When is a Permit Required?

903-451-9229
19601 Co Rd 2529, Payne Springs, TX 75156
permits@paynespringstx.com

Projects that are cosmetic, such as painting, wallpapering, carpeting, cabinets, and trim work do not require permits. Additionally, permits are not required when replacing electrical fixtures on existing wiring, or existing plumbing fixtures.

Permits are required on following projects:

- Additions to a structure (residential or commercial)
- Building remodel that requires the addition or removal of an interior or exterior wall window or door or any trade work such as: Plumbing, Electrical, HVAC.
- Building or replacing of a deck or porch.
- Electrical Work
- Plumbing work
- HVAC
- ~~Roofing~~
- Fence
- Concrete work (driveways, sidewalks, patios, flatwork)
- In Ground and Above Ground Swimming Pools (storable pools are exempt)
- Hot Tubs or Spas
- Demolition of a building
- New construction of a building, main building, accessory buildings (permanent or portable), garage, carport, patio covers, and gazebos.

This is not an inclusive list. Questions concerning your specific project should be directed to the City.

All contractors working in the City of Payne Springs are required to register with the city

City of Payne Springs
19601 CR 2529
Payne Springs, TX 75156
903-451-9229

City Permitting Process

Permit Submittal

ALL completed permit documents shall be submitted in **PDF** form to City Hall at the following email, permits@paynespringstx.com . ALL contractors & sub contractors must be registered with the City, this will save time. Permits **CAN NOT** be submitted for plan review until all contractors are registered. Processing time is 7 to 10 days when ALL information is submitted. Also if your property is under 5000 sq ft you will need a **Variance** on the property. You will need to submit a **Variance Form,** with your site plans showing lot square footage from our website, 7 days before the next council meeting scheduled on every 3rd Tuesday of the month at 6:30pm to know if you are approved or not to build.

Plan Review

SAFEbuilt will be conducting residential and commercial plan reviews. The applicant will be contacted by SAFEbuilt if additional information is needed. You may contact City Hall for the status of your permit at 903-451-9229.

Permit Issuance

Once the permit has been approved, the requester will be contacted by City Hall personnel and notified of fees via phone or email.

Inspection Requests

Please DO NOT contact SAFEbuilt for inspection requests. Please submit an Inspection Request in person at City Hall or our website;

www.paynespringstx.com > quick links > forms, scroll to **Building Department** and select **INSPECTION REQUEST**, this form can be edited online and send to the email provided at the top of form. Also note if there are any special requirement(s), such as gate code/or time needed note in the **SPECIAL INSTRUCTIONS** area of the form. **ALL** request must be submitted by **3:45pm** to qualify for next day inspection, unless a Friday, or major holiday, then the inspection will take place the following business day.

Field Inspections

The inspectors name and information will be listed on each field report that is performed and emailed at time of inspection. An approved set of permit plans must be on-site during all inspections.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.

New Mobile/Manufactured Home Plan Requirements

Plans and associated documentation to be submitted in **PDF** format.

Site Plan

- Draw to scale
- Drainage directions, with arrows
- Easements
- Driveway location
- All structures on site, including accessory buildings, fences, sidewalks, retaining walls, etc.
- Distances from other structures and property lines
- Legal lot description and address

Utility Plan

- Electrical
- Water
- Gas (if applicable)
- OSSF (on site sewage facilities, if applicable)

Copy/Scan/Pictures of Data Plates

- Date of Manufacture, Serial Number, Model Number, Code Certification, Design Information, Installed Equipment Information, Name of Third-Party Certification Agency, Sate Modular Label Number, Special Instructions regarding Home

- Data Plates Locations
    - Kitchen Cabinet/Pantry
    - Kitchen Sink (under)
    - Master Bedroom Closet

Copy of Manufacturer's drawings and Specifications for the Actual Mobile Home (building structure)

- Picture of Mobile Home Structure with dimensions, doors and window size and locations, and label of rooms
- Picture of Mobile Home Footers and/or Piers Layout

Foundation Plans signed & sealed by Texas Licensed Engineer

- Engineered slab/foundation layout
- Engineered foundation letter identifying the applicable building code (IRC) and soil conditions
- Anchoring plans as per manufacturer requirements (Installation Instructions)

Drainage/Culverts

Per Ordinance No. **2022-08**, ALL new builds must have a 15' culvert.

