

BULLETIN

Permitting Tips

(08/09)

This bulletin is to make you aware of issues that have been identified by the City or other retailers and suggest Tenant's architect and engineer pursue further as it relates to Tenant's contract documents.

- Typical permit turnaround: (2) weeks.
- Name, business certificate and license number of the General Contractor is required for permit application.
- General Contractor is to be registered with the city. Contractors must register their company by submitting a registration form, owner's driver license and the required fee.
- An expeditor may be used for plans submittal.
- The building department will require that an asbestos survey of the Tenant's premises be attached to the application for building permit, in accordance with state law. The survey is not required to show that the space is asbestos free, rather, just that it has been surveyed. The Tenant is responsible for the asbestos survey as part of their permitting process. Tenants should contact the Mall Operations Director to schedule access to the space to have the survey performed, or if they need contact information for a local survey company. The project schedule should allow time for the scheduling of the survey and receipt of results **prior** to the date the Tenant intends to submit plans for building department review.
- Registration with Texas Department of Licensing and Regulation (TDLR) is required prior to submitting for permit for all projects over \$50,000.
- The EAB project number must be included with the permit application. This is the project registration number for TDLR.
- The City of Hurst, TX, requires proof of Landlord approval prior to releasing permit. They will accept a copy of the front page of the Construction Documents with the Landlord's stamp or a copy of the form letter, which is issued from the Landlord with the approved plans. They will accept the plans from the Tenant without Landlord approval and will review the drawings, but will not release permit without Landlord approval documentation.
- Refer to pre-construction sheet for additional information regarding City websites and other permitting information.

North East Mall
Hurst, TX