

Commercial Building Inspection Summary Quick Reference

Inspection request must be made before 7:30 am to receive same day inspection.
 Cancellations must be received by 9:00 am the day of the inspection, or you may be subject to a re-inspection fee.
 Call (972) 771-7709 to contact the Building Inspections Department or to cancel an inspection.
 Inspection Line – (972) 771-7760
 Fax – (972)-771-7748

Inspections	Required	When Requested	Comments
Phase I Temporary Pole	Yes	After T-Pole is set	Post address on T-pole Attach permit Pack to pole 8' ground rod required, with #6 min. grounding electrode conductor. Feeder wire size-Minimum #8 copper and all receptacles GFCI protected
Phase II Plumbing Rough	Yes	Prior to foundation make-up After floors are saw cut and plumbing installed	Address posted, Permit pack and plans on site Form survey required Portable toilet and trash bin on site Ball valve w/ SS handle on service at water meter
Phase III Foundation, grade beams, Saw-cut, pour back, etc.	Yes	Prior to insulation and brick (smaller wood framed buildings with sheetrock ceilings)	Address posted, Permit pack and plans on site Engineer's foundation acceptance letter Portable toilet and trash bin on site
Phase IV Frame, electrical, plumbing & brick tie	Yes	Prior to insulation and brick (smaller wood framed buildings with sheetrock ceilings)	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Rough Wall Frame, electrical, plumbing, mechanical & brick	Yes	Prior to insulation	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Rough duct	Yes	Prior to insulating HVAC Ducts	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Above Ceiling, electrical, plumbing, and HVAC	Yes	Prior to suspended ceiling or sheetrock installation	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Underground Electrical	Yes	Prior to P5 inspection	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Type I hood s and ducts	Yes	Prior to fire wrap or chase construction	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Type II hood s and ducts	Yes	Prior to ceiling installation To be inspected with type I Hoods if both on site	Make-up air installed Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Phase V Temporary Utilities Gas/Electric	Yes	After electric trim After all gas stops and connections installed	Pre-drywall energy inspection report Breaker panels labeled Pressure test gas system-for low pressure Use certified diaphragm gage set at 10 psi Address meter base and gas riser Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Flat work All sidewalks, patio, steps, etc	Yes	Prior to concrete placement	Rebar on chairs Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Phase VI Final Building Inspection Certificate of Occupancy Inspection	Yes	After building is complete and C.O. is applied for	Must have electrical and gas meters set Permit pack and plans on site Third Party final energy inspection Occupancy report Double check reports for: domestic irrigation, fire line and point of use backflow protection devices (must be in permit pack) Structural Engineers building acceptance letter (If applicable) Portable toilet and trash bin removed from site Site work and landscape complete

Comply with Fire Marshall, Engineering Dept. Planning and Zoning requirements.

10 working days notice is required for Phase VI / C.O. inspection. An application for a Certificate of Occupancy must be submitted to the Building Inspection Department at least **10 working days** prior to Phase VI / CO inspection.