Ordinance No. 2022-08

DRAINAGE

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF PAYNE SPRINGS, TEXAS, PROVIDING REGULATIONS FOR DRAINAGE.

WHEREAS, the City of Payne Springs, Texas ("City") is a Type-A general law municipality organized and existing pursuant to the laws of the State of Texas; and

WHEREAS, the City of Payne Springs is authorized, pursuant to Chapter 51 of the Texas Local Government Code, to adopt an ordinance or regulation that is for the good government, peace or order of the municipality or for the trade and commerce of the municipality; and

WHEREAS, the City Council for the City of Payne Springs finds it necessary to adopt regulations concerning the proper drainage on new buildings within the city.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF PAYNE SPRINGS, TEXAS, as follows:

(A) The owner of presently developed property or developer of property to be developed shall be responsible for all storm drainage flowing through or abutting their property, including the installation of culverts beneath all driveway approaches to the property. This responsibility includes drainage directed to that property by prior development as well as drainage naturally flowing through the property by reason of topography. Further, the property owner or developer of property to be developed shall maintain five feet at each end of all culverts. Maintenance of culverts (if on city right-of-way) shall be maintained by the property owner.

(B) Culverts, ditches and other drainage facilities required of property owners and developers, to meet the responsibilities outlined in division (A) above, shall be sized and constructed or installed in accordance with city standards and specifications. Permits for culverts shall be required in accordance with this section. Culvert pipe in residential areas shall not be less than 15 inches in diameter and culvert pipe shall not extend more than 50 feet in length without a five-foot length break for the purpose of cleaning out same. Any size culvert pipe, or culvert installation that has the potential to impede the flow of water, shall be replaced by an adequate size culvert pipe and installed so as to permit the free flow of water.

(C) No building permit shall be issued, nor certificate of occupancy approved, upon any land on which the owner has not fulfilled his or her responsibility for drainage as outlined in divisions (A) and (B) above.

(D) Whoever shall willfully fill up, clog, damage or destroy, or in any manner impair the usefulness of any drainage channel, ditch, creek or water course or fill in the area of any said natural creek, drainage channel or ditch with dirt or other debris shall be guilty of a misdemeanor.

(E) Provisions shall be made by the owner for the control and drainage of surface water around buildings. Runoff water from rains and storms shall not be allowed to inundate or flood

adjacent property when such flooding is the result of grading, drainage ditches, retaining walls or other surface alterations that control or divert the natural flow of water. Rain water shall not be conveyed, received or discharged upon property belonging to another or adjacent to such property. Where potential flooding on adjacent property exists from run-off water from an unguttered roof, each roof shall be installed with property guttering containing down spouts arranged in such a manner that the runoff water will not be discharged on the adjacent property.

PASSED AND APPROVED by the City Council, City of Payne Springs, Texas, this 17th day of May, 2022.

APPROVED BY:

Andrea Miller, Mayor

ATTEST:

Beth Billings, City Secretary

City Permit Application

903-451-9229
19601 Co Rd 2529, Payne Springs, TX 75156
permits@paynespringstx.com

Permit Number: _____

Permit Type (circle all that apply)					
	General Construction		Electrical		Garage / Carport / Storage
	New Construction – Residential		Plumbing		Pool / Hot Tub / Spa
	New Construction – Commercial		HVAC		Mobile Home / Manufactured Home
NA	~~Roofing~~		Lawn Sprinkler		Concrete - Driveway / Walkway / Slab
	Fence		Sign		Other
Required Documents	Site Plans | Construction Plans | Contractor Registration | Subcontractor Validation				

