How Do I Get My Permit?

Bring everything to the Inspections Department on the second floor in City Hall at 825 W Irving Blvd. We will review all residential permits (except new houses) over the counter. We also take applications through our email at: Irving-permits@cityofirving.org.

For new houses, see our checklist for all the plans and documents online.

Questions? Please let us know.

Inspections

Your permit includes all the associated inspections. Be sure to call us when you are ready for an inspection.

Questions?

We're open 8 a.m.-5 p.m., Mon-Fri. Call us at (972) 721-2371 or email: Irving-permits@cityofirving.org. We have more information online: www.cityofirving.org/Inspections
Why Get A Permit?

In the City of Irving, permits are required to erect, alter, move, enlarge, replace, demolish, or repair a structure or building.

The City recognizes that our city’s growth and strength depends on the safety and economic value of the homes, buildings, and infrastructure that serve our citizens everyday.

If permits are not obtained, life safety is endangered. Property values can also be effected if something is built next door that is an eyesore. When selling a house, it can delay a closing if there was work done without a permit. Fines can also be assessed if property permits are not obtained.

After the permit is issued, we conduct inspections to ensure the work meets the City’s codes and ordinances.

We work with homeowners, contractors, engineers, and architects to help them get proper permits. Let us know if we can help.

What Requires a Permit?

- Additions to the house
- Remodeling or altering any structure (adding or removing a wall)
- Adding to or altering a garage or carport
- Accessory buildings (sheds, arbors, pergolas, etc.)
- Decks more than 30” in height
- Fences
- New electrical wiring, plumbing, heating or air conditioning or running new lines or pipes
- Flatwork or paving including the driveway or approach at the street
- Garage conversions to living space
- Pools, spas, or hot tubs (in-ground & above ground)
- Portable buildings or sheds greater than 6’ in any dimension, including the height
- Re-roofing
- Retaining walls more than 30” in heights
- Water heaters
- Solar panels
- Patio covers

Permit Exemptions

The following are exempt from permit:

- Cosmetic work such as painting, cabinet work, and carpet or tile
- Replacing fixtures or appliances at existing connections (except water heaters)

What Do I Need?

- Bring a copy of a floor plan and a site plan/plot plan or a survey of your property. If you don’t have one, you can draw one yourself. Be sure to show how close the building will be to the property lines (These are called “setbacks”).
- Fill out a Residential Permit application
- There will be a fee for the permit. Payments can be cash, check, Master Card, Discover, or Visa.