



Gas Release Permit
Rules and Regulations
Community Development Department

City of Shenandoah
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522
www.shenandoah.tx.us

The following information is provided to assist you with procedures and requirements for submitting a permit request. If you have any questions after reading this information, please contact our Customer Service Representatives at 281-298-5522.

All plans must be designed per the 2018 International Codes, 2020 National Electrical Code, and 2018 IECC, with local amendments.

Commercial general contractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrence along with workers' compensation coverage; the City of Shenandoah is required to be a Certificate Holder. Commercial subcontractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrences unless Texas state law requires a lesser amount in which case the City will accept the lesser amount; the City of Shenandoah is required to be a Certificate Holder.

Residential general contractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrence; the City of Shenandoah is required to be a Certificate Holder. Residential subcontractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrences unless Texas state law requires a lesser amount in which case the City will accept the lesser amount; the City of Shenandoah is required to be a Certificate Holder.

The City of Shenandoah will no longer accept payment via credit card for fees and fines accessed to building projects. The City of Shenandoah's current fee schedule is posted for review on the City of Shenandoah website, www.shenandoah.tx.us. The City of Shenandoah strictly adheres to the collection of current fees and fines.

General Information

- Projects must not be started until the permit has been paid for and posted on the job site.
- Once plans have been reviewed and approved for code compliance, changes will not be allowed, unless plan revisions are submitted, reviewed and approved by the city prior to the work being done. There may be an additional charge for additional plan review.
- Construction hours are Monday thru Sunday 7 A.M to 10 P.M.
- All signs are permitted separately including construction, temporary and permanent signs.
- **When no repairs or changes are done:**
 - Whenever the gas service provider requires a release from the City of Shenandoah, an inspection of the gas system must be performed by a Shenandoah Building Inspector.
 - The entire gas piping system must be pressure tested
 - The interior of the building must be accessible to allow the inspector to verify that existing gas

appliances meet minimum Fuel Gas Code safety requirements.

- Please note that inspectors will not enter an occupied building alone. Someone is required to be on site if the building is occupied or if personal items are contained in the building.
- **When repairs are made:**
 - Any property that has a gas system that has been altered or repaired requires a gas test and must be released by the City of Shenandoah before service can be restored. A permit is required by the City of Shenandoah Building Inspection Division for the repair or alteration. The permit can only be issued to a Responsible Master Plumber licensed by the State of Texas – or a homeowner who is homesteading the property being permitted.
 - Once the repairs are complete, the repairs work must be inspected prior to covering the repaired portion of the gas piping system.
 - Any underground gas piping must comply with all of the following:
 - Be buried at least eighteen inches (18”) below the ground.
 - Where plastic gas pipe is installed, an 18 AWG yellow insulated copper tracer wire or other approved conductor must be installed adjacent to the pipe. The insulation must be suitable for direct burial.
 - Listed anodeless risers are required where the pipe transitions from underground to above ground.
 - Metal gas pipe must be at least three and one-half inches (3 ½”) above ground.
 - The entire gas piping system must be pressure tested.
- **Renovation or Remodel of a Building** - Whenever the building is renovated or remodeled, a permit is required that includes the entire scope of work for the project – including the proposed changes to the gas piping system. All work must be inspected, and pressure tested prior to covering. The entire gas piping system must be pressure tested.

Documents for Plan Review

All plans shall be submitted in a digital PDF format.

- Provide a completed application along with documentation indicated scope of work for repair or renovation of gas system.

Inspections

- Gas test to be completed prior to final inspection as required.
- Upon completion a final inspection is required to verify that the conditions of the permit have been met.

It is the responsibility of the owner/contractor to comply with all adopted codes by the City of Shenandoah. Additional information may be required to ensure code compliance. Any oversight on the part of the city during plan review or inspection does not relieve the owner/contractor from complying with all applicable codes and standards.

City approved plans must be on-site for each inspection.

I have read the information as stated above.

Company Name

Date

Printed Name

Signature

Email Address

Contact Number