



### **Inspection Requests:**

To schedule an inspection, please email your inspection request to [safebuilttx-inspections@safebuilt.com](mailto:safebuilttx-inspections@safebuilt.com) by 4 p.m. on the business day prior to the inspection needed. The City must be copied on your email request ([rkiser@enchantedoaks.org](mailto:rkiser@enchantedoaks.org); [enchantedoaks@enchantedoaks.org](mailto:enchantedoaks@enchantedoaks.org)).

In your email, include the permit number, address, inspection type, point of contact, and any other pertinent details (building or suite number, plans, gate codes). Once we receive your request, we will confirm the scheduled inspection via email.

The inspection results will be emailed from a no reply email address: [no-reply@noreply.communitycore.com](mailto:no-reply@noreply.communitycore.com).

### **Plan Review:**

Plans for review or any correspondence regarding plan reviews or permit issuance can be emailed to [safebuilttx-pr@safebuilt.com](mailto:safebuilttx-pr@safebuilt.com). Plans should be sent in PDF format along with the permit application.

#### Standard Turnaround times:

(5) business day turnaround for residential project initial submittals, (3) for resubmittals and revisions.

Plan review comments will be emailed from a no reply email address ([no-reply@noreply.communitycore.com](mailto:no-reply@noreply.communitycore.com)). Approvals will be sent to the City for fee assessment and permit issuance.



**Hours:**

We are typically available Monday-Friday from 8:00 a.m. – 5:00 p.m. You can send messages to the inspection or plan review inbox at any time - the office team regularly monitors the inboxes.

**Office Number:** 281-507-0301 or 940-521-0470, Opt. #1 Inspections | Opt. #2 Plan Review