

Procedures for Obtaining Inspections

Inspections may be requested 24 hours a day by calling the Permit & Inspection Department **Inspection Line at 817-426-9636**. Our office hours are 8 a.m. to 6 p.m., Monday through Thursday, and 8 am to 5 pm on Fridays. **Inspections called in by 8:00 a.m. will be made that day, inspections called in after 8:00 a.m. will be made the following business day.**

1. The building permit must be issued prior to starting of construction.
2. Job address must be posted in a prominent location and be of adequate size and color so as to be easily read from the street. If the address is not posted, no inspection will be made.
3. Erosion control must be installed and maintained throughout the construction process.
4. **Required Inspections:**
 - a. Temporary Pole
 - b. Rough Plumbing and Sewer
 - c. Foundation
 - d. 2nd or Framing (Includes structural, electrical, mechanical rough in, plumbing top out, wall ties and pre-manufactured firebox)
 - e. Insulation inspection; prior to sheetrock
 - f. Drive Approach and Public Sidewalk
 - g. Firebox (Masonry)
 - h. Final
5. At completion of each inspection, a tag will be posted by the inspector. This will indicate approval or failure of that portion of construction to comply with minimum codes.
6. **Reinspection Fees:**
 - a. Reinspection fees will be charged if:
 1. The inspection called for is not ready, or;
 2. If a red tag has been issued and the reinspection shows that the items tagged have not been taken care of, the fee will be doubled.
 3. All reinspection fees must be paid before final release for permanent power.
 - b. First reinspection fee after turn down is \$ 50.00.
Successive turn down on same item is \$100.00.
7. Codes in effect at this time are the 2006 International Building Code, 2006 International Plumbing Code, 2006 International Mechanical Code, 2005 National Electrical Code, 2006 International Energy Conservation Code, 2006 International Residential Code and 2006 International Fuel Gas Code. Amendments to codes are those adopted by the North Central Texas Council of Government (COG).

Comments

Temporary Pole Inspection

- | | |
|---|--|
| <input type="checkbox"/> Wiring is copper | <input type="checkbox"/> Meter base at correct height and pole properly braced |
| <input type="checkbox"/> Proper breaker panel used | <input type="checkbox"/> All receptacles are G.F.C.I. protected |
| <input type="checkbox"/> Pole complies with TXU requirements | <input type="checkbox"/> 8' driven ground rod with grounding electrode properly clamped to rod |
| <input type="checkbox"/> Breaker panel properly grounded/bonded | |

Site Notes (Per Ordinance B-652)

- | | |
|---|--|
| <input type="checkbox"/> Erosion Control must be installed & maintained throughout construction | <input type="checkbox"/> Confirm initial lot grading conforms to subdivision plans |
| <input type="checkbox"/> Portable restroom facilities must be made available for construction workers | <input type="checkbox"/> Construction debris must be contained on site |
| <input type="checkbox"/> Will lot grading require retaining walls? Must meet Ordinance B-687. See Table 1 | |
| <input type="checkbox"/> If piers are shown on engineered plan - report required or city inspection prior to pour | |

Rough Plumbing Inspection

- Visually determine if set-backs and foundation elevation appear correct
- Visually compare footprint of building with plan in file
- Visually determine if lot can be graded to city requirements and grading plan
- Sewer line placed with proper grade slope, trap arms at proper length, bedding sand. Stacks capped (except test stack)
- Water and sewer line placed at proper depth (minimum 12" below top of finished grade)
- Circle type of water line test (air or water) / 50 psi (air test)
- Circle type of sewer line test (air or water) / 4' head (water) or 5 psi (air)
- Water meter boxes installed with meter

Foundation Inspection

- All plumbing, electrical and mechanical penetrations through slab are protected
(Use approved material on exposed copper - no duct tape)
(Water and sewer shall be wrapped to allow for expansion & contraction- minimum wall thickness of wrap shall be .025 inch)
- Slab thickness 3 1/2" and generally level before pouring
- Footing depth complies with single story or two story requirements
- Post tension cables spaced according to plans
- Water is on to plumbing
- Engineered foundation plans are on site
- Cable off-sets used where too close to pipes.

