

Residential Inspection Guidelines

GENERAL REQUIREMENTS: The following general requirements are in effect:

- No work including but not limited to erosion control, site grading, tree removal, lot-benching, retaining walls, etc. can begin prior to approval of permit application.
- Permitted construction hours are Monday through Friday from 7:00 a.m. to 6:00 p.m. Construction outside of these times and dates, for specific unusual circumstances, require approval by City Council.
- Trees shall be protected in accordance with the tree preservation requirements of the Zoning Ordinance
- Erosion control must be installed and properly maintained at all times.

JOBSITE REQUIREMENTS: The following jobsite requirements are in effect:

- Building address shall be clearly posted.
- Construction plans must be available onsite for all inspections.
- Trash container must be provided onsite and be of sufficient size to contain construction trash and debris.
- A portable toilet must be provided onsite or in the near vicinity. One toilet may be shared for up to three projects.

REQUESTING INSPECTIONS: The procedure to request inspections is:

- Work for which inspection is requested must be complete.
- Inspections must be requested by general contractor / builder or company representative.
- Inspections may be requested by phone during regular business hours (7:30 a.m. to 5:30 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Friday). Please call (940) 482-3491, extension 3 to schedule inspections.
- Inspections called in before 4:00 p.m. on Monday through Thursday will be made the next day.
- Inspections called in before 11:00 a.m. on Friday will be inspected on the following Monday.
- In case of inclement weather, inspections will not automatically be rolled over or cancelled. To cancel and/or reschedule inspections, please call (940) 482-3491, extension 3.

REQUIRED INSPECTIONS: The following inspections must be requested:

1. Temporary electric pole (T-pole)
2. Piers (where applicable)
 - Piers may be inspected by a licensed professional engineer in lieu of a City inspection. If using an engineer for inspection, an original inspection report sealed by the engineer of record must be available onsite at the time of the foundation inspection.

3. Plumbing rough

- Water and sewer services must be in place and connected to mains.
- All piping shall be bedded properly.
- The test riser on the sanitary sewer system shall be a 10-foot water column or an air test may be used with a minimum of 5 pounds of pressure using a gauge with 1/10 pound increments.
- The water supply system shall be tested with a water pressure not less than the working pressure of the system or an air test may be used with a minimum pressure of 50 pounds using a gauge with 1 pound increments.
- PVC joints must be sealed using a purple primer and CPVC joints must be sealed using an orange primer that conforms to ASTM F 493.

4. Foundation

- Lots shall be benched with drainage swales and erosion control in place.
- A form board survey showing the property boundaries, easements, perimeter of form boards, and distances of form board corners to property lines is required prior to a foundation inspection. In certain cases for single-family construction on large lots and with prior approval by the City, the form board survey may be waived. The form board survey must be available onsite at the time of the foundation inspection.
- Foundation layout must match the approved foundation plan.
- Exposed plumbing must be wrapped.
- An engineer's inspection report is not allowed in lieu of a city inspection except by prior approval by the City.

5. All seconds

a. *Framing*

- Structure is dried-in including roofing. (Roofing material must be in accordance with Zoning Ordinance).
- A water-resistive barrier of No. 15 asphalt felt, house wrap or other approved water-resistive barrier, such as Zip System® sheathing, shall be in place. (Note: painted plywood or OSB is not considered a water-resistive barrier.) Exterior sheathing shall be completely sealed and brick ties installed.
- All framing, fire blocking, draft-stopping, bracing, rodent proofing and exterior sheathing is in place.
- Windows, doors, and all openings must be properly flashed, and windows and doors are installed
- If stucco is to be installed, lathe and two layers of house wrap or felt is to be in place.
- Stairways shall comply with section R311.7 – maximum rise 7/34" and minimum tread 10" (with nosing). No nosing is required on 11" treads. Winding stairway treads are to be at least 6" at the inside of each tread. On winding stairs, treads must be a minimum of 10" wide measured 12" in from winder.
- All studs and joists must conform to the maximum allowed for cutting, notching, and boring.
- Wall bracing shall be installed as designed and specified.

- Building envelope is sealed in accordance with energy code.
- b. *Rough-in electrical*
- All rough-in wiring is complete.
 - Ground and neutral conductors are made up in all panels.
 - A ground is connected to the cold water piping and a supplemental grounding rod must also be provided. If plastic water piping is used, a concrete-encased electrode must be used in addition to the grounding rod. Ground clamps used on ground rods must be listed for direct burial.
 - Jetted tubs must be on a dedicated, GFCI protected circuit.
 - Outlets for carbon monoxide detectors are required outside each bedroom door and must be hardwired and interconnected.
- c. *Top-out plumbing*
- All soil, waste, vent and water supply pipes for all the fixtures are in place.
 - A water test is required.
 - Water heater drain lines must run to outside. Drain pans required.
 - Water heaters are not allowed in the attic.
 - Removable, self-draining, frost-proof hose bibs shall be installed and shall have vacuum breakers.
 - Combustion air inlets and grills shall be in place.
 - All vents shall be in place.
- d. *Rough-in gas*
- Gas piping for all fixtures shall be in place.
 - Piping to be tested with a minimum of 10 pounds of pressure shall use a gauge with 1/10 pound increments. For piping to be tested with 3lbs of pressure, a gauge with 1/10 pound increments and a pressure gauge not to exceed 6 psig shall be used.
 - Gas lines shall be properly secured and protected.
 - CSST gas lines shall be bonded to the electrical grounding system at the point where the gas service enters the building with a minimum 6 AWG copper wire.
- e. *Rough-in mechanical*
- All duct work and concealed components are complete.
 - Flexible ducts must be supported and in such a way that the airflow is not restricted.
 - Duct insulation must be a minimum of R-8 in attics and R-6 in other areas outside the building envelope.
 - Exhaust ducts must terminate to the outdoors. Air shall not be exhausted into an attic, soffit, ridge vent, or crawl space.
- f. *Chimneys and fireplaces*
- Wood-burning fireplaces shall have a gasketed door and outdoor combustion air.

