



COMMERCIAL CONSTRUCTION INFORMATION PACKET

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A. PLAN REVIEW / PERMIT SUBMITTAL

The requirements for permit submittal are:

1. Electronic PDF files must be uploaded from your online contractor account. You can access the portal at: web.mygov.us One separate PDF file is required for each of the following drawings:
 - a. [Permit Application](#)
 - b. [Energy Compliance Path Form](#) (COMCheck)
 - c. Structural Engineered Drawings for Foundation
 - d. Structural Engineered Drawings for the Structure
 - e. Architectural Drawings (with a City of Rowlett Planning Approval stamp). All fire walls must indicate the design number from the testing lab (UL, USG, etc.). Also, the design details from the testing lab must be included in the drawings.
 - f. Mechanical Drawings. Mechanical drawings must indicate the CFM for each unit. Units exceeding 2,000 CFM must indicate that smoke detectors will be installed, as required by code, to shut down units when smoke is detected.
 - g. Electrical Drawings. Electrical plans must include the following information:
 - 1) Information indicating how the electrical service will be grounded.
 - 2) Electrical fault current calculations.
 - 3) Electrical short circuit calculations.
 - 4) Electrical load calculations.
 - h. Plumbing Drawings
 - i. Site Plan
 - j. Asbestos Survey (any remodel, renovation or finish-out permit requires an asbestos survey)
 - k. Landscape Plan (with a City of Rowlett Planning Approval stamp)
 - l. Code Review Sheet (see # 3 below)
2. A code review sheet that includes the following code information:
 - a. Building construction type (II-B, V-B, etc.).
 - b. Occupancy classification (A, B, E, F, H, I, M, R, etc.).
 - c. Number of parking spaces required and provided.
 - d. Total square footage of building.
 - e. Occupant load (based on the International Building Code).
 - f. Exiting requirements. Indicate the number of exits required and provided as well as the exit width required and provided.
 - g. Egress path and distance including common path of egress and distance
 - h. Whether or not the structure contains an automatic fire sprinkler system.
 - i. Whether or not the structure contains a fire alarm and if so what type.
 - j. Complete address of proposed building along with the correct legal description.
3. A sealed letter from the foundation design engineer indicating that the foundation was designed for the soil conditions for the specific lot on which the foundation will be located. The letter must also state that the foundation design criteria complies with the minimum standards required by the 2015 International Building Code.
4. Verification from TDLR that the project has been registered for review of compliance with Architectural Barriers regulations.
5. If Special Inspectors are utilized or required, a Special Inspections Required [Inspections form](#) must be submitted as well as a [Special Inspections Approved Agency form](#).
6. If the building involves a remodel or addition to an existing building, an asbestos survey, from a state licensed asbestos contractor, must be submitted with the permit application.

B. GENERAL INSPECTION NOTES

1. All inspections must be requested by calling (972) 412-6137 (24-hour voice mail). Inspections requested prior to 3:00 pm will be performed the following business day.

Inspections may also be requested via the MyGov contractor portal. Inspections requested via the contractor portal prior to 7:00 am will be performed the same business day.

2. **Cancellations.** Inspections should not be requested until the contractor has verified that the work is complete and ready for inspection.
3. No construction, other than setting form boards and lot grading, may begin until a building permit has been issued. A lot grading permit or civil permit is required from engineering prior to lot grading.
4. Building permit cards must be displayed in an obvious place that can be seen by the public. Construction plans stamped approved by the Building Inspection Division must remain on the job site at all times.
5. No tracked vehicles will be allowed on streets and alleys that have been accepted by the City.
6. Instruct subcontractors and their employees to park in such a way that emergency vehicular traffic will not be obstructed, i.e., fire trucks and ambulances.
7. Building addresses must be posted at each lot at all times. Numbers must be a minimum of twelve inches (12") in height and face a public street.
8. Addresses must be posted on all temporary electrical poles.
9. Re-inspection fees are \$50.00 for buildings 5,000 square feet and less in size. Re-inspection fees for buildings greater than 5,000 square feet are: \$150.00 for the first assessed re-inspection fee, \$300.00 for the second assessed reinspection fee, \$500.00 for the third assessed reinspection fee, \$750.00 for the fourth assessed reinspection fee and \$1,000.00 for the fifth and subsequent assessed reinspection fees. Reinspection fees must be paid before any further inspections can be performed.