Estimated Sq. Footage: _____ Estimated Cost $ _____ City Zone _____ FEMA Zone _____

Project Description: _____

Permit Address _____ Subdivision _____ Lot / Block _____ / _____

Owner _____ Phone _____ Email _____

Contractor _____ Phone _____ Email _____

NOTICE TO APPLICANT: This permit is issued on the basis of information furnished in this application and on any submitted plans, any change to plans after permit is issued must be approved by Building Official and additional fees may apply and is subject to the provisions and requirements of the City of Payne Springs Code of Ordinances and International Building Codes. This permit is used only for the purpose of allowing construction of a building or structure conforming to the codes and ordinances of the City, regardless of information and/or plans submitted. Where work for which a permit is required by the code is started or preceded prior to obtaining said permit, the fees herein specified may be doubled. The payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work. Permit fees are nonrefundable.

I HEREBY ACCEPT ALL CONDITIONS HEREIN ABOVE MENTIONED AND CERTIFY THAT ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE; I ALSO UNDERSTAND THAT THIS PERMIT EXPIRES SIX MONTHS FROM ISSUE DATE, AND THAT A 24 HOUR NOTICE IS REQUIRED FOR ALL INSPECTION REQUESTS.

_____

Applicant Signature Date

BELOW COMPLETED BY CITY

_____

Permit Processor Signature Date

Permit Fee	$
Payment Type	

EXHIBIT A – FEE SCHEDULE FOR SERVICES

1. FEE SCHEDULE

Supplemental Inspection Services Fee Schedule	*Per Ordinance No. 2023-09
Single Family Residential Construction Inspection	$73.50 per stop (address, building or unit)
Commercial/Multi-Family Construction Inspection	$89.25 per stop (address, building or unit)
Above rates include inspection of all disciplines at address	

One & Two Family Residential Construction Plan Review and Inspection	*Per Ordinance No. 2023-09
Square Footage	**Fee**
0 to 1500 square feet	$1787.50
1501 to 10,000 square feet	$1787.50 for the first 1500 square feet plus $0.35 for each additional square foot up to and including 10,000 square feet
Over 10,000 square feet	$4,885.00 for the first 10,000 square feet plus $0.14 for each additional square foot over 10,000 square feet
One & Two Family Residential Construction Plan Review Only	
$131.25 per residential dwelling for first comments plus one revision, thereafter $93.24 per hour	
One & Two Family Residential Additional Fees	*Per Ordinance No. 2023-09
Service Description	**Fee**
Remodels and accessory structures that include electrical, plumbing, and mechanical will be billed at $.34 per SF	
Accessory structures not including electrical, plumbing, and mechanical will be billed at a flat rate of $63.00	
Trade Permits - Residential Remodel/Addition • Mechanical, Electrical, Plumbing	$150.00 per inspection
Swimming Pools Plan Review & Inspections	$998.75 Plan Review & inspections
After Hours/Emergency Inspection Services	$105.00 per hour – two (2) hour minimum

Commercial and Multi-Family Construction Plan Review	
Project Valuation	**Fee**
$1.00 to $10,000	$42.00
$10,001 to $25,000	$64.71 for the first $10,000 plus $5.00 for each additional $1,000; or fraction thereof, to and including $25,000
$25,001 to $50,000	$139.68 for the first $25,000 plus $3.60 for each additional $1,000; or fraction thereof, to and including $50,000
$50,001 to $100,000	$229.82 for the first $50,000 plus $2.50 for each additional $1,000; or fraction thereof, to and including $100,000
$100,001 to $500,000	$354.77 for the first $100,000 plus $2.00 for each additional $1,000; or fraction thereof, to and including $500,000
$500,001 to $1,000,000	$1,154.43 for the first $500,000 plus $1.70 for each additional $1,000; or fraction thereof, to and including $1,000,000
$1,000,001 and up	$2,002.33 for the first $1,000,000 plus $1.12 for each additional $1,000; or fraction thereof

