



# INSPECTION PROCEDURES BUILDING OFFICIAL

ATTENTION ALL BUILDERS,

The City of Parker is modifying inspection procedures in order to meet certain requirements as mandated by the State. Effective immediately the following will be a guideline for inspections and requirements of certain inspections.

It is our goal to provide you with your inspections as promptly as possible. Your cooperation in these procedures will allow you to get your permits issued sooner, your questions answered, and your inspections made in a timely manner.

To schedule an inspection you must call the inspection line (972) 442-6811 x 230, and leave a message. The voice mail will be checked twice daily, once at 8:00 a.m. to schedule inspections and after lunch to answer any questions. Same day inspections will not be granted. Inspections will be made at the inspector's convenience. Before calling in an inspection, walk your job to ensure you are ready. Once an inspection is called in, your inspection will be completed with-in 48 hours. Effective immediately the Inspectors will stop writing a punch list if the list extends to a second page. At that point you will be red tagged and a re-inspect fee applied, which must be paid prior to further inspections. As the builder you should be familiar with our inspectors and know what they look for.

## 1<sup>st</sup> Inspection

### T-Pole, Trash Bin, Erosion Control, Grading, and Form Board Survey

(trash bin must have address posted and watertight container for reports; erosion control at property line in ditches and in drainage easements must be in place; form board survey on site; **all these items must be completed or inspection will be canceled and failed**)

## 2<sup>nd</sup> Inspection

### Plumbing Rough, Culvert

(all plumbing must be embedded in sand, all cleanouts installed, water test on all lines; culverts installed and ditch monuments uncovered to show proper drainage; **all these items must be completed or inspection will be canceled and failed**)

## 3<sup>rd</sup> Inspection

### Foundation

(an engineer inspection report, all copper in beams covered, water test on all lines; **all these items must be completed or inspection will be canceled and failed**)

## 4<sup>th</sup> Inspection (at this point, move the inspection reports inside where visible)

All Trades (framing rough, electrical rough, mechanical rough, catv, phone, low voltage wiring, and plumbing top out)

2000 International Building Code  
2000 International Residential Code  
2000 International Fire Code  
2000 International Plumbing Code  
2000 International Mechanical Code  
2000 International Fuel Gas Code  
1999 National Electrical Code

\*NOTE: At this point all trash must be removed and all work completed ready for wall insulation, etc. An inspection for Fire Sprinkler System will be required at this point (before drywall).

## 5<sup>th</sup> Inspection

### Temporary Utilities Release

(all electrical fixtures and devices must be installed, all plumbing fixtures and appurtenances set, all mechanical HVAC completed, all built-in appliances installed; all lights with bulbs, switches, outlets, GFCI's, fans, and other small motor circuits completed)

Upon passing this inspection the Utilities will be authorized for connection.

## 6<sup>th</sup> Inspection

### Building Final

The standard practice for a Final Inspection is to be 100% complete which includes buildings, driveways landscaping. The following paper work should be completed and on-file with the City **before scheduling** your inspection; the Collin County Septic Inspections are completed (where applicable), Surveyed Plot Plan showing all structures, Finish Floor Elevation Certificate and all inspections reports.

- **No inspection will be scheduled if the water meter is buried.**
- **Some inspections may be canceled by the City due to weather.**
- **Flatwork may be called any time during construction process**
- **Homes being built where the floodplain touches the lot a FEMA Elevation Certificate is required. (FEMA Form 81-31)**
- **Covering up any work without an inspection is subject to forfeiture of deposit**
- **Red Tag Fees must be paid prior to requesting a re-inspection.**

***NO BUILDING MATERIALS ALLOWED IN DITCH***

***FLATWORK MAY BE CALLED ANY TIME DURING CONSTRUCTION PROCESS***

**REMEMBER FOR ALL QUESTIONS REGARDING PERMITS AND INSPECTIONS, YOU MUST LEAVE YOUR MESSAGE AT 972-442-6811 EXT. 230, ONLY**

**NO ONE IS AVAILABLE TO ASSIST YOU AT OTHER CITY PHONE EXTENSIONS**