

# Commercial Construction Information Packet



Inspection Requirements, Notes and  
Listings

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## Commercial Construction Information Packet

**\*\* Any noted fees, please reference the current Fee Schedule\*\***

### GENERAL REQUIREMENTS

1. There are to be no deviations to the approved plans without first obtaining City approval.
2. The City must be notified in writing (by the owner or owner's agent), changes made to any listed contractor on the permit after issuance. New contractors must register with the City and the permit packet must be updated for display on site. (For projects requiring separate permits, a new permit must be issued.)
3. The building permit packet/approved plans must be located at a conspicuous location (see **GENERAL INSPECTION INFORMATION #5** below). The permit and previous inspection tags must be contained in the zip-lock plastic bag provided by the City. Construction plans stamped "approved" by the Building Inspection Department must remain on the job site at all times.
4. No tracked vehicles will be allowed on streets and in alleys that have been accepted by the City.
5. Instruct subcontractors and their employees to park in such a way that emergency vehicular traffic will not be obstructed, e.g., fire trucks and ambulances.
6. Building addresses must be posted on each lot at all times. Address numbers, during construction, must be a minimum of four inches (4") in height and conspicuous from a public street.
7. Trash container(s) with minimum dimensions of 8' X 8' X 8' X 4' is required at all times on the job site and before any inspections are performed. Openings in the walls of the trash container cannot be large enough to allow a two inch (2") diameter or larger sphere to pass through and to be maintained throughout construction.
8. Effective erosion control must be in place at all times and must be in compliance with federal, state and local laws.
9. Toilet facilities of the non-sewer type for construction workers must conform to ANSI Z4.3.
10. No construction materials/debris shall be in the City's right-of-ways or platted easements.
11. No work requiring inspection shall be concealed prior to inspection approval.
12. All inspections are incomplete until approved.
13. Inspections shall be called in on the automated inspection request line at 972-624-3150. To schedule an inspection you must leave the permit number, jobsite address, type of inspection and contact phone number. The inspections are taken off of the machine daily at 4pm. All inspections called in before this time will be scheduled for the next business day. ***Cancellations for permit inspections must be called in between 8:00 a.m. and 9:00 a.m. Requests are required to be made directly with inspectors or other office personnel. Voicemail requests will not be accepted.*** Inspections not cancelled in this manner may be subject to a failed inspection and a reinspection fee.

## **GENERAL INSPECTION INFORMATION**

1. A re-inspection fee will be assessed, and no inspection will be performed when:
  - a. Inspection called for is not ready (this could include a first-time inspection.)
  - b. The temporary electrical pole does not have the address posted.
  - c. No building address posted.
  - d. City-approved plans are not on the job site.
  - e. Trash on the lot.
  - f. Building is locked, or work to be inspected is not otherwise accessible.
  - g. An inspection is disapproved twice for the same item.
  - h. The previous inspection ticket has been removed from the place where it was left by the inspector.
  - i. Trash bin(s) are not on site.
  - j. Streets are dirty.
  - k. Required erosion control is not in place.
  - l. Toilet facilities are not in accordance to ANSI Z4.3.
  - m. Construction materials/debris is in the City's right-of-ways or platted easements.
  - n. Any work requiring inspection that has been concealed before approval.
2. Inclement Weather
  - a. No concrete/foundation inspections, plumbing rough inspections, or underground inspections will be made if it has been determined that it is too wet by the Building Inspector or Chief Building Official. Plumbing rough inspections may be conducted in wet conditions provided that an approved test per code is provided. No concrete/foundation or plumbing rough inspections will be made unless the temperature is at least 38° and rising.
  - b. You may call the Building Inspectors between 8:00 and 9:00 a.m. the morning of the inspection to verify if an inspection has been cancelled due to weather.