EXHIBIT A – FEE SCHEDULE FOR SERVICES

Commercial and Multi-Family Construction Inspection	
Project Valuation	**Fee**
$1.00 to $10,000	$73.50
$10,001 to $25,000	$104.65 for the first $10,000 plus $8.09 for each additional $1,000; or fraction thereof, to and including $25,000
$25,001 to $50,000	$225.95 for the first $25,000 plus $5.84 for each additional $1,000; or fraction thereof, to and including $50,000
$50,001 to $100,000	$371.76 for the first $50,000 plus $4.04 for each additional $1,000; or fraction thereof, to and including $100,000
$100,001 to $500,000	$573.89 for the first $100,000 plus $3.18 for each additional $1,000; or fraction thereof, to and including $500,000
$500,001 to $1,000,000	$1,867.49 for the first $500,000 plus $2.74 for each additional $1,000; or fraction thereof, to and including $1,000,000
$1,000,001 and up	$3,239.05 for the first $1,000,000 plus $1.82 for each additional $1,000; or fraction thereof

Fire Code Plan Review Services (fire alarm and fire sprinkler systems)	
Total Valuation	**Fee**
$1,000.00 and less	$47.25
$1,001.00 to $25,000.00	$198.45
$25,001.00 to $50,000.00	$330.75
$50,001.00 to $100,000.00	$540.75
$100,001.00 to $500,000.00	$892.50
$500,001.00 to $1,000,000.00	$1,155.00
$1,000,001.00 to $3,000,000.00	$1,680.00
$3,000,001.00 to $6,000,000.00	$2,520.00
$6,000,001.00 and up	$2,520.00 plus $0.26 for each additional $1,000.00
Fire Code Inspection Services (fire alarm and fire sprinkler systems)	
Total Valuation	**Fee**
$1,000.00 and less	$47.25
$1,001.00 to $25,000.00	$262.50
$25,001.00 to $50,000.00	$577.50
$50,001.00 to $100,000.00	$892.50
$100,001.00 to $500,000.00	$1,102.50
$500,001.00 to $1,000,000.00	$1,417.50
$1,000,001.00 to $3,000,000.00	$1,995.00
$3,000,001.00 to $6,000,000.00	$2,992.50
$6,000,001.00 and up	$2,992.50 plus $0.26 for each additional $1,000.00
Fire Service Description	**Fee**
Fire Sprinkler Pump	$150.00
Water Tanks for fire prevention	$150.00
Type I Hood with auto fire extinguishing system	$150.00

Ordinance No. 2023-09

ROAD IMPACT USAGE FEE

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF PAYNE SPRINGS, TEXAS, PROVIDING REGULATIONS FOR CONSTRUCTION ROAD IMPACT FEE USAGE.

WHEREAS, the City of Payne Springs, Texas ("City") is a Type-A general law municipality organized and existing pursuant to the laws of the State of Texas; and

WHEREAS, the City of Payne Springs is authorized, pursuant to Chapter 51 of the Texas Local Government Code, to adopt an ordinance or regulation that is for the good government, peace or order of the municipality or for the trade and commerce of the municipality; and

WHEREAS, the City Council for the City of Payne Springs finds it necessary to adopt regulations concerning the impact caused from heavy equipment on city roads during construction.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF PAYNE SPRINGS, TEXAS, as follows:

All property owners submitting plans for new construction, upon permitting, will be charged a one-time road impact usage fee of one-thousand dollars even ($1,000.00). This fee will be used to offset damage to roadways due to heavy equipment.

All property owners submitting plans for construction remodels requiring trucks coming in with materials over 20,000 pounds, upon permitting, will be charged a one-time road impact usage fee of five hundred dollars even ($500.00). This fee will be used to offset damage to roadways due to heavy equipment.