C. INSPECTIONS REQUIRED

Inspections required for building construction types are outlined below:

1. Free-standing buildings

Inspections

- a. **Temporary Pole** (can be done at any time)
- b. **Drive Approach, Parking areas and Fire Lanes and Sidewalks in the ROW ..**
(Inspection done by Engineering)
- c. **Sidewalks on Private Property** (inspection done by Building Inspections)
- d. **Plumbing Rough**
- e. **Electrical Underground** (can be done at any time)
- f. **Grease Trap** (only for restaurant occupancies)
- g. **Tilt Wall** (if applicable)
- h. **Foundation**
- i. **Structural Steel Report** (if applicable) before the wall inspection.
- j. **Framing/Electrical/Plumbing Wall inspection** (Wall framing, electrical lines in walls and plumbing – must be done at the same time)
- k. **Insulation Inspection** (must be done by your third-party energy inspector prior to installing sheetrock)
- l. **Ceiling Inspection** (Electrical, Mechanical – must be done at the same time)
- m. **Duct Wrap Inspection** (Insulation)
- n. **Grease Duct / Hood Inspection** (only for restaurant occupancies)
- o. **Utility Final**
- p. **All Finals** (Building, Mechanical, Electrical, Plumbing and Energy Final inspections must all be done at the same time)

2. Shell Buildings

Inspections

- a. **Temporary Pole** (can be done at any time)

- b. **Plumbing Rough**
- c. **Electrical Underground** (can be done at any time)
- d. **Grease Trap** (only for restaurant occupancies)
- e. **Tilt Wall** (if applicable)
- f. **Foundation**
- g. **Structural Steel Report** (if applicable), before the wall inspection.
- h. **Framing/Electrical/Plumbing Wall inspection**
- i. **Ceiling inspection** (Electrical, Mechanical – must be done at the same time)
- j. **Duct Wrap Inspection** (Insulation)
- k. **Utility Final**
- l. **All Finals** (Building, Mechanical, Electrical, Plumbing and Energy Final inspections must all be done at the same time)

3. Interior Finish-Out

Inspections

- a. **Plumbing Rough**
- b. **Electrical Underground** (can be done at any time)
- c. **Grease Trap**
- d. **Leave Out**
- e. **Framing/Electrical/Plumbing Wall inspection**
- f. **Ceiling inspection** (Electrical, Mechanical – must be done at the same time)
- g. **Duct Wrap Inspection** (Insulation)
- h. **Grease Duct/Kitchen Hood** (only for restaurant occupancies)
- i. **Utility Final**
- j. **All Finals** (Building, Mechanical, Electrical, Plumbing and Energy Final inspections must all be done at the same time)

4. Special Inspections

Certain types of special inspections are allowed as noted below. Information on the special inspection program can be found [here](#). You must submit a [Statement of Required Special Inspections form](#). This form identifies what inspections will be performed by a special inspector. Additionally, you must submit an [Approved Agency Documentation form](#). This form identifies the special inspection company and the credentials of each special inspector that will be used.

Testing lab reports from the special inspector must be submitted to the Building Inspector for review.

Items **requiring** special inspection include:

Structural Steel - reports must verify that the structural steel has been installed in accordance with the engineered design. Also, the reports must verify that all connections have been made correctly (i.e. welds, bolts, etc.) Final acceptance of all structural components of the building must be documented on the [Special Inspections Final Approval form](#).

Energy Compliance - an approved third-party energy inspector must verify that the building envelope, lighting and HVAC components comply with the energy compliance form submitted with the building permit. Final acceptance must be documented on the [Commercial Energy Certification form](#).

Medical Gas – Medical gas requires inspections by a city inspector and a third-party medical gas verifier. For additional information on Medical Gas inspections and for the required verification forms, [click here](#). Please note that rough and top-out inspections must be performed by a City of Rowlett plumbing inspector per state law. Any medical gas line covered without approval by the City of Rowlett must be

uncovered.

You may choose to utilize a special inspector (provided that prior approval is given by the City of Rowlett Chief Building Official) to verify the inspections below. Items that **may** utilize a special inspector in place of a City of Rowlett inspector include:

Piers - reports must verify the depth, diameter and conditions of the pier hole.