Chief Building Official	(972) 624-3165
Building Inspector	(972) 624-3155
Building Inspector	(972) 624-3146
Building Inspector	(972) 624-3154
  - c. **During inclement weather, it is the responsibility of the contractor to reschedule all inspections.**
3. Construction Hours
  - a. Standard working hours are between 7:00 a.m. to 10 p.m. Sunday through Saturday.
4. Safety
  - a. For the purpose of providing safety on the construction site, the Occupational Safety and Health Administration (OSHA) guidelines shall be followed (see their website at [www.osha.gov](http://www.osha.gov)).

5. Location of Permit Packet/ Approved Plans

- a. At the construction trailer if provided.
- b. At the window closest to the front entry if no construction trailer is provided.
- c. At the required trash container if neither a. nor b. above are unavailable.

**Failure to comply with the location requirements above may result with inspection requests not being performed and a re-inspection fee assessed unless prior arrangement has been made with the inspector.**

**INSPECTIONS REQUIRED**

*When a rain or freeze condition occurs, plumbing rough, foundation inspections and underground inspections (where applicable) will be cancelled at the discretion of the Building Inspector or Chief Building Official. All cancelled inspections must be rescheduled by contractor. If the job is not ready because of a weather condition from the previous day, you must cancel the inspection. If the inspection is not cancelled, we will assume that the job has been made ready for inspection. If the job is clearly not ready, a re-inspection fee will be assessed.*

Inspections required for each building construction type is outlined below:

1. Free-standing buildings:

- a. Temporary Power Pole (can be done at any time)
- b. Plumbing Rough
- c. Pier (if applicable): Structural Engineer letter of Approval may be required at the discretion of the Chief Building Official
- d. Foundation: Structural Engineer letter of Approval may be required at the discretion of the Chief Building Official
- e. Seconds Inspection (if applicable – this inspection includes but is not limited to tilt wall, framing (All Engineering/Structural Steel Reports are required prior to inspection.), exterior sheathing and brick ties, and must have all plumbing, electrical, mechanical, and angle iron, etc., in place at this inspection.)
- f. Insulation: may require third party inspection
- g. Gypsum Board: third party rough Energy Report shall be present
- h. Metal Duct (if applicable – this inspection is to be used prior to wrapping insulation on metal ducts and before requesting a ceiling inspection.)
- i. Grease Duct-Hood (if applicable – this inspection must have a (certificate of approval from a certified welder if approved by the Building Official), a light or pressured smoke test must be set up at the time the inspection is to be performed. This inspection must be approved prior to ceiling inspection.)
- j. Above Ceiling (Electrical, Mechanical, Plumbing – the insulation must be installed on the metal ducts where applicable.) All must be approved at the same time. The Fire Suppression System inspection is inspected by the Fire Department and must be approved before covering the ceiling.

- k. Utility Final (Both electric and gas at the same time if applicable)
  - l. Building Final - Certificate of Occupancy Signature Card (yellow card) must be completed with all required signatures. Landscaping Final will be done at this time ( if applicable). T-pole must be removed.
  - m. The permanent Certificate of Occupancy will be issued when the Certificate of Occupancy Signature Card (yellow card) has all required signatures and is returned to the Building Inspections Department by the Building Inspector after completing the Building Final.
2. Shell buildings:
- a. Temporary Power Pole (can be done at any time)
  - b. Plumbing Rough
  - c. Pier): Structural Engineer letter of Approval may be required at the discretion of the Chief Building Official
  - d. Foundation): Structural Engineer letter of Approval may be required at the discretion of the Chief Building Official
  - e. Exterior Wall (if applicable – this inspection includes but is not limited to tilt wall, exterior sheathing and brick ties, and must have all plumbing, electrical, mechanical, and angle iron, etc., in place at this inspection.)
  - f. Dried-In (if applicable- all exterior including veneer, doors, windows, roof system, flashings and all engineering/structural reports have been approved and completed.) This inspection is required prior to issuing tenant finish out permits.
  - g. Interior Wall (Frame, Plumbing Top-out, Electrical Rough – all must be done at the same time. All Engineering/Structural Steel Reports are required prior to inspection).
  - h. Insulation (if applicable)
  - i. Gypsum Board (if applicable)
  - j. Utility Final (if structure has gas and electric)
  - k. Building Final – Building Final Signature Card (yellow card) must be completed with all required signatures.
  - l. The Building Final will be approved when the Building Final Signature Card (yellow card) has all required signatures. No Certificate of Occupancies will be issued to tenant finish-out permits in progress until the shell building has been completed and approved.
3. Tenant Finish-Out:
- a. Plumbing Rough
  - b. Leave Out
  - c. Metal Duct (if applicable – this inspection is to be used prior to wrapping insulation on metal ducts and before requesting a ceiling inspection.)