Comments

Seconds Inspection

Framing

Size and spacing of exterior wall studs _____
Size and spacing of interior wall studs _____
Size and spacing of floor joists _____
Size and spacing of ceiling joists _____
Size and spacing of rafters _____

- Span chart complied with
 - Foundation bolts properly spaced (6' o.c. or approved fasteners 18" o.c.)
 - Wind bracing installed every 25' / corners
 - Check labels on glazing in hazardous locations
 - Check energy labels on windows & door (SHGC & U-Factor)
 - Attic ventilation provided per R806.2, 2006 IRC (wind turbines, air hocks, soffitts, other) - See permit note
 - Boring & Notching checked
 - Stiffeners for struts over 8' in length (2" x 6")
 - Purlin same size as rafters
 - Ridge board shall be not less in depth than the cut end of the rafter
 - Walls exceeding 10' tall to be fireblocked
 - All bedroom windows comply with minimum required opening
 - Operable window on 2nd floor must maintain minimum 24" sill height
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Plumbing Top-out

- Check workmanship on solder and fittings
 - Water heater is installed at proper height
 - Water heater must be contained in pan with drain line
 - Have clean-outs been installed as required
 - Has water heater T & P drain line been properly installed
 - Verify proper installation of HVAC condensate lines
 - Have water lines in exterior walls been insulated with approved materials
 - Is water supply line an approved material and holding proper pressure
 - Is all DWV piping properly installed and approved material
 - Has foundation been properly sealed around tub drains (concrete or tar)
 - Are all hose bibs fitted with anti-siphoning devices (check at final)
 - Are all roof vents installed in an approved area and properly terminated
 - Gas lines properly installed, supported and tested (Low pressure 3 lbs for 15 minutes on 6# diaphragm gauge)
(Medium/High pressure 10 lbs. for 30 minutes on 20# diaphragm gauge)
 - Is washing machine inlet proper distance from trap (18" minimum / 42" maximum)
 - Check for steel nail plate for pipe protection on framing members (closer than 1 1/2" to edge of stud)
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Comments

Heating and A/C

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|--|---|
| <input type="checkbox"/> Have inside units been set | <input type="checkbox"/> Check minimum 3/4" insulation on a/c lines |
| <input type="checkbox"/> Check for adequate combustion air | <input type="checkbox"/> Check all supply and return ducts for proper installation |
| <input type="checkbox"/> Overflow drains connected & drain properly | <input type="checkbox"/> Support plenums |
| <input type="checkbox"/> Minimum walkway width 30", continuous solid flooring | <input type="checkbox"/> Minimum 30" deep and 30" wide work platform at service side of equipment |
| <input type="checkbox"/> Maximum distance from access opening to appliance = 20 feet | |
| <input type="checkbox"/> Appliances in attics must have access through - permanent stair, pull down stair, access door from level or upper floor level | |
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Rough Electric

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|---|---|
| <input type="checkbox"/> Metal boxes properly bonded | <input type="checkbox"/> Check for proper spacing of electrical outlets |
| <input type="checkbox"/> Temporary cover for panel | <input type="checkbox"/> Check for proper smoke detector locations |
| <input type="checkbox"/> Check for proper installation, support, stapling | |
| <input type="checkbox"/> Electric panel grounded to water system and grounding rod wire present | |
| <input type="checkbox"/> Check for steel nail plate protection as required (closer than 1 1/4" to edge of stud) | |
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Wall Ties (Installed at Seconds Inspection)

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|--|---|
| <input type="checkbox"/> Check spacing and size of ties | <input type="checkbox"/> Check inside to confirm nail damage to wiring/plumbing |
| <input type="checkbox"/> Electrical wiring sleeved | <input type="checkbox"/> Penetrations in exterior sheathing sealed |
| <input type="checkbox"/> Window/door openings properly flashed and sealed | |
| <input type="checkbox"/> Exposed copper (water) and steel (gas) lines are protected from corrosion (wrap-no duct tape) | |
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Fire Place

For Masonry Boxes

- Check fireplace and smoke chamber for minimum thickness
- Check chimney for minimum clearance to combustibles, height and termination
- Verify that there are no combustible materials within 2" of smoke chamber and chimney walls
- Check the flue and throat area between the firebox and smoke chamber for minimum opening
- Verify that a damper is located within the throat is not less than 12 gauge steel
- Verify that lintel is non-combustible material
- Verify that gas line and valves to firebox is properly installed

For Non-Masonry Boxes

- Non-masonry-factory-built fireplaces and chimneys must be listed and installed as per manufacturers instructions.
 - Factory built fireplaces supported and secured
 - Proper clearance to combustibles box and chimney
 - Area draft stopped above enclosure
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Comments