Foundation – reports must verify that all work complies with the foundation drawings sealed by the engineer of record.

Tilt Wall – reports must verify that all work complies with the tilt wall drawings sealed by the engineer of record.

Other special inspections or engineered plans or documents may be required by the Building Official as outlined in the International Building Code.

D. INSPECTION REQUIREMENTS

1. TEMPORARY POWER POLE

- a. Double pole breaker installed for 240 volt plug with GFCI protection.
- b. Single pole breaker installed for 120 volt plug with GFCI protection on all 120 volt receptacles.
- c. Box is to be secured to the pole and NEMA 3 (raintight) rated.
- d. Pole is to be braced.
- e. A full length eight-foot (8') ground rod must be installed.
- f. Legible address numbers must be posted on the T-pole. Numbers must be at least four inches (4") in height.

2. FLATWORK

a. City Sidewalks, Drive Approaches and Firelanes

Please contact your assigned City of Rowlett engineering inspector for specific requirements.

b. Private Sidewalks and Flatwork

Private sidewalks and flatwork, including porch and patio areas, must be inspected by a City of Rowlett building inspector. The depth of the concrete and reinforcing steel must comply with the approved plans and specifications.

3. PLUMBING ROUGH

Plumbing rough inspections cannot be performed if the temperature is below freezing unless an air test has been placed on the sanitary sewer lines and the water distribution lines. (An original form board survey sealed by a licensed surveyor must be located on the construction site or emailed to your inspector prior to inspection. The survey must verify that all property line setback requirements are met.)

a. Water Lines

1. One hose bibb with a non-removable vacuum breaker must be installed in the water line to verify that there are no leaks on the water lines.
2. All hose bibbs must have non-removable vacuum breakers installed at all times.
3. Copper lines will not be allowed to touch each other.
4. Copper lines must be sleeved or taped. Painting of the copper will not be accepted.

5. Lead solder and fluxes containing lead cannot be used to join potable water lines.
6. The cover must be removed from water meter box when the plumbing rough inspection is requested to allow the inspector to verify that the proper water meter is installed.
7. Temperature and Pressure relief lines for water heaters cannot be run in the slab.
8. All copper lines under the slab must be type "L" copper or thicker.
9. All piping located under the slab must be continuous with no joints.
10. The water meter must be in place with all valves open to allow for testing of the lines at City water pressure. If City water is not available, a 50 p.s.i. air test can be substituted for the water test. A valid air test will not have any water in the lines.
11. Lines extending through concrete beams must be sleeved.

b. Sanitary Sewer

1. The plumbing rough must be tested with a five-foot (5') head of water measured at the last stack in the building. The five-foot measurement will be taken from the top of the ninety (90) degree fitting. If the last stack is too high to see water in the pipe, the inspection may receive a disapproval tag.
2. The water test must include the sewer yard line. A test tee must be installed at the sewer tap.
3. The main objective of a water test is to allow the inspector to look for wet spots along the plumbing piping. Overfilling the stacks to the point that the ground is wet around sewer piping will cause the inspection to fail.
4. No flat venting will be allowed unless the flat portion is washed by a minor fixture such as a lavatory.
5. Full size double clean outs must be installed.
6. The sewer tap must be exposed one foot (1') from either side of the sewer connection. (This means that one foot (1') of the City's green lateral line adjacent to the tie in must be exposed at the time of inspection).
7. Holes dug for sewer taps that are deeper than four feet (4'), must be protected by a temporary construction fence or tape.
8. The Building Sewer must be connected to the City's sanitary sewer system.
9. Sewer tap holes must be filled immediately after approval of the Plumbing Rough inspection. All lines must rest on approved bedding material and all lines, traps and fittings must be completely exposed.
10. Lines extending through concrete beams must be sleeved.

c. Gas Line

1. Gas systems with a working pressure of ½ psi or less must use a diaphragm gauge that contains a dial with a minimum diaphragm diameter of three and one-half inches (3 ½"), a set hand, 1/10 pound incrementation and pressure range not to exceed 6 psi. The test pressure must be at least 3 psi. All gas lines must be buried. The top of the line must be located at least eighteen inches (18") below grade.
2. Gas systems with a working pressure exceeding ½ psi must use a diaphragm gauge that contains a dial with a minimum diameter of three and one-half inches (3 ½"), a set hand, a minimum of 2/10 pound incrementation and a pressure range not to exceed 20 psi. The test pressure must be at least 10 psi. All gas lines must be buried. The top of the line must be located at least eighteen inches (18") below grade.
3. Where poly gas lines are utilized, a number eighteen (18) AWG copper tracer wire must be buried above the line for its complete length.

