

#### Do I need a permit?

- Yes, all repairs will require a permit.

#### How do I apply for a Permit to begin home repairs due to damage from Hurricane Nicholas?

- The step to apply for a permit can be found on the Development Services page.

#### Does my contractor need to be registered to pull a permit/work on my home?

- Yes. All contractors doing work in the City of Bellaire will need to be registered with the City, with a current Certificate of Insurance on file listing the City of Bellaire as the Certificate Holder. There is no fee for contractors to register.

#### What is required for a contractor to pull a permit? What is required for a homeowner to pull a permit?

- Contractor:
  - o All contractors doing work in the City of Bellaire will need to be registered with the City, with a current Certificate of Insurance on File. There is no fee for contractors to register.
  - o Contractors licensed through the State, like Electricians and Plumbers, will also need to provide a copy of their state license (or equivalent) to register and pull a permit.
- Homeowner:
  - o Homeowners will need to provide a copy of their declaration page from their insurance policy. This is to insure there is liability coverage on the property. **\*This applicable for building permits ONLY. We cannot issue trade permits (electrical, plumbing, mechanical) to unlicensed persons.**

#### What do I need for a permit?

- To pull a permit you must have:
  1. A completed City of Bellaire Permit Application
  2. Complete scope of work to be completed, including line items of detailed construction costs
  3. Current contractor registration and insurance on file

#### How much does a permit cost?

- Permits related to recovery repairs will be issued at no cost.

#### How do I apply for a permit?

- Permit applications and supporting documentation should be submitted via e-mail to [inspections@bellairetx.gov](mailto:inspections@bellairetx.gov), and please indicate "HURRICANE RECOVERY" in subject line of the e-mail.

#### How long will it take to approve my permit?

- Some permits can be issued the same day. Others will need further review. In most cases, applicants will receive a response in 3-5 days, notifying them of their next step.

#### When will normal permit operations resume?

- Contractors will be allowed to pull permits for regular building projects (non-disaster related) simultaneously but delayed.

## **When can I pull a permit?**

- Hours of operation are Monday through Friday from 8:00 AM to 5:00 PM. At this time, all permits are being issued electronically via e-mail at: [inspections@bellairetx.gov](mailto:inspections@bellairetx.gov).

## **What am I allowed to do without a permit?**

- The City will not be requiring a permit for removing water damaged materials, such as sheet rock, flooring, carpet, insulation, or appliances.
- Permits are also not required for temporarily covering holes in walls or roofs, or for cleaning debris and dirt from floors, walls, or ducts.

## **Where can I find the City's permit forms?**

- Permit applications can be found on the City's website at <https://www.bellairetx.gov/621/Development-Services>.

## **How do I schedule an inspection?**

- Inspections must be scheduled through the Development Services Office via the online submittal form at <https://bellairetx.gov/inspectionrequest>. Please specify in the "Special Instructions" that the inspection is disaster repair related.
- You must obtain a permit prior to scheduling an inspection.

## **How do I close out my permit?**

- A final inspection for each permit type obtained must be scheduled and pass inspection in order to close the permit.

## **Can I still get a permit if I've already started and completed the work?**

- Yes, we understand emergency repairs had to be done in some instances, and the City will allow and recommends obtaining a permit regardless if work has already started or been completed. A final inspection should also be completed to close the permit.

## **What if I want to do remodel my home while repairs take place?**

- Anything above repair work will require a separate permit and respective permits fees will be applicable.