The Building Permit Office is Located at City Hall, 300 W. Davis, Conroe, TX 77301.

Office hours are Monday through Thursday, from 7:30 am to 5:00 pm and Friday from 8:00 am to 4:30 pm.

Each Contractor shall be responsible for obtaining their permits and requesting the required inspections. Inspections may be requested online by registering for our free contractor services at www.buildingdepartment.com or by telephone at 936-522-3616.

Inspections requested before 4:00 pm Monday through Thursday will be performed the following day. Our workload does not allow the privilege of accommodating AM or PM inspection requests so please make sure the work is ready to be inspected at any time during the following day.

Please contact our offices at 936-522-3610 if you need an emergency gas or electrical inspection or if you have a specific technical question.

Figure 1. to the right shows the minimum required building inspections that are applicable to most residential construction projects. They are depicted in the required order unless otherwise noted.

Termite certification, blower door test, and duct leakage test should be submitted to the permit office before requesting the Building Final inspection.

**Note:** Multiple inspections within the same flow box indicates those inspections can be done concurrently or within any order amongst each other but not prior to earlier sequenced flow boxes.