

## NEW RESIDENTIAL CONSTRUCTION INFORMATION

### 1. Plan Review/Permit Submittal

One (1) complete set of drawings and One (1) Digital set that include the following:

- a. Site Plan indicating all property lines, easements, driveways, and setbacks of the proposed building.
- b. Floor plan with accurate measurements and room uses including windows and doors.
- c. Elevation drawings showing exterior wall construction and masonry percentage calculations.
- d. One (1) structural foundation drawing stamped by a professional engineer licensed by the State of Texas. This only applies if over 2, 500sq f t. Stamping of plans must conform to Texas Engineering Board guidelines by including the FIRM number and title block of the engineer.

2. No construction, other than setting form boards and lot grading, may begin until a building permit has been issued.

3. Addresses must be posted on all temporary electrical poles.

4. All re-inspection fees must be paid prior to the requesting any further inspections. When a re-inspection is requested on a project and a re-inspection fee has not yet been paid, the inspection will be canceled in the office.

## **A. GENERAL INSPECTION NOTES**

1. All inspections must be requested by calling 254-559-8287. Inspections requested prior to 10:00 am may be performed the same day if scheduling allows. Inspections requested after 10:00 am will be performed the next business day.
  
2. **Re-inspection Fees.** A re-inspection fee will be assessed, and no inspection performed when any of the following conditions apply:
  - a. The inspection requested is not ready when the inspector arrives.
  - b. The permit packet or the address of the site is not posted.
  - c. City approved plans are not on site and available to the inspector.
  - d. The building is locked, or the site is not accessible for inspection when the inspector arrives.
  - e. The work is red tagged for the same item(s) twice.
  - f. The original red tag has been removed from the site.
  - g. The form board survey is not on the jobsite
  
3. Re-inspection fees are **\$25.00**. Re-inspection fees must be paid before any further inspections can be performed.
  
4. City approved building plans must be available on the job site when all inspections are conducted.
  
5. **Cancellations.** Inspections should not be requested until the contractor has verified that the work is complete and ready for inspection. Should an inspection need to be cancelled, call and speak with the permit clerk.

## **B. RESIDENTIAL INSPECTIONS REQUIRED**

**Each of the following inspections must be requested if applicable**

- 1. Temporary Pole** (can be done at any time)
- 2. Piers**
- 3. Plumbing Rough - Sewer, Water**
- 4. Foundation** – Electrical conduit, UFER ground, DWV test, Water test.
- 5. Electrical & Mechanical Rough, Gas Rough, Plumbing Top-Out, Framing**
- 6. Utility Finals** – for electric meter release. Panel cover shall be removed at time of inspection.
- 7. Mechanical, Electrical, Plumbing, Building.**

### **FOUNDATION**

**All foundation plans must be sealed by a structural engineer. A minimum of two (2) string lines must be run across the top of the forms to allow inspectors to measure the depth of the concrete. (Exception: Structures that are 2,500 square feet or less and are not post tension, do not require a structural engineer stamp unless required by the Building Official).**

**No concrete inspections will be made if it has been determined that it is too wet. All rained out inspections must be recalled.**