In all cases, the City of Payne Springs reserves the right to ask for additional compensation if any road surface is significantly damaged. Proof of such damage will be provided by the City for each incident.

This Ordinance shall become effective on the 29th day of August, 2023. After its passage and publication as required by law.

APPROVED BY: _____
Andrea Miller, Mayor

ATTEST: _____
Beth Billings, City Secretary

Inspection Request

Email requests to: permits@paynespringstx.com

All sub's must be registered with the City prior to scheduling an inspection.

REQUESTS MUST BE RECEIVED BY 3:45 P.M. FOR NEXT DAY INSPECTION

Requestor Name _____ Today's Date _____

Requestor Phone _____ Date Needed _____

Requestor Email _____ City Permit # _____

Project Address _____

Subdivision _____

Inspection Requested

Residential _____ Commercial _____

	ALL SECONDS	ALL FINALS
_____ T-Pole		
_____ Framing	_____ Plumbing Rough	_____ Gas Final
_____ Plumbing Top-Out	_____ Rough Gas Test	_____ Fireplace Final
_____ Gas Wrap (Underground Gas)	_____ Mechanical Rough	_____ Plumbing Final
_____ Form Board Survey	_____ Electrical Rough	_____ Electrical Final
_____ Piers	_____ Fireplace (metal/masonry)	_____ Mechanical Final
_____ Foundation	_____ Energy Insulation	_____ Energy Final
_____ Rebar	_____ Flatwork	_____ Building Final

_____ Other : _____

Special Instructions: _____

City of Payne Springs
19601 CR 2529
Payne Springs, TX 75156
903-451-9229

TEMPORARY SERVICE POLE SPECIFICATIONS

1. The electric service for all temporary construction shall be equipped with a rain-tight enclosure, dual element fuses or circuit breakers. (NO PLUG TYPE FUSES ALLOWED.) (1) The minimum setting depth may be reduced to three feet with 2x4 min. bracing mounted at 2/3 height of the point of attachment, secured with 2x4 min. stakes, and cross-braced with a 2x4 min. brace. (2) For temporary construction only a 4x4x16 un-spliced treated pole may be substituted for the 6 inch minimum penta-treated or equivalent round pole. (3) For temporary construction ONLY, the conductors used in 100 amp service shall be no smaller than #6 THHN or #4 THW cu.
2. Receptacles used on temporary service poles shall be installed in a rain-tight box.
3. Temporary service poles shall have a rain-tight disconnecting device sufficient for voltage employed and for the current, which must be interrupted.

Contractor Registration

903-451-9229
19601 Co Rd 2529, Payne Springs, TX 75156
permits@paynespringstx.com

Registration Type

☐ Electrician
☐ Plumber
☐ HVAC
☐ General Contractor
☐ Other: _____

Company Name _____ Owner Name _____

Company Mailing Address _____

Company Physical Address _____

Contact Numbers (Cell)_____ (Home/Office)_____ (Fax)_____

Name of License Holder _____ Company Email_____

_____ _____
Contractor Signature Approved By Signature

REQUIRED DOCUMENTS

Plumbers, Electricians & HVAC are fee exempt but still must register and provide all documents.

☐ Completed Contractor Registration Form
☐ Copy of Drivers License / Government I.D.
☐ Copy of State Trade License (TRCC)
☐ Copy of Company Liability Insurance

Registration Fee - $100.00 / Annually

Office Use

****

Amount Paid $_____ Date Paid _____ Expiration Date _____

Subcontractor Validation

903-451-9229
19601 Co Rd 2529, Payne Springs, TX 75156
permits@paynespringstx.com

Permit Number_____ Project Address_____

ELECTRICAL	
Company Name:	
Master Electrician's Name:	
State License Number:	
Phone Number:	

PLUMBING	
Company Name:	
Master Plumber's Name:	
State License Number:	
Phone Number:	

