

# 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 feet .....180 days

2,001 square feet to 3,000 square feet .....270 days

3,001 square feet or more .....360 days

New accessory structure:

Up to 1,000 square feet .....90 days

Pool/spa .....90 days

Paving, including driveways, sidewalks, and patios .....60 days

Additions and remodels .....180 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 scheduled by 3PM, Monday-Friday will be done the next business day.

For faster service, the City of Jersey Village is now offering on-demand inspections for certain permits. This means that when all work is complete and ready for inspection, the installer, homeowner, or contractor can text or call BBG (third party inspector provider) at 469-866-1623 prior to leaving the work site to conduct their inspection virtually through FaceTime or GoogleDuo.

Once the inspection address and permit number have been verified, the call will be dispatched to a certified BBG inspector within 15 minutes or less of the initial call being received. No additional apps or fees will be required to complete the inspection on-demand.

If you have any questions or concerns regarding on-demand inspections, please [click here](#)(opens external link in new window) to be directed to the inspection provider's website where all on-demand inspection procedures are available. You may also contact BBG anytime at 469-866-1623 to receive further assistance with the process.

Below is a list of inspections approved for On-Demand:

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](#).