



City of Bedford
Building Inspections
2000 Forest Ridge Drive, Bldg. B
Bedford, Texas 76021
Phone: 817-952-2140 Fax: 817-952-2211

Building Permit and Inspection Information

WHEN IS A BUILDING PERMIT REQUIRED?

A person, firm or corporation shall not erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, convert, equip, use, occupy or maintain a structure or building service equipment without first obtaining a permit from the Permit Department.

A permit is required for:

- New or remodel residential and commercial buildings
- Demolitions
- Carports
- Room additions
- Garage or carport conversions
- Porch enclosures
- Patio covers
- All detached accessory structures
- Fences
- Retaining walls over 48 inches
- Roof replacement
- Signs
- New driveway approach or sidewalk or alteration of existing driveway approach or sidewalk if work is being done in the right-of-way

You may also need a permit when remodeling or making repairs. This may include:

- Air conditioners, evaporative coolers or furnaces being added or relocated.
- Electrical circuits being added or relocated
- Gas line or gas-fired equipment installations or repairs
- Sewer and water line installations or repair
- Sinks, toilets, tubs, or showers to be added or relocated
- Wall removals or relocations
- Water softener installations or replacement
- Window or exterior doors in which sizes or locations are being changed
- Connecting irrigation systems to a water supply
- Water heater replacement or relocation

WHAT ARE THE SUBMITTAL REQUIREMENTS FOR A PROJECT?

The building official may request additional information if necessary. Drawings must be drawn to scale, dimensioned and of sufficient clarity. Please refer to plans submittal information documents for detailed requirements.

Drawings and documents shall be sealed, signed, dated and designed by a State of Texas registered architect, registered engineer, registered interior designer, where applicable as required by the State of Texas Engineering and Architect Practice Act. Foundation plan, details and engineer's letter shall include: address; subdivision; lot; block; and plan number. A form survey sealed by a State of Texas licensed surveyor will be required to be on site for the plumbing rough inspection. One set of plans must be on job site at all times.

HOW DO I REQUEST AN INSPECTION?

Inspection Request: The Inspection Request Line is available 24 hours a day. Before calling for inspection, the general contractor should check with all subs to insure the project is ready for inspection. All inspections must be called in by the permit holder, general contractor or an authorized agent. City approved plans shall be on the job site. For inspection request line please call (817) 952-2155. All inspections called into the inspection request line before 8:00 a.m. will be scheduled on that business day. All inspections called into the inspection request line after 8:00 a.m. will be scheduled on the following business day.

Emergency inspections for special conditions or that are associated with inclement weather that necessitate electricity, gas or safety prevention qualify for same day inspection. For questions, please call the Inspections Division (817) 952-2140.

Site Identification: Street address, lot and block numbers must be posted and maintained at the construction site in such a manner that they can be read from the street. Inspections may not be performed if street address and lot and block are not displayed.

Inspection Notification: At the completion of each inspection, an inspection report will be posted by the Building Inspector. Inspection reports will be posted on the job site and shall not be removed from the job site. The Building Inspector will update any report when violations are corrected and a recall inspection is made.

WHAT INSPECTIONS ARE TYPICAL FOR A RESIDENTIAL PROJECT?

Residential:

- Rough Plumbing (Form Board Survey Required)
- Foundation (Pre-pour)
- Seconds (All trades ready for pre-drywall inspection)
- Wall Ties (May be separate inspection or with seconds)
- Spa/Tub (May be separate inspection or with seconds)
- Temporary Utilities (Liability form required)
- Right-of-Way (Required for sidewalk and/or approach)
- All finals

Note: The following documents may be required upon final inspection: Energy Compliance Certification, Post-Tension Verification, and Final Grade/Drainage Survey.

WHAT INSPECTIONS ARE TYPICAL FOR A COMMERCIAL PROJECT?

Commercial:

- Rough Plumbing (Form Board Survey Required)
- Public Utilities (Storm & Sewer improvements)
- Electrical Underground
- Grade Beam (Pre-pour)
- Foundation (Pre-pour)
- Seconds (All trades ready for pre-drywall inspection)
- Mechanical (Rough Duct)
- Wall Ties (May be separate inspection or with seconds)
- Temporary Utilities (Liability form required)
- Right-of-Way (Required for sidewalk and/or approach)
- Fire Lanes (Pre-pour steel inspection)
- All finals/Certificate of Occupancy

Note: The following documents may be required upon final inspection: Energy Compliance Certification, Post-Tension Verification, Fire Marshal Approval, Public Works Approval, Health Department Approval, and Final Grade/Drainage Survey.

WHAT INSPECTIONS ARE TYPICAL FOR A SWIMMING POOL?

Swimming Pools:

- Belly Steel & Ground
- Gas Line (If required)
- Deck Steel
- Final (inspection includes fence and all safety requirements)

HOW DO I CONTACT SOMEONE FOR QUESTIONS?

Please call our office for questions regarding permit and inspection information. Technical questions will be directed to the appropriate staff member. If a call is transferred to a staff member that is unable to answer, please leave a message with return call information. Our staff will return your call as soon as possible.

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- Building Permits & Code Enforcement 817-952-2140
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- Inspection Request Line 817-952-2155

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