HVAC	
Company Name:	
Master HVAC's Name:	
State License Number:	
Phone Number:	

MUST PROVIDE COPIES OF STATE LICENSING

NEW MOBILE/MANUFACTURED HOME INSPECTION GUIDELINES

The following information has been prepared so to familiarize the Building Inspectors with SAFEbuilt and the Residential Inspection Procedures. The various required inspections are inspected to meet minimum standards and these guidelines are prepared to act as a guide for you while in the field with basic inspection practices. The inspections that will be covered in this handout are as follows

1. Temporary Power Pole
2. Plumbing Rough-In
3. Foundation
4. Electrical Rough-In
5. Electric Meter Release
6. Gas Meter Release
7. Plumbing Final Inspection
8. Electric Final Inspection
9. Building Final Inspection
10. Flatwork (sidewalk/driveway)

1. Temporary Power Pole

1. Address of House on pole braces
2. Two braes supporting the pole
3. Ground rod (8 feet deep) adjacent to TP
4. Groung wire attached with grounding lug to rod
5. Service whip conductor in flexible conduit
6. GFCI receptacles
7. 220 outlets
8. Breaker box with cover
9. Meter base
10. Breaker blanks if breakers missing
11. Building permit packet on pole or on site

2. Plumbing Rough-In

1. Building Permit packet on site
2. Water service connected to water meter
3. Water line only installed and connected with materials approved for that specific use.
4. Water line ball valve cutoff valve at house adjacent to front form boards.
5. Water test equal to main pressure and connected to the water meter.
6. Sanitary sewer service line connected to sere lateral at property line with test tee.
7. Sewer yard line concreted at sewer lateral test tee connection.
8. Sewer line to have a test tee installed at tie in at lateral connection with water test minimum five-foot head above highest fitting.
9. Two-way clean-outs consist of two back to back combo fittings with double stacks.
10. Concrete in clean-out fittings up to combo hub.
11. water lines to be pressurized within rough at time of inspection
12. Sand bed all PVC waste and drain lines and water service line from meter to house. Sewer lines sand bedding to spring line of pipe from interior rough to sewer connection at sewer lateral.
13. Walk entire rough and check for leaks, improper fittings and fittings installed incorrectly
14. No sanitary tee laid on back is allowed.
15. Water test to five feet above highest fittings
16. Rough cannot be too wet from rain to determine if system is leaking.
17. No negative fall on any drainage or waste lines
18. At rough in inspection Trash Box should be accessible on-site for loose trash.

3. Foundation Inspection

1. Permit packet on site with approved plans and concrete plans
2. Cable plans in packet
3. Cable details in packet
4. Beam minimum depth per approved plans. Depth from top of form board to bottom of beam ditch
5. Beam with per approved plans
6. Cables installed per approved plans
7. Bottom strand cable supported per approved plans. Check first supprt from outside form board fro support location and hight of cable at first support rod
8. Patch all hoes in the poly vapor barrier
9. Poly Vapor Barrier extends down from top of fill to bottom side of beams
10. Chairs installed at each cable cross and at mid span.
11. Invert chairs at all drop forms to prevent cable from floating up
12. Require grade strings lines and measure min. slab thickness
13. Make sure plumber has set all tub and showers boxes
14. Make sure all PVC stacks extending up through slab are sleeved at time of inspection
15. Make sure all PVC exposed crossing grade beams and water lines are sleeved if left exposed
16. Brick ledge matches the approved plans for brick coverage
17. Concrete encased electrode installed adjacent to electrical panel at least 20 feet in length within concrete with minimum of 2-inch concrete cover around the ground

18. Extra rebar installed per Eng. plans a location noted on plans.
19. Always require steel sized as specified on plans. never accept doubled or smaller rebar in lieu of proper sized rebar.
20. If void boxes are required, always require ends be sealed to prevent concrete from filling void box
21. All electrical conductor piping within the slab must have a minimum of 2-inch concrete cover over the top of the conduit.
22. Stub out rebar dowels through form board at Garage and porch locations to attach flatwork to at time of flatwork inspection (optional)
23. Trash box to be on-site at time of foundation inspection and empty as needed.
24. All sheer wall HOHLD DOWN STRAPS shall be in place at time of foundation inspection. (Refer to building plans SW sheet and detail sheet for proper locations).
25. U-fer shall be a minimum of 1/2 inch rebar 20 feet in length or #4 coper wire.

