

Construction Contractors

The City of Hilshire Village staff will be working remotely beginning Wednesday 3/18/2020. Until further notice you will need to follow the below procedures for your construction needs.

Requesting Inspections:

- Email Susan.Blevins@HilshireVillageTexas.com by **3 PM** with the following information:

Inspection Date Requested	Site Address	Permit #	Inspection Requested	Contractor Company Name	Contact Person	Phone #	Email
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New Permits:

- To get started, email Susan.Blevins@HilshireVillageTexas.com with the following information:
 - Download and complete the [Permit Application](#) and [City's Rules and Regulations](#) at HilshireVillageTexas.com under the Construction & Development tab.
 - Provide a copy of your liability insurance certificate naming the City of Hilshire Village as the Certificate Holder.
 - If you have a trade license, we will need a copy of the license and the master's state issued ID.
- You will need to drop off payment **by 3 PM** in order to receive the permit same day. Permits will be issued by email once they are processed. There is a mail slot in our front door for you to deposit payment and any related documents.

YOU MAY NOT BEGIN WORK UNTIL YOU RECEIVE THE PERMIT VIA EMAIL

New Plan Submittal:

- Must be submitted electronically to Susan.Blevins@HilshireVillageTexas.com, call 713-973-1779 to discuss any questions you may have.
- There may be fees associated with plan review. There is a mail slot in our front door for you to deposit payment and any related documents.

If in doubt, call our office at 713-973-1779 and leave a message. The office phone lines will be forwarded to a staff member on call and we will check voicemails daily.