4. ELECTRICAL UNDERGROUND

- a. The proper type and size of conduit is installed.

- b. The proper burial depth is met (see Table 300.5 of the NEC).

5. GREASE INTERCEPTOR (TRAP)

- a. Grease trap must be full of water and not leaking.
- b. All drain lines to and from the trap must be installed.
- c. All trap vents must be installed per manufacturer's specifications.
- d. Sizing of Grease interceptors is determined by the City of Rowlett Environmental Health Division.

6. TILT WALL

All steel is to be in place per engineered drawings.

7. FOUNDATION

All foundation plans must be sealed by a structural engineer.

- a. **Post Tension** (If piers have been installed, a pier report from a testing lab or design engineer must be submitted at least twenty-four (24) hours prior to requesting a foundation inspection)
 - 1. Everything must conform with the engineered plans.
 - 2. All cables must be straight.
 - 3. All copper must be sleeved or taped, painting will not be accepted.
 - 4. Cable ends must be a minimum of two inches (2") below the top of the forms.
 - 5. Cable ends must be a minimum of six inches (6") from the corners.
 - 6. The post tension drawing must be on the job with the detail sheet and the plot plan (both must be City stamped approved).
 - 7. Cables that must be re-routed to miss plumbing fixtures must be done with long sweeping curves of the cable.
 - 8. Poly must cover all pad areas only. Poly is to be cut or not installed in beams.
 - 9. Electrical conduit, other lines or chases located in the foundation must be installed.
 - 10. All gas line sleeves must be installed.
 - 11. Original finished floor elevation surveys and engineering letters verifying required piers were installed according to design must be submitted prior to requesting the inspection.
 - 12. No changes can be made to the foundation after inspection approval without requesting another foundation inspection.
 - 13. All plumbing drain lines must run through beams at a ninety-degree (90⁰) angle to the beam.
 - 14. A concrete encased electrode must be installed (Ufer ground). Concrete encased electrodes must extend at least 20 feet through the concrete. The preferred method is to use a #4 rebar that is at least 20 feet long (you can splice more than one piece of rebar together to get the 20-foot length provided that the bars are adequately tied together. Near the panel box, bend the bar to that it extends through the location of the bottom plate and extend about 2 feet through the bottom plate. At the electrical rough, extend the ground wire from the main panel to the rebar and clamp the ground wire to the rebar.
- b. **Rebar**
(A pier report from a testing lab must be submitted as least 24 hours prior to requesting a foundation inspection)
 - 1. Work must conform to plans approved by structural engineer.
 - 2. Chairs must be in place.
 - 3. Electrical conduit located in the foundation must be installed.
 - 4. Original finished floor elevation surveys and engineering letters verifying required piers were installed according to design must be submitted prior to requesting the

inspection.

5. No changes can be made to the foundation after inspection approval without requesting another foundation inspection.
6. All plumbing drain lines must run through beams at a ninety degree (90^o) angle.
7. Poly must cover all pad areas only. Poly is to be cut or not installed in beams.
8. A concrete encased electrode must be installed (Ufer ground). Concrete encased electrodes must extend at least 20 feet through the concrete. The preferred method is to use a #4 rebar that is at least 20 feet long (you can splice more than one piece of rebar together to get the 20-foot length as long as the bars are adequately tied together. Near the panel box, bend the bar to that it extends through the location of the bottom plate and extend about 2 feet through the bottom plate. At the electrical rough, extend the ground wire from the main panel to the rebar and clamp the ground wire to the rebar.

8. LEAVE-OUT INSPECTION

(Interior finish-out construction only)

- a. Plumbing rough must be inspected and approved.
- b. Dowels must be drilled into existing concrete per City approved plans. Dowells must be epoxied into existing slab.
- c. Moisture barrier must be installed.
- d. Any underfloor electrical component must be installed.