Insulation Inspection

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|--|---|
| <input type="checkbox"/> Correct R-Value (walls/sloped ceilings) | <input type="checkbox"/> All penetrations sealed |
| <input type="checkbox"/> Check all concealed spaces for insulation | <input type="checkbox"/> Seal around window/door frames |
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Marble Tub Inspection

- All plumbing connections complete and correct
 - Foundation plumbing cut-out refilled with concrete
 - Tub appears to be level
 - Pump and motor properly bonded (if copper water distribution pipe serves structure) and G.F.C.I. Protected (#8 AWG minimum)
 - Pump/Motor must have access
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Temporary Electric

- | | |
|--|---|
| <input type="checkbox"/> Electrical panel/service is set up to receive power | <input type="checkbox"/> No exposed electrical conductors |
| <input type="checkbox"/> All electrical outlets are trimmed out or capped off (in box) | <input type="checkbox"/> Attic appliances must be accessible for inspection |
| <input type="checkbox"/> Appliance outlets are trimmed out or capped off (in box) | |
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Drive Approach / Sidewalk Inspection

Drive Approach

- Minimum width 10', Maximum width 28' (2-car) / 32' (3-car)
- Minimum 6" thickness (concrete) #3 at 24" o.c. with chairs over 2" dry cushion sand
- Five foot radius with no extension on adjacent lot
- Fire hydrants, street lights, utility cabinets may not be within 5' of the approach
- Water meters/boxes cannot be placed in approach
- A 1" x 6" redwood joint shall be placed at driveway & approach (property line)
- Sawcut shall be clean & unbroken
- A 1" x 6" redwood joint shall be placed at sidewalk intersection with drive approach
- 3 smooth dowels thru redwood/greased on one end

Sidewalk

- Four foot wide, one foot off property line
 - Minimum 4" thickness (concrete) #3 at 24" o.c. with chairs over 2" dry cushion sand
 - Sidewalk has minimum 1/4" per foot slope toward curb
 - Sidewalk grade minimum 2 1/8" , Maximum 3"
 - A 1" x 4" redwood joint every 40' with 3 smooth dowels thru redwood/greased on one end
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Final Inspection

- All previously required inspections completed and approved
 - Property has been properly addressed
 - Water meter boxes and components properly installed
 - Electrical meter base and exterior outlets properly installed
 - Lot has been properly graded with adequate swales
 - T & P drain line properly terminated (all hose bibbs fitted with anti-siphoning devices)
 - All trash and debris removed from lot, street and adjoining lots
 - All flatwork completed
 - A/C compressor and disconnect properly installed
 - Chimney has proper elevation and termination
 - All appliances properly installed
 - All sinks have P-traps and water shut off valves, all plumbing fixtures operate
 - Water heater properly installed, equipped in pan with drain
 - Proper combustion air supplied to required appliances
 - All receptacles in garage protected with G.F.C.I.
 - Receptacles in kitchen and bath protected with G.F.C.I.
 - Electrical panel properly and clearly labeled
 - There is no open or exposed electrical wiring
 - All electrical fixtures are approved for intended use
 - Electrical grounding wire connected to grounding rod
 - All required smoke detectors are properly installed and operational
 - Receptacle in bedrooms must be on arc-fault protected circuit
 - A/C units in attic have required lighting, access, work area and disconnects
 - Doors from garage to living areas are 1 3/8" solid or honeycomb core steel and weather sealed
 - Fireplace hearth, extensions and dampers have been properly constructed
 - Combustible materials meet distance requirements from fireplace opening
 - Check efficiency ratings on water heater, furnace, condensing units
 - Check attic insulation certification
 - Confirm proper glazing in hazardous locations
 - All condensing units have correct breaker size and identified in electric panel
- Landscape or retaining walls present?
- Check amount of exposed foundation
- Check plot plan for drainage flow arrows
- Water cutoff and box set to grade
- Yes No
- Yard sodded/Erosion Control?
- Front Sides Rear

Comments

Final Gas Test Inspection

- Proper gauge used (diaphragm)
 - Low pressure 3 lbs for 15 minutes on 6 lbs diaphragm gauge
Medium/High pressure 10 lbs for 30 minutes on 20 lbs diaphragm gauge
 - Pressure is maintained for length of test without leaks
 - CSST systems must be labeled with aluminum or stainless steel tag at service entry and manifold valves stating
Warning - 1/2 to 5 psi gas pressure - Do Not Remove
 - Gas connectors not installed through appliance housing
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