6. Insulation

- All insulation is in place; walls and ceilings shall not be dry-walled or otherwise covered.
- If spray-foam insulation is used, a certificate must be provided by the installer certifying R-values.

7. Fire Wall (if applicable)

- Inspection is to be made after drywall is in place on fire-rated walls prior to applying any textured finish or paint.
- Any penetrations must be sealed with fire caulk or other approved method.
- Plastic electrical boxes are not allowed unless listed for such use.
- Dryer vents cannot penetrate a firewall where openings are not allowed, and washer connections must be backed with a double layer of 5/8" type X gypsum board.

8. Drive approach, culvert, and sidewalk

- Inspection may be made at any time. Culvert must be inspected prior to paving of drive approach.

9. Permanent Power / Meter Releases

- All electric and gas piping work is complete.
- Electrical system shall have all receptacles, switches and fixtures in place. Receptacles shall be of the tamper-resistant type.
- Arc-fault circuit interrupters (AFCI) are required in family rooms, dining rooms, living rooms, dens, bedrooms, offices, sunrooms, game rooms, media rooms, closets, hallways, and similar rooms and areas.
- Ground-fault circuit interrupters (GFCI) are required for all receptacles located within 6' from the outside edge of any sink and for all circuits in a kitchen, bathroom, outdoors, and garage including those for automatic garage doors openers and dedicated appliance circuits.
- Where fixtures are not installed, the outlet shall be blanked off with a plate cover.
- Gas system shall be complete including valves and equipment (with exception of dryer and range).
- Gas test shall be performed.
- Gas flex lines are not allowed through knockouts.
- Jetted tub pump is grounded to cold water supply with 12x12" access panel.
- Where gas appliances have not been installed, the gas line must be capped to prevent accidental opening of a valve.

10. Finals / Certificate of Occupancy

a. Site

- Final grading is completed in accordance with site/plot plan.
- Drainage ways and drains are in place.
- Turf, landscaping, and required trees are installed. If a lawn sprinkler system is installed, a separate permit must be issued.
- The street, drive approach, sidewalks, storm drain inlets, manholes, water valves, handicap ramps, water meters/boxes, and sanitary sewer cleanouts in the rights-of-way will be inspected. All areas of City rights-of-way shall be clean. Plumber shall run a sewer-drain camera from a clean-out to the sewer main to check for any separation, or blockage, and provide digital copy of the video to the City. If any separation or obstructions are found, it shall be the responsibility of the plumber to make repairs.
- Street, alley, and all flatwork must be clean and clear of mud and debris.

b. Building

- The permanent address must be posted on the house or mailbox with numbers a minimum of 4" in height.
- One full-length continuous handrail must be installed at each stairway with 4 or more risers. Ends must be returned to the wall or terminate at the newel post. Handrails must be installed at a height of 34" – 38". Handrails shall have a space of not less than 1.5 inches between the wall and the handrail.
- Safety glazing where required by section R308.4 shall be identified in a permanent manner (etched on glass).
- Both smoke detectors and carbon monoxide detectors are required. Smoke detectors and carbon monoxide detectors must also be retrofitted with current code for all remodels and additions; however, battery powered units may be substituted in areas where no work is being performed.
- A permanent pull-down ladder must be installed to access appliances located in an attic. An access opening is required to all attic areas with a height of 30" or greater.
- If using EnergyStar as method of energy code compliance, an official EnergyStar certificate must be submitted to the City.
- Air conditioning equipment and pads shall be set.
- Programmable thermostats must be used for all heating/air conditioning units.
- Water, electricity and gas shall be on at this time to verify proper operation of outlets and equipment.
- Electric panel must be specifically and clearly labeled.
- A permanent electrical outlet and lighting fixture controlled by a switch located at the required attic opening must be provided at or near any mechanical equipment.
- All light fixtures must be installed or a blank plate must be in place.
- A minimum of 50% of all light fixtures must have compact fluorescent bulbs or other high-efficiency lamps.
- An exterior light fixture shall be in place at all egresses.
- A removable access panel must be provided for jetted tubs.
- All plumbing fixtures must be installed.
- Structures with fire-suppression systems shall have been inspected and approved by the Fire Marshal.