9. FRAMING/ELECTRICAL/PLUMBING WALL

a. Framing

1. Wood Stud Framing

- a. Wood rafter and joist spans must conform with the International Building Code.
- b. Treated wood exterior bottom plates must be secured to the foundation by approved concrete anchors every six feet (6') and within twelve inches (12") of each splice. Other installation requirements will be considered if the contractor submits the manufacturer's installation instructions or an ICC ES report.
- c. Wood top plate splices must be offset a minimum of twenty-four inches (24").
- d. Rafters must be framed directly opposite each other at the ridge.
- e. Valleys, hips and ridges must not be less than two inches (2") nominal thickness and not less in depth than the cut end of the rafter.
- f. Collar ties must be installed every four feet (4') on center.
- g. Purlins must be at least the same size as the rafter. Braces must be installed every four feet (4') from the purlin to a load bearing point.
- h. Any joist over four feet (4') in length must be pressure blocked -- or a joist hanger must be used.
- i. Furr downs, ceilings of different heights, and vertical wall spaces over ten feet (10') must be fire blocked if wood is used.
- j. Load bearing studs must be sixteen inches (16") on center or the rafter must be within five inches (5") of the stud. Studs with masonry veneer wall ties attached can not exceed spacings of sixteen inches (16") on center.
- k. All lumber must be grade stamped. Unstamped lumber is unacceptable as a framing structural framing member.
- l. Where air handling units are supported by ceiling joists, those joists will be calculated as floor joists – or an engineered design shall be provided. Where air handling units are supported by rafters, those rafters will be calculated as rafters supporting a drywall ceiling and must be doubled – or an engineered design provided.
- m. Brick wall ties must be installed for every 2.67 square feet of wall area with a maximum horizontal spacing of 32 inches (32") on center and a maximum

vertical spacing of twenty-five inches (25") on center.

2. **Metal Stud Framing**

(A structural steel report must be turned in at least 24 hours prior to requesting the inspection)

- a. Studs must be screwed to the top and bottom track. Two screws are required on either side of the stud at the top track and two screws are required on either side of the stud at the bottom track.
- b. Required fire rated wall assemblies (fire walls) must exactly match the specifications of the UL, USG, FM or other testing agency.
- c. Metal stud walls over twelve feet (12') in height must have an engineering design to ensure adequate lateral bracing of the wall.

b. **Electrical Rough**

1. A grounding electrode system must be installed per the city approved drawings and Article 250.50 of the National Electrical Code.
2. Where a panel or disconnect device is tapped more than one time, approved lugs must be provided.
3. If service entrance conductors are more than three feet (3') in length, a disconnect must be provided at the outside of the structure and next to the electrical meter.
4. Electrical conduit and wiring shall be strapped per the NEC.
5. All metal boxes must be bonded.
6. Branch circuits must be grouped together with a wire tie or similar device at least at one point in the electrical panel.
7. Circuits installed in or under a concrete foundation must meet the requirements for wet locations.
8. All medical exam rooms and other required locations must utilize hospital grade conductors.
9. Bonding bushings must be correctly installed with all screws and be utilized with eccentric or concentric knockouts.

c. **Plumbing Wall**

1. All fixtures must be stack vented and all vents must extend through the roof with flashings installed at the roof.
2. No vents may be less than 45 degrees from the horizontal until they are at least six inches (6") above the flood rim of the fixture.
3. All plumbing lines must be properly braced and supported.
4. Water heater Temperature and Pressure relief lines must utilize approved piping material and cannot be installed in slab.
5. All water heaters must have a drip pan with a drain line to the outside.
6. Plumbing vents must be at least ten feet (10') from or two feet (2') above any window that can be opened.
7. Frost proof hose bibbs with integral vacuum breakers must be installed.
8. For wood frame construction, plumbing straps must be nailed on top and bottom plates. Straps must be .038 inches thick.
9. Lead solder and fluxes containing lead cannot be used in potable water pipes.
10. Gas appliance vents must be at least four feet (4') away from or two feet (2') above windows that can be opened.
11. Gas systems with a working pressure of ½ psi or less must use a diaphragm gauge that contains a dial with a minimum diaphragm diameter of three and one half inches (3 ½"), a set hand, 1/10 pound incrementation and pressure range not to exceed 6 psi. The test pressure must be at least 3 psi.