- d. Grease Duct-Hood (if applicable – this inspection must have a Certificate of Approval from a certified welder if approved by Building Official, a light or pressured smoke test must be set up at the time the grease duct inspection is to be performed. This inspection must be approved prior to ceiling and grease duct insulation inspections.)
  - e. Interior Wall
  - f. Insulation
  - g. Gypsum Board
  - h. Above Ceiling (Electrical, Mechanical, Plumbing - the insulation must be installed on the metal ducts where applicable. All must be approved at the same time. The Fire Suppression System inspection is inspected by the Fire Department and must be approved before covering the ceiling.)
  - i. Utility Final
  - j. Building Final - Certificate of Occupancy Signature Card (yellow card) must be completed with all required signatures.
  - k. The permanent Certificate of Occupancy will be issued when the Certificate of Occupancy Signature Card (yellow card) has all required signatures and is returned to the Building Inspections Department by the Building Inspector after completing the Building Final.
4. Additional Inspections:
- a. Certain types of additional inspections may also be required. Additional inspections must be performed by a qualified testing lab or professional engineer. Reports for special inspections must be submitted to the Building Inspectors for review. Additional reports or testing may be necessary before any additional inspection reports can be approved by the Building Inspector.
  - b. Items **requiring** special inspection include, but are not limited to:  
Structural Steel – reports must verify that the structural steel has been installed in accordance with the engineer design. Also, the reports must verify that all connections have been made correctly (i.e., welds, bolts, etc.).
  - c. Items that **may** utilize a special inspection in place of a City of The Colony Building Inspection include:  
Piers – reports must verify the depth, diameter, and conditions of the pier hole.
  - d. Other additional inspections or engineered plans or documents may be required by the Chief Building Official as outlined in the City-adopted building code.
  - e. Where applicable, an approved lighting photometric letter with letterhead of the designer or other approved representative of the designer must be submitted and state that all of the exterior lighting is in compliance with all of the City’s ordinances before the final building inspection will be approved.
  - f. Firewall / Sheer Walls must be inspected. If multi-layered, each layer must be inspected individually.

- g. Fire suppression systems (where applicable) must be approved by the Fire Department before any concealment of the system.
- h. **For Buildings/Finish-Out spaces under 6,000 square feet, schedule as a Seconds Inspections (all framing, electrical, plumbing top out, and mechanical will be performed at the same time prior to being concealed). Where applicable you must have prior inspection approval of ( see Inspection Required listed above on page 1 ).**

## **INSPECTION REQUIREMENTS**

### 1. TEMPORARY POWER POLE

- a. Legible address numbers must be posted on the T-pole. Numbers must be at least four inches (4") in height. Effective erosion control and trash bin are required.

### 2. PLUMBING ROUGH

- a. Five foot (5') head of water (or other approved tests) on last stack in the building.
- b. A full size double clean out must be installed and install a single cleanout at property line prior to tap to main.
- c. A hose bibb must be installed in the water line to check the pressure water line.
- d. All hose bibbs must have non-removable vacuum breakers installed at all times.
- e. Copper lines are not allowed to touch each other.
- f. Copper lines must be sleeved or taped; painting will not be accepted.
- g. The water meter or an air test is required at the plumbing rough. A meter box must be installed, not damaged, and maintained throughout all inspection requests. The cover must be removed from the water meter box when the plumbing rough inspection is requested.
- h. The water meter must be installed correctly with the arrow pointing toward the building.
- i. The water meter number must be the same as the number assigned for that lot.
- j. The sewer tap must be exposed two feet (2') from either side of the sewer connection. Do not disturb the City's SDR cleanout.
- k. Lead solder and fluxes containing lead are not allowed to be used to join potable water lines.
- l. T&P (pop-off) lines cannot be run in foundation and must be terminated outside or at an approved location.
- m. Sewer caps are to be approved permanent threaded type.