4. Electrical Rough in Inspection

1. Permit packet to be on job at time of inspection
2. Walk exterior of house first to inspect for receptacles in metal boxes and Romex ground wire clipped to metal box with green G clip.
3. Romex feeding any electrical conductor through masonry must be sleeved with plastic pipe or flexible conduit.
4. Make sure the ground wire is installed for future grounding to driven ground rod and U-fer ground wire within the framed wall of the garage to connect to U-fer rod at trim.
5. Service entrance conduit nipple is to be stubbed out the exterior wall and attached to the interior electrical panel box. Plastic or rigid metallic piping is allowed for sleeve for service entrance conductors to enter panel.
6. If metallic pipe is used for the sleeve that pipe hub must have a bonding bushing attached through the hub into the rigid nipple and then connected to the ground bar inside the panel.
7. Start inspection in garage at electrical panel.
8. Make sure all neutral and ground wires are terminated in the appropriate neutral and ground bars and spaced evenly across the bars.
9. Make sure the ground wire is attached to the concrete encased electrode in the stud will adjacent to the electrical service in an accessible box and cover.
10. Protect all conductors with a nail guard or other means as the leave the panel and extend up through the top plate to run the various rooms.
11. Before leaving the garage make sure there is at least one receptacle.
12. Receptacles within the structure are to be spaced no further than six feet along any usable wall for a total of twelve feet between receptacles.
13. In all sleeping rooms, and hallways leading to sleeping rooms, media room and at head of the stairs if two stories and one on the first floor a smoke detector is required as well as carbon monoxide detectors as outlined in the NEC. These can be combo units.
14. All lighting in the ceiling and walls are to be boxed. The only exception is under counter lights in the kitchen that may not be boxed.
15. Check all Romex for cuts in the insulation and then each run is strapped within 12 inches of every receptacle box.

5. Electrical Meter Release Inspection

1. Walk exterior of house making sure the meter base is installed, Oncor service ran and connected to power company's lugs inside meter base, private service entrance conductor attached to lugs and installed into electrical panel
2. Two forms of grounding are required 1.) Concrete encased electrode box is open for inspection and ground wire is attached under lug. 2.) Copper clad ground rod is installed outside beneath meter base and ground wire attached under grounding lug. Rod must be visible at least 1 inch above grade level
3. Walk around house to inspect that all outdoor receptacles are installed and in waterproof box cover.
4. Make sure all light fixtures are installed or if not blanked off until set for electrical final.
5. Inspect every room inside the house for receptacles and switches installed and lights installed or blank covers over the box.
6. Inspect to make sure all sleeping rooms smoke detectors and carbon monoxide detectors are installed in sleeping rooms, halls leading to sleeping rooms and media room. If two story house one is required above the head of the stairs on the second floor.
7. Lower attic access ladder and inspect attic for light switch, receptacle and that furnace fan circuit is connected, and proper Romex connectors are installed to protect the Romex insulation.
8. Make sure if a center island is included in the floor plan and at least one receptacle is installed on the island.
9. Panel covers shall be left on for this inspection as a safety measure.
10. Once you have determined all is installed correctly then release to the appropriate utility company to set the meter.