12. Gas systems with a working pressure exceeding ½ psi must use a diaphragm gauge must use a diaphragm gauge that contains a dial with a minimum diameter of three and one-half inches (3 ½”), a set hand, a minimum of 2/10 pound incrementation and a pressure range not to exceed 20 psi. The test pressure must be at least 10 psi. For wood frame construction, holes cut for gas lines may only be large enough for the line to penetrate.
13. Gas lines must be properly supported.
14. Gas lines located between bricks and studs must be mill wrapped.

10. CEILING INSPECTION

a. Mechanical Rough

- a. Metal ducts must be screwed and taped or sealed with an approved mastic material.
- b. Flex ducts must be sealed with tape or mastic at the register. Only zip tying at the register is not an approved method.
- c. Flexible ducts must be supported and turns made in such a way that the air flow is not deterred.
- d. A minimum one-inch (1") clearance from combustible materials must be maintained around gas appliance vents.
- e. Air conditioning condensate drains must be tied into a wet trap.
- f. Where air-conditioning condensate drain pans are located in an attic, a secondary drain must be installed with the condensate line discharging over a window, door, patio or other approved location.
- g. Condensate drain lines must be a minimum of three-fourth (¾") inch in diameter.
- h. Condensate drain lines located on a roof must be copper or other approved material. Traps located on the roof must be protected from freezing.
- i. Bath fan exhaust ducts must terminate at the outside of the building.
- j. Horizontal runs on gravity type water heater and furnace flue vents must not exceed seventy-five percent (75%) of the height of the vent. One offset can be a maximum of sixty (60) degrees. All other offsets are limited to a maximum of forty-five (45) degrees.
- k. Nylon duct straps are not an approved material for strapping duct.

b. Electrical Ceiling

1. All electrical boxes and circuits in the ceiling area are to be complete.
2. All metal boxes and fixtures must be properly bonded.
3. All light fixtures must be properly installed.
4. Lay-in fluorescent light fixtures must be supported at opposing corners with #12 steel gauge wire supported by the building structure. The steel wire must be color coded to indicate those support wires are not a part of the ceiling grid.

11. DUCT WRAP

All ducts are to be insulated per the requirements of the COMCheck document.

12. UTILITY FINAL

(Inspection approval allows for release of gas and electric meters)

- a. Cover must be off of the main electrical panel box.
- b. Grounding electrode system must be complete.
- c. Neutral and ground conductors must be properly coded and identified.
- d. Required fixtures and equipment installed and wired.
- e. Required receptacles switches and fixtures installed and wired.
- f. Early electrical releases are only considered if it is determined that electricity can be maintained in a safe manner. The master electrician must provide a signed letter

stating what lock-out and tag-out procedures will be implemented and that no one, other than himself and one other licensed electrician will have a key. The letter must state the name of the second person with key access (other than the master electrician).

- g. Gas systems with a working pressure of $\frac{1}{2}$ psi or less must use a diaphragm gauge that contains a dial with a minimum diaphragm diameter of three- and one-half inches ($3\frac{1}{2}$ "), a set hand, $\frac{1}{10}$ pound incrementation and pressure range not to exceed 6 psi. The test pressure must be at least 3 psi.
- h. Gas systems with a working pressure exceeding $\frac{1}{2}$ psi must use a diaphragm gauge must use a diaphragm gauge that contains a dial with a minimum diameter of three and one-half inches ($3\frac{1}{2}$ "), a set hand, a minimum of $\frac{2}{10}$ pound incrementation and a pressure range not to exceed 20 psi. The test pressure must be at least 10 psi.
- i. All open gas lines and shut-off valves must be capped. A shut-off valve does not eliminate the requirement to cap the line.

