

Frequently Asked Questions

1. Do I need a permit for this project?

The City of Jersey Village requires permits for all residential and commercial construction. If you are unsure whether you need a permit, or have questions about the permitting process, a certified Permit Technician can be reached at 713-466-2110.

2. What do I need to do to apply for a permit?

All of our permitting is done through the online portal. You will access the portal [here](#) and use the instructions [here](#) to navigate you through the process.

3. What does “Collaborator” mean?

In our permitting portal the collaborator is you, the contractor or resident applying for your permit or credentials.

4. When do permits expire?

Permit expirations are as set forth below:

14-352 (b) Permits for single-family residential construction shall terminate upon expiration of a specified period of time as provided herein:

New structure:

Up to 2,000 square feet180 days

2,001 square feet to 3,000 square feet270 days

3,001 square feet or more360 days

New accessory structure:

Up to 1,000 square feet90 days

Pool/spa90 days

Paving, including driveways, sidewalks, and patios60 days

Additions and remodels180 days.

(c) A building permit may be renewed for a period of time equal to that provided by the original permit. The fee for renewal of a permit shall be two times the fee for the original permit. The fee for each and every subsequent renewal of a permit after the first renewal shall be four times the fee for the original permit.

(d) A building permit shall terminate if the permitted work is not commenced within 60 days from its issuance or if the permitted work is stopped for 60 days.

5. What documents do I need for my plan review/ project?

Please reference the plan review section for individual checklist according to the project type.

6. Is my address within the Jersey Village City Limits?

You can look up your address using the [HCAD website](#)(opens external link in new window) to determine if you are in the Jersey Village City Limits.

7. Where can I find the permit fees?

Please see section [2-142](#) of the City of Jersey Village Code of Ordinances. Impact fees can be found [here](#).

8. How soon can I get an inspection complete?

Inspections requested by 3 PM, Monday through Friday, will be scheduled for the next business day.

To improve service efficiency, the City of Jersey Village now offers **virtual inspections** for select permit types. Once the permitted work is complete and ready for review, the installer, homeowner, or contractor can initiate a virtual inspection by calling or texting **Safebuilt**, the City's third-party inspection provider, at 469-866-1623 before leaving the job site. Inspections are conducted remotely via FaceTime or Google Duo.

After verifying the permit number and inspection address, a certified **Safebuilt** inspector will be assigned and typically respond within 15 minutes. No additional applications or fees are required to complete the virtual inspection.

For more information about virtual inspections, please click [here](#) (opens external link in new window) to visit Safebuilt's website, where complete inspection procedures are available. You may also contact **Safebuilt** directly at 469-866-1623 for assistance.

The following inspections are eligible for virtual inspection:

1. Generators (all inspections)
2. HVAC replacements
3. Water Heaters and Softeners
4. Sewer disconnect
5. Irrigation (Rough and Final)
6. Driveways/Flatwork
7. Solar Panels (Rough and Final)
8. Shower liner test
9. Pool (Belly Steel, Deck, and Final)
10. Foundation Repair
11. Electrical/Gas Meter Release
12. Domestic Water Home Re-pipe

9. How do I get a public works tap inspection?

[Click here to Request a Public Works Tap Inspection](#)

(please do not schedule the inspection more than 1 business day in advance)

10. Are there special provisions for constructing inside a Special Flood Hazard Area?

In addition to the permitting process, properties located in an area of special flood hazard (ASFH) are required to undergo a development review.

Not sure if you are constructing in a Special Flood Hazard Area? See: [FEMA's National Flood Hazard Map](#).

11. How long does plan review take?

Initial submittals will be completed within 30 days, either approved, approved with conditions, or disapproved. If required, plan review resubmittals will be completed within 15 days.

12. What is the process to install an irrigation system?

Please reference the Irrigation Meter section [here](#).