6. Gas Meter Release Inspection

1. Find gas riser and read the pressure gauge to determine if the lines are holding pressure. If a 5 PSI gauge is installed we require 3-5 lb PSI pressure, if a 15 lb PSI gauge is installed we require a 10 lb PSI text.
2. Make sure all gas lines are run to each gas appliance, cook top, fireplace(s), attic furnace and water heater or fire pit.
3. All gas lines serving a gas appliance is required to have a cutoff at each appliance. Make sure the gas stop is open at time of your inspection to text all black pipe in the system.
4. If all the above is installed correctly then release the meter to be set at the house.

7. Plumbing Final Inspection

1. Walk the exterior of the house to see that all cleanout caps are are installed in the exterior wall.
2. Make sure all roof top furnace vent and water heater vent caps are in place.
3. Inspect at the front two-way cleanout the caps cap hub are glued in place and caps installed.
4. Water line cutoff valve is required and located in the front adjacent to where the water line enters the house. The valve box must be clean and the ball valve accessible.
5. All interior plumbing fixtures are to be tested for leaks and see if hot water comes to the fixture where hot water is required.
6. All toilets, lavatory, kitchen sink, water heater tank less water heaters are to be installed and operational.
7. Check beneath each fixture for leaks and make sure the lines are properly connected.
8. Inspect for gas cut off valves at all gas appliance, fire places, etc.
9. Make sure water hammer devices are installed at every ice maker, refrigerator and clothes washer.

8. Electrical Final Inspection

1. Inspect exterior of the house to see all outdoor wall receptacles are installed and cover still attached and light fixtures in place.
2. Make sure the ground rod is still visible at the meter base and ground wire is attached to lug.
3. All light fixtures are to be installed a final inspection, no blanked off boxes are allowed.
4. All smoke detectors and carbon dioxide detectors installed in the appropriate rooms and halls.
5. Make sure all breakers are installed in the panel and each breaker is labeled in ink.
6. Make sure ARC fault breakers are installed for all receptacles for bedrooms.
7. Test all GFCI receptacles to make sure they trip and reset properly.
8. All garage, outside and any receptacles adjacent to sinks or lavatory are GFCI protected.
9. Incandescent fixtures are allowed within 6 inches of closet shelf or plane of the shelf.
10. Make sure the approved energy label is affixed to the electrical panel cover to ensure the home meets the Energy Code.

9. Building Final Inspection

1. Pick up final letters from the permit packet for Termite Certification, Final Survey drawing, Energy Compliance Inspection, Eng. Pre Pour letter of inspection of slab foundation, and Notarized Letter on Fire Escape ladder placement at time of Bldg. Final.
2. Address posted both front and rear of house.
3. Brick expansion joints caulked.
4. No cracks in drive or sidewalks.
5. Roof PVC vent stacks painted.
6. Required trees planted in front yard.
7. Sod planted in front yard.
8. Tempered glass labels on all glass windows subject to impact at tubs, sliding doors, study French doors and side lights windows within 24 inches of an exterior door.
9. Yard is clean of all trash and construction debris and any adjacent lot clean of construction debris.
10. An Escape Ladder is required and to be in each bedroom adjacent to the second means of egress window

10. Flatwork Inspection, (driveway, sidewalk, and patio's

1. All sidewalks and driveways require 2 inches sand cushion.
2. Minimum re-bar is 3/8 inch 18 inches on centers supported by plastic chairs.
3. Drive approach radius shall be 5-foot radius.
4. Drive shall be doweled to the garage apron, street and alley.
5. If 6-inch curbs are installed within the subdivision two bars of 3/8 re-bar is required within the curb, stacked one on top of the other, but not doweled into the existing curb line.
6. Redwood expansion joint is required at the property line and be the full depth of the proposed pour.
7. Additional expansion joint shall be installed against all existing concrete.
8. Dowels shall be 1/2-inch slick dowels and not be tied to adjacent re-bar within Right of Way .
9. Before approving any flat-work, it must be clear of trash, supported on plastic chairs and no ponding water or mud and be ready to pour.
10. All streets and alleys at time of inspection is to be free of mud or dirt.
11. All vacan lots adjacent to the building is to be free of all debris.