13. BUILDING FINAL

- a. All equipment must be installed, wired and working properly.
- b. A permanent address must be installed on the front of the building with numbers of contrasting color to background. The address must also be installed on the back door (if there is a back door)
- c. Knox box must be installed.
- d. Street, alley, and all flatwork must be clean and clear of mud and debris.
- e. Parking areas must be properly striped. Fire lanes must be properly striped. Accessible parking spaces must be properly marked with signs and painting.
- f. All landscape work must conform with the approved landscape plan. Trees and shrubs must not be damaged or dead.
- g. The site must conform to the approved site plan.
- h. Yard must be clear of debris and final grade completed.
- i. Exit signs must clearly identify the exit path from the building.
- j. Emergency lighting must be installed.
- k. Front doors of an occupancy may have key operated locks (no interior thumb turns) provided the occupancy is a B, F, M or S occupancy. This is also allowed with a Group A occupancy that has an occupant load of 300 or less. All other exit doors must be openable from the inside of the building without the use of a key or any special knowledge. Typically, this will require panic hardware or push bars for doors other than front doors.
- l. All wall surfaces adjacent to toilets and urinals must be composed of a hard, smooth easily cleanable surface. Painting the surface will not comply with this requirement.
- m. When the occupant load exceeds 15, bathrooms must be labeled by signs indicating bathroom use is for "Men" or "Women".
- n. Submit the [Final Report of Required Special Inspections form](#).
- o. Submit the [Commercial Energy Compliance Certificate form](#).
- p. If Medical Gas is installed in the building, submit the two [Medical Gas reports \(verifier and installer\)](#).

14. MECHANICAL FINAL

- a. Combustion air vents must be installed in the top and bottom portion of closets enclosing gas appliances. Each vent must total 100 square inches.
- b. All mechanical must be installed with all connections complete.
- c. Controls and devices in the system must be operational.
- d. Gas meter must be installed (if there is gas service). Air conditioning condensate drains must be tied into a wet trap.
- e. Where air-conditioning condensate drain pans are located in an attic, a secondary drain must be installed with the condensate line discharging over a window, door, patio or other approved location.

- f. Condensate drain lines must be a minimum of three-fourth (3/4") inch in diameter.
- g. Suite numbers must be installed on all mechanical rooftop units.

15. ELECTRICAL FINAL

- a. Electrical meter must be installed.
- b. All receptacles and light fixtures must be installed, wired and working properly.
- c. Circuits must be labeled with ink, typewriter or printer in the breaker box.
- d. All electrical must be complete.
- e. All temporary power (lighting and t-pole) must be removed.
- f. All receptacles within 6' of a sink and all receptacles located in locker rooms, shower rooms and indoor wet locations must be GFCI protected.
- g. Isolated ground receptacles will not be permitted in patient care areas.
- h. Branch circuits serving patient care rooms shall not be multi-wire branch circuits.
- i. The calculated short circuit rating must be marked on industrial control panels, motor controls, HVAC equipment and machinery.
- j. Receptacles less than 5.5' off the floor installed in hotels, motels and child care facilities must be tamper resistant.
- k. The maximum available fault current must be posted on each electrical panel. The label must be durable and permanent and must include the date the fault current calculation was made.
- l. Suite numbers must be installed on all electrical meter bases and main disconnects.

16. PLUMBING FINAL

- a. Gas meter must be installed.
- b. All gas lines must be connected. Gas stops and caps must be installed on all gas lines installed for future use.
- c. All plumbing fixtures must be installed. Accessible toilets must have a clearance of at least 18" from any side wall or partition to the center of the toilet.
- d. All non-accessible toilets must have a clearance of at least 15" from any side wall or partition to the center of the toilet and a clearance of at least 21" in front of the toilet.
- e. All hose bibbs must be frost proof with integral vacuum breakers.
- f. Sewer cleanouts must be cut to grade.
- g. PVC vent stacks must be painted with latex paint.
- h. Hot water must correspond to the left side of fittings on plumbing fixtures.

17. FIRE FINAL

The Fire Marshal must inspect and approve the project before the issuance of a Certificate of Occupancy or Certificate of Completion. Please contact the Fire Marshal's office: (972) 463-3942.

18. PLANNING FINAL

The Planning Division must perform an on-site inspection to verify that all landscaping conforms to the city approved landscape plan and the approved site plan. Please contact the Planning Division: (972) 412-6125.

19. ENGINEERING FINAL

The Engineering Division must perform an on-site inspection to verify compliance with approved plans. Please contact the Engineering Division: (972) 412-6125.

E. ADOPTED CODES

The above requirements are only a general list of building, electrical, plumbing, and mechanical code regulations. For a complete list of building requirements, please

reference:

2015 International Building Code
2015 International Mechanical Code
2015 International Plumbing Code
2015 International Fuel Gas Code
2015 International Energy Conservation Code
2020 National Electrical Code