- 3. FOUNDATION (All foundation plans must be stamped by a structural engineer.) An original form board survey must be at the construction site at the time of inspection. The original stamped survey (no fax copies) must verify that all property line setback requirements are met. The form board survey can be required at the plumbing rough if forms have been set at that time.

- a. **Post Tension** (A pier report from a testing lab must be submitted at the time of inspection.)
    - i. Everything must conform to the engineered plans.
    - ii. All cables must be straight.
    - iii. All copper must be sleeved or taped; painting will not be accepted.
    - iv. Cable ends must be a minimum of six inches (6") below the top of the forms.
    - v. Cable ends must be a minimum of six inches (6") from the corners.
    - vi. The post tension drawing must be on the job with the detail sheet and the plot plan (both must be City-stamped).
    - vii. Cables that must be rerouted to miss plumbing fixtures must be done with long sweeping curves of the cable or properly chaired from piping.
    - viii. Electrical conduit, other lines, or chases (e.g., Jenn Aire ducts) located in the foundation must be installed or properly chaired from conduits.
    - ix. All gas line sleeves must be installed.
    - x. Original finished floor elevation surveys and engineering letters verifying required piers were installed according to design must be submitted prior to requesting the inspection.
    - xi. **No changes can be made to the foundation after inspection approval without requesting another foundation inspection.**
    - xii. An approved test must be maintained on the water lines.
  - b. **Rebar** (An approved pier report from a testing lab must be submitted prior to a foundation inspection.)
    - i. Work must conform to approved plans.
    - ii. Chairs must be in place.
    - iii. Electrical conduit and ducts located in the foundation must be installed.
    - iv. Original finished floor elevation surveys and engineering letters verifying required piers were installed according to design must be submitted prior to requesting the inspection.
    - v. **No changes can be made to the foundation after inspection approval without requesting another foundation inspection.**
    - vi. All plumbing drain lines must run perpendicular through beams.
    - vii. An approved test must be maintained on the water lines.
4. LEAVE-OUT (Interior finish-out construction only)
- a. Rebar must be drilled into existing concrete per City-approved plans.
  - b. Moisture barrier must be installed.
  - c. All under-floor electrical, duct and plumbing components must be installed and have had prior inspection approval.

5. EXTERIOR WALL

- a. Wall ties and lintels must be in place.
- b. Plumbing, Electrical, and Mechanical stub-outs on exterior wall must be in place.
- c. Engineer Letters and Structural Steel Reports are required prior to inspection.
- d. Exterior sheathing must be secured as required by code.

6. INTERIOR WALL

a. **Plumbing**

- i. All water heaters must have a drip pan, drain line, and terminate in an approved location.
- ii. Frost-proof hose bibbs with integral vacuum breakers must be installed.
- iii. For wood frame construction, plumbing straps must be nailed on top and bottom plates. Straps must be .038 inches thick. Some areas may require structure tie plates.
- iv. Lead solder and fluxes containing lead are prohibited materials to be used in potable water pipes.
- v. An approved test on gas piping is required, and the test must be at the location of the utility meter. Diaphragm gauge required – gauge dial sealed according to type of pressure test.
- vi. Gas lines located between bricks and studs must be factory mill wrapped pipe.

b. **Electrical Rough**

- i. Service entrance conductors exceeding three feet (3') in length must provide a disconnect at the outside of the structure and next to the electrical meter.

c. **Framing** (if applicable, a structural steel report must be submitted at the inspection.)

d. **Wood Stud Framing**

- i. Where air handling units, water heaters, or storage areas is supported by ceiling joists, those joists will be calculated as floor joists. Where air handling units are supported by rafters, those rafters will be calculated as rafters supporting a drywall ceiling.
- ii. Brick wall ties and lintels must be installed.

e. **Metal Stud Framing**

- i. Studs must be screwed to the top and bottom track.
- ii. Required fire-rated wall assemblies (fire walls) must exactly match the specifications of the UL, FM, or other testing agency.

