	_____
☐	☐	FOUNDATION	_____
☐	☐	FRAMING*	_____
☐	☐	PLUMBING TOP OUT*	_____
☐	☐	ELECTRICAL ROUGH IN*	_____
☐	☐	HVAC ROUGH IN*	_____
☐	☐	INSULATION	_____
☐	☐	GAS* (if necessary)	_____
☐	☐	INSULATION	_____
☐	☐	DRIVEWAY/SIDEWALK (Contact City Inspector)	_____
☐	☐	ENERGY CODE COMPLIANCE FORM	_____
☐	☐	CERTIFICATION DOCUMENTS FOR ENERGY EFFICIENCY (Third party certification required)	_____
☐	☐	OTHER	_____
☐	☐	OTHER	_____
☐	☐	FINAL	_____

ADDRESS: _____

OWNER: _____ PHONE: _____

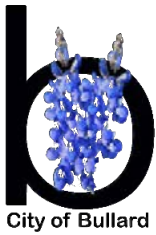
CONTRACTOR: _____ PHONE: _____

INSPECTOR MUST SIGN ALL SPACES PERTAINING THIS PROJECT
 Notify Inspection Department when ready at (903) 894-7223

DO NOT pour concrete or conceal work before inspection

All marked* Inspection should be ready to be inspected together





Residential-Commercial Building Permit Application

Application Date: _____

Permit No.: _____

Address:	Lot:	Block:
----------	------	--------

Email:

Square foot under roof:

Type of Construction (Check all that apply)

☐ New Single Family ☐ New Duplex ☐ Swimming Pool ☐ Other
☐ Remodel ☐ Addition ☐ Mobile Home

*NOTE: If residence was built prior to 1978 and work is done by anyone other than the homeowner, on their own homestead, the Lead PRE Rule, governed by the Environmental Protection Agency, must be complied with.

IF REMODEL OR ADDITION, PLEASE DESCRIBE BRIEFLY WHAT IS TO BE DONE.

Are there any retaining wall systems 4 feet or more in height? ☐ YES ☐ NO; If yes, must be approved and inspected by the Engineering Department.

RES-CHECK/COM-CHECK Attached? ☐ YES ☐ NO

OWNER INFORMATION

Owner:	Phone:
Address:	City:
State:	Zip:

CONTRACTOR INFORMATION

Owner:	Phone:
Address:	City:
State:	Zip:



Residential-Commercial Building Permit Application

SUBCONTRACTOR(S) INFORMATION

Plumbing:

☐ License Provided

☐ Certificate of Liability Insurance Provided

Electrical:

☐ License Provided

☐ Certificate of Liability Insurance Provided

HVAC:

☐ License Provided

☐ Certificate of Liability Insurance Provided

Applicant Signature

Date

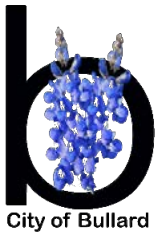
Email Address

Phone:

For Office Use Only

Date Received: _____

Approved By: _____



Residential Utility Service Application

Today's Date: _____

Date of Service: _____

Applicant Information

Last Name:		First Name:	
Driver's License/State:	Date of Birth:	SSN:	
Email:			
Primary Phone:		Secondary Phone:	

Co-Applicant Information

Please select which option applies: Co-Applicant _____ Spouse _____

Your spouse is NOT presumed to be a co-applicant. They MUST be added and present an ID with application. No information will be shared unless they are on the application.

Last Name:	First Name:	Primary Phone:
Driver's License/State:	SSN:	Relationship:

Service Location Information

(Check all that apply)

☐ New Account	☐ Irrigation Account	☐ Transfer Account	☐ Own	☐ Rent
☐ Residential Account	☐ Commercial Account			

Service Address:
Mailing Address (if different from above)

If Renting:

If Transferring:

*A \$28.75 service fee will be added to the new account. *

Landlord Name:	
Landlord Phone Number:	Date to terminate previous account:
Landlord Address:	Previous Account Number:

Trash Services

*Please note that trash services are \$18.84 plus tax which includes one poly cart & \$24.10 plus tax for two poly carts. Additional poly carts are \$5.26 each and will be added to your monthly bill. *

Number of poly carts needed: _____



Residential Utility Service Application

About your Deposits

The City of Bullard requires that every customer pay a deposit of \$200.00 plus a service fee of \$28.75 upon opening or re-establishing an account with the City to guarantee payment on the account for water, sewer, and solid waste services rendered. A customer pays the deposit with the express understanding and agreement that the City may apply all or any part of the deposit towards an arrearage on the account in satisfaction of the amount owed. Deposits are refunded to the customer upon closing an account. The City will refund the deposit less any amount owed to the City. The refund is paid by check and is mailed within 30-60 days of the final meter reading on the account. The customer is responsible for providing the forwarding address to the City.

Disconnection Policy

The City of Bullard utility services are subject to disconnection on the 1st of the month for non-payment, accrual of 15% late payment charge and reconnection fees.

Agreement

I (Applicant) hereby request the City of Bullard to provide utility services at the above location. I (Applicant) agree to pay all charges for services rendered as a result of this request. I (Applicant) understand and agree that failure to pay any amount due to the City can result in services not being connected/reconnected until such payment has been received.

_____ I have received and understand the Payment Policy

Applicant Signature

Date

Co-Applicant Signature

Date

For Office Use Only

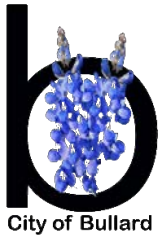
Account Number: _____

Payment Amount: _____

Payment Type: CA

Check

CC



Commercial Utility Service Application

Account Number: _____

Applicant Information

Business Name:

Tax ID:

Contact Information:

Contact Name:

Phone Number:

Driver's License/State:

Email:

Add New Service Location Information

(check all that apply)

☐

New
Account

☐

Irrigation
Account

☐

Transfer
Account

☐

Rent

☐

Own

Service Address:

Mailing Address:

(If different from above)

If Renting:

If Transferring:

*A \$28.75 service fee will be added to the new account. *

Landlord Name:

Previous Account Number

Landlord Phone Number:

Date to terminate previous account:

Landlord Address:

Trash Services

*Please note that trash services are \$34.54 plus tax which includes one poly cart. Additional poly carts are \$7.65 plus tax and will be added to your monthly bill. *

Number of poly carts needed: _____



Commercial Utility Service Application

About your Deposits

The City of Bullard requires that every customer pay a deposit upon opening or re-establishing an account with the City to guarantee payment on the account for water, sewer, and solid waste services rendered. A deposit is required for every location serviced by the City up to \$500. A customer pays the deposit with the express understanding and agreement that the City may apply all or any part of the deposit towards an arrearage on the account in satisfaction of the amount owed. Deposits are refunded to the customer upon closing an account. The City will refund the deposit less any amount owed to the City. The refund is paid by check and is mailed within 30-60 days of the final meter reading on the account. The customer is responsible for providing the forwarding address to the City.

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_____ I have received and understand the Payment Policy

Applicant Signature

Date

Co-Applicant Signature

Date

Please mail, e-mail or fax your application to:

City of Bullard
ATTN: Utility Billing
P.O. Box 107
Bullard, TX 75757

Phone: (903) 894-7223
Fax: (903) 894-8163
Email: Utilities@bullardtexas.net

For Office Use Only

Received/Completed By: _____ Date: _____

Account Number: _____ Water: _____ Service Fee: _____

Cash _____ Check # _____ CC Ref # _____