



CITY OF COMBINE

Guide to the Building Permit Process



This guide is to assist you in the permitting process. It details the steps involved in obtaining a building permit from permit submission through final inspection.

1. Applying for a Permit

To apply you must turn in a completed application for the type of project you want permitted. Application packets are available at City Hall as well as online at www.combinetx.com. Each packet has a checklist of the items you need to submit with your application. All submissions are preferred via email in a PDF file. Commercial construction requires paper copies to be submitted.

Permits are valid for 180 days (6 months). A permit can be extended for another 180 days free of charge. After 1 year and expiration of the permit, the original permit fee may be required to extend further.

Note: All required documents must be received before the project can be forwarded for review.

2. Review Process: What happens next?

After your application and required documents are submitted, we will route the plans to a plan reviewer at Bureau Veritas. This company will check to make sure the project complies with the city's current ordinances, adopted building codes, and required setbacks.

3. Plan Review Turnaround Goal

Bureau Veritas reviews submitted plans on a first come first serve basis and can take **5-10 business days** or longer if additional information is needed.

4. Plan Corrections

If the plans cannot be approved as submitted, the plan reviewer will provide you with a list of required corrections or clarifications. Once all corrections or clarifications are made, the plan review process will resume.

5. Issuing the Permit

After the plans have been approved, and before the permit can be issued, the permit fee must be paid in full. The cost of the permit includes all plan reviews and all inspections.

Note: All sub-contractors must register with the city and can be done on our website. They will be added to your permit application. A separate registration fee is not required for sub-contractors on a new project.

6. Inspections

Inspections are done at your request as work progresses. Inspections can be scheduled by calling 817-335-8111, 877-837-8775 or by emailing inspectionstx@ubureauveritas.com. Requests must be received by 4:00 pm for next day inspection.

7. Completing Your Project

It is essential that the inspection process be completed. Upon passing final building inspection, a certificate of occupancy will be issued.

8. Why is the permit process so complex?

The City is required by law to enforce Federal, State, and local construction development regulations to ensure that projects meet all requirements for the community. It is our goal to achieve a project that not only adds to the built environment of the City of Combine but is also an asset to our development of a safe, well-planned city.

This handout is for informational purposes only. Customers and citizens are personally responsible for complying with all local, state, and federal laws pertaining to projects within the city. Copies of the CITY OF COMBINE adopted codes and Zoning Regulations can be found at www.combinetx.com.