



## RESIDENTIAL BUILDING INSPECTION PROCEDURES

Inspection requests shall be scheduled using the MyGov permit tracking system. If you are unable to access the internet, a PC is located in the Development Services lobby for your use during regular business hours. If needed, you may leave a voice-mail request at 972-775-7166. All requests must contain the following information: Contractor's name, address of inspection, type of inspection and desired date of inspection; we are unable to accept AM/PM requests. Please do not schedule an inspection if the work is not ready; you could be subject to a \$50.00 re-inspection fee. Permit package and address must be posted on site.

### PROCEDURES:

1. All work must be inspected **BEFORE** it is covered up. For example, electrical, plumbing and framing must be inspected prior to insulating.
2. Form board survey: A registered professional land surveyor will perform a form board survey; check for elevation, drainage and set back requirements, and must refer to design of subdivision. **A survey must be left on site, or uploaded into project, and approved by the inspector prior to a plumbing rough inspection.** A digital stamp and signature is required.
3. **Piers:** Anytime. Discuss procedure with inspector. A stamped engineer's inspection letter is acceptable.
4. Temporary Power: **(T-pole)** Once obtaining building permit; t-pole shall be installed before framing begins unless prior approval from Building Official is obtained.
5. Plumbing under slab rough: **(Plumbing Rough) Water meter boxes and cleanouts are not allowed in driveway, approach or sidewalks.**
6. Foundation: **(Slab) A stamped engineer's inspection letter is required to be left on site, or uploaded into project, prior to framing inspections. This does not negate a City inspection; both are required.**
7. Second Roughs: **(Framing)** Plumbing top out, gas piping, electrical rough in, HVAC duct rough, wall ties and framing shall be inspected together.
8. Insulation: All second roughs shall be inspected and approved prior to insulating.  
Third party IECC inspection: inspection results shall be left on site.
9. Concrete: **(Flatwork)** Sidewalks, driveways, approaches at any time. **Water meter boxes and cleanouts are not allowed in driveway, approach or sidewalks. NO wire mesh allowed. ALL FLATWORK** requires pre-pour inspection.
10. Construction Meter: **(TOPS)** Electric power released as a Temporary on Permanent Set.
11. Third-Party IECC Inspection: **(Final Energy Inspection)** A copy of inspection results shall be left on site, or uploaded into project, before any final inspections can be scheduled.
12. If a Septic System is installed, a copy of your TCEQ permit shall be left on site, or uploaded into project, prior to CO inspection.
13. All Finals: **(Certificate of Occupancy)** Inspections shall be grouped together and performed at one time.
14. Moving in prior to issuance of a Certificate of Occupancy is prohibited and can be subject to up to a \$1,000 a day fine.

**\*This handout was designed as a guide only; additional inspections and or submittal requirements may be necessary.**