

# Article 13

## BUILDING PERMITS AND CONSTRUCTION MANAGEMENT

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*ADOPTED: September 2, 2025*

*CASE NUMBER: TAM-25-08-0003*

*ORDINANCE NO. 11756-2025*

# ARTICLE 13: BUILDING PERMITS AND CONSTRUCTION MANAGEMENT

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# ARTICLE 13: BUILDING PERMITS AND CONSTRUCTION MANAGEMENT

## SECTION 1 - PERMITS REQUIRED

- 13.1.1 No person shall erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building or structure, or cause of permit the same to be done on property under his control, until a separate building permit for each building or structure and any other permits required by Chapter 7 (Building & Construction) of the Code of Ordinances has been issued by the Chief Building Official or designee. If such activity is expressly exempted from the necessity to obtain a permit by this Unified Development Code or by Chapter 7 of the Code of Ordinances, a permit will not be required. Application for a building permit shall be made on a form furnished by the Chief Building Official.
- 13.1.2 Existing Buildings - Any additions, alterations or repairs made to existing buildings or structures shall comply with the technical requirements of all codes, as adopted by Section 7-7 of the Code of Ordinances and any modifications thereto contained in Chapter 7 for new structures, unless expressly excepted by Chapter 7 or unless contrary to the laws of the State of Texas. Such additions, alterations, or repairs shall also comply with the requirements of the Uniform Fire Code, as adopted by Section 12-20 of the Code of Ordinances and Article 15, Floodplain Management, of the UDC.
- 13.1.3 Prior to Issuance of Permit – Property must be platted and all necessary approvals obtained including but not limited to civil engineering plans and site plans prior to the issuance of a building permit.
- 13.1.4 Permit Issuance - Upon review of the application, plans, specifications and other data filed by the applicant for a building permit, and after review by the City departments charged with enforcing other applicable ordinance requirements, the Chief Building Official or designee shall issue a building permit to the applicant, if he determines that the required plans, specifications and other data comply with this Unified Development Code and other applicable rules, laws and ordinances, and that all fees have been paid.
- 13.1.5 Validity of Permit - The issuance of a building permit based on plans, specifications and other data shall not prevent the Chief Building Official or designee from requiring the correction of errors in the plans, specifications, and other data, or from preventing building operations from being carried out there under, when in violation of this Unified Development Code or other applicable City ordinances. No building permit purporting to give authority to violate, cancel or modify a requirement or provision of this Unified Development Code is valid.
- 13.1.6 Expirations and Extensions - A building permit expires if work authorized by the permit is not commenced within one hundred eighty (180) days of issuance of the permit, or if work authorized by the permit is suspended or abandoned for more than one hundred eighty (180) days.

A single extension of up to one hundred eighty (180) days, which is requested in writing prior to expiration of the permit, may be granted by the Building Official for good cause. A fee is charged. (Reference Article 22 “Fee Schedule”)

After a building permit has expired, no work shall be commenced until a new permit has been issued pursuant to these regulations. New permits will be reviewed under current building codes.

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No permit shall be extended more than once in accordance with the Uniform Building Code currently adopted.

13.1.6 Appeals - A decision of the Chief Building Official to grant or deny a permit may be appealed by the applicant in the manner provided by the Code of Ordinances.

13.1.7 Revocation of Permit - The Chief Building Official may; in writing state the reasons for his actions; suspend or revoke a permit:

- A. if the permit is issued in error; or
- B. if incorrect information has been supplied to the City as a basis for issuance; or
- C. if that permit presumes to give authority to violate any other state or local laws regulating construction.

### SECTION 2 - CONSTRUCTION MANAGEMENT

13.2.1 Certificate of Occupancy (CO) Required - No land, building, structure, or suite within a structure within the City corporate boundary shall be used or occupied, and no change in the existing use or occupancy classification of such building, structure, or suite within a structure shall be made, until the Chief Building Official has issued a "Certificate of Occupancy." The CO shall state that such use of occupancy complies with the provisions of this Unified Development Code and other applicable laws of the City. An approval in the form of a final inspection tag attached to a single family house by a City Building Inspector shall be considered the Certificate of Occupancy for that structure.

13.2.2 Application - An applicant for a building permit shall file an application for a Certificate of Occupancy and compliance, prior to the building being occupied. A Certificate of Occupancy may be approved for shell buildings without any tenant by the Chief Building Official and may be required to prove compliance upon receipt of all final inspections.

13.2.3 Procedure for Issuance of Certificate of Occupancy - The Chief Building Official shall issue a Certificate of Occupancy and compliance for the building, structure, or suite within a structure when the required final inspections have been passed.

Except for single family or two-family residences, a Certificate of Occupancy and compliance shall be posted on the premises in plain view and shall not be removed except by the Chief Building Official.

A temporary Certificate of Occupancy, for a period of time not to exceed 120 days may, be issued by the Chief Building Official if he finds that no substantial hazard will result from occupancy of any portion of the building structure, or suite within a structure prior to its completion. A written request by the applicant must be submitted stating the conditions needing to be completed, the reasons for the delay, and the expected date of compliance.

A record of all certificates shall be kept on file in the office of the Chief Building Official, and copies shall be furnished upon request to any person having a proprietary or tenancy interest in the land or building affected.

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The Chief Building Official may, in writing, suspend or revoke a Certificate of Occupancy if the Certificate:

- A. is issued in error; or
- B. if incorrect information has been supplied to the City as a basis for issuance; or
- C. if the Certificate presumes to give authority to violate any other state or local laws regulating construction, or
- D. If certificate holder fails to abate nuisances or conform to other codes adopted by the City of Grand Prairie
- E. If the certificate holder consistently engages in acts or conduct not permitted under the CO.

13.2.4 Connection of City Utilities - Any land use, construction, or changes of occupancy in existing property within the corporate city limits shall require issuance of Certificate of Occupancy prior to any permanent release for electrical service.

13.2.5 Standard Specification for Public Utilities - The City of Grand Prairie's Standards Specifications are the "STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION, NORTH CENTRAL TEXAS". Copies of this specification can be obtained from - NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENT (COG), P.O. DRAWER COG, ARLINGTON, TEXAS 76005-5888.

If there is any conflict between the "COG" specifications and these contract documents, the priority of interpretation shall be as follows:

- A. Special Conditions,
- B. Standards Drawings,
- C. "COG" specifications as adopted by the City of Grand Prairie.