7. ABOVE CEILING

a. **MECHANICAL**

- i. Where air-conditioning condensate drain pans are located in an attic, a secondary drain must be installed with the condensate line discharging into an obvious and approved location.

- ii. Condensate drain lines located on a roof must be copper. Traps located on the roof must be protected from freezing. They must terminate to the inlet side of the house trap or other location approved by the Chief Building Inspector.
- iii. Exhaust fan ducts must terminate at the outside of the building.
- iv. Metal ducts must be insulated where applicable.
- v. Registers and return air grills must be dropped into ceiling grids where drop-in ceilings exist.
- vi. All gas vents must extend through roof with proper flashing.

**b. Electrical**

- i. All wiring must be made up in all electrical junction boxes with junction box covers installed.
- ii. All temporary lighting must be removed.

**c. Plumbing**

- i. All plumbing and gas vents must extend through the roof and properly flashed piping insulated where required.

**8. INSULATION**

- a. Must comply with approved plans and the most current International Energy Conservation Code adopted by the City.

**9. GYPSUM BOARD**

- a. Must comply with the most current Building Codes adopted by the City.

**10. UTILITY FINAL**

- a. All fixtures must be installed or wires must be capped and covered if waiting for backordered fixtures.
- b. Covers must be off of breaker box and disconnects. All fuses and/or breakers must be installed.
- c. An approved test on gas piping is required, and the test must be at the location of the utility meter. Diaphragm gauge required.
- d. All open gas lines and shut-off valves must be capped. A shut-off valve does not eliminate the requirement to cap the line.

**11. BUILDING FINAL**

- a. The electrical and gas meter must be installed.
- b. A permanent address must be installed on the front and rear of the building with numbers of six inches (6") in height (three inches (3") for suite numbers) and contrasting color to background. All rooftop and surface installed mechanical equipment must have address/suite permanently attached.
- c. All ceiling insulation must be installed where applicable.

- d. All hose bibbs must be frost-proof with integral vacuum breakers.
- e. Sewer cleanouts must be cut to grade with approved permanent cap.
- f. Street, alley, and all flatwork must be clean and clear of mud and debris.
- g. Parking areas must be properly striped. Fire lanes must be properly striped. Accessible parking spaces must be properly marked with signs and painting.
- h. All landscape work must conform to the approved landscape plan. Trees and shrubs must not be damaged or dead.
- i. Circuits must be labeled with ink or typewriter in the breaker box.
- j. Yard must be clear of debris and final grade completed.
- k. Prior to the issuance of a Certificate of Occupancy, all affected departments must sign off on the project in order to verify compliance with their respective requirements. The Certificate of Occupancy application (yellow card – included in your permit packet at the time of issuance) should be displayed at the job site.

12. SIDEWALK (City sidewalks, parking lots, and drive approaches only)

- a. All parking areas, City sidewalks, and drive approaches are inspected by the Engineering Department. Please contact the Engineering inspection staff to arrange for inspections. Only sidewalks within five feet (5') of structure shall be inspected by the Building Inspections Department.

**CONTACTS AND ADDITIONAL INFORMATION:**

**These requirements are only a general list of building, electrical, plumbing and mechanical code regulations. To view the current Ordinance and Amendments adopted by the City of The Colony, refer to our website at [www.thecolonytx.gov](http://www.thecolonytx.gov).**

**The City of The Colony  
Building Inspections  
6800 Main Street  
The Colony, Texas 75056  
Phone (972) 624-3160**