

ORDINANCE NO. 855-2025

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF HILSHIRE VILLAGE, TEXAS, CHAPTER 3, ARTICLE 3.1400. – EXISTING BUILDING CODE ADOPTED, RELATED TO BUILDING PERMITS; MODIFYING PERMIT COMMENCEMENT AND EXPIRATION DEADLINES FOR REMODEL, ADDITION, AND SINGLE-TRADE PERMITS; PROVIDING FOR A SINGLE EXTENSION; PROVIDING A REPEALER; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Hilshire Village (“City”) regulates building, construction, and property development through its Code of Ordinances; and

WHEREAS, the City Council finds it necessary to update the permit validity timelines to ensure timely completion of construction projects and consistency with administrative practices; and

WHEREAS, the City Council desires to amend the commencement and expiration timelines for remodel, addition, and single-trade permits and establish clear standards for extensions; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE, TEXAS:

SECTION 1. AMENDMENT TO CODE OF ORDINANCES.

Section 105.5 addressing permits, entitled "Expiration," of said Existing Building Code is deleted in its entirety and new Section 105.5 substituted therefor as follows:

a. New Home Construction Permits

1. Commencement of Work: Every permit issued shall become invalid unless the work at the site authorized by such permit is commenced within 180 days after its issuance.
2. Duration of Permit: Every permit will be issued for a period of time not to exceed 18 months. The Building Official is authorized to grant, in writing, an extension of the original permit for a period not to exceed an additional 12 months.
3. Expiration of Permit: If any permitted work is not completed within these time periods, the permit shall become invalid and must be reissued in order to perform or resume work, together with payment of fees for such reissued permit.
4. Continuity of Work: Failure to maintain continuous progress, defined as no inspection activity for one hundred eighty (180) days, shall constitute abandonment of the project and cause the permit to expire unless prior, written authorization for suspension has been approved by the Building Official.

b. Remodel and Addition Permits

1. Commencement of Work: Every permit issued shall become invalid unless the work at the site authorized by such permit is commenced within 120 days after its issuance.

ORDINANCE NO. 855-2025

2. Duration of Permit: Every permit will be issued for a period of time not to exceed 12 months. The Building Official is authorized to grant, in writing, one (1) extension of the original permit, not to exceed six (6) months.
3. Expiration of Permit: If any permitted work is not completed within these time periods, the permit shall become invalid and must be reissued in order to perform or resume work, together with payment of fees for such reissued permit.

c. Single-Trade Permits (Including mechanical, electrical, plumbing, irrigation, roofing, or other standalone trade permits)

1. Commencement of Work: Every permit issued shall become invalid unless the work at the site authorized by such permit is commenced within 90 days after its issuance.
2. Duration of Permit: Every permit will be issued for a period of time not to exceed six (6) months. The Building Official is authorized to grant, in writing, one (1) extension of the original permit, not to exceed thirty (30) days, when justified and when progress toward completion has been demonstrated.
3. Expiration of Permit: If any permitted work is not completed within these time periods, the permit shall become invalid and must be reissued in order to perform or resume work, together with payment of fees for such reissued permit.

SECTION 2. REPEALER.

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict only.

SECTION 3. SEVERABILITY.

If any provision of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 4. EFFECTIVE DATE.

This Ordinance shall take effect immediately upon its adoption and publication as required by law.

PASSED, APPROVED, AND ADOPTED this 16th day of December, 2025.

Robert Buesinger, Mayor

ATTEST:

Cassie Stephens, City Secretary