



Permitting and Inspection
Requirements For
Commercial Construction
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CITY OF COLLEYVILLE BUILDING INSPECTION DEPARTMENT

The City of Colleyville is pleased of your decision to build a new commercial venture in our community. The purpose of this packet of information is to provide you with a brief summary of the building inspection procedures used in the City of Colleyville. In some unique situations, the inspector may modify these procedures to accommodate the wide range of building and construction techniques found in the construction industry. Our inspectors are available to answer your questions or to coordinate an inspection to meet your particular situation.

This packet is only intended to be a helpful reference. Therefore, all requirements contained in this packet are only a general list of building, electrical, plumbing and mechanical code regulations. For a complete list of building requirements refer to:

- 2003 International Building Code
- 2003 International Plumbing Code
- 2003 International Mechanical Code
- 2003 International Energy Conservation Code
- 2003 International Fuel Gas Code
- 2002 National Electrical Code

COMMERCIAL CONSTRUCTION BUILDING INSPECTION REQUIREMENTS

TABLE OF CONTENTS

A. BUILDING PERMIT REQUIREMENTS 3

B. GENERAL INFORMATION..... 4

C. GENERAL INSPECTION REQUIREMENTS..... 5

D. CRITICAL INSPECTION CATEGORIES..... 6

**E. ENERGY CODE COMPLIANCE
INSPECTION.....7**

A. Site Plan Approval

1. Prior to submitting for a building permit for a new commercial building, separate approval of a site plan, building elevation plan and landscape plan is required by the City of Colleyville development regulations. A site plan application may be obtained from the Community Development Department. The site plan, building elevations and landscape plan are reviewed at staff level for compliance with zoning, parking, building design and landscape regulations. Upon approval of these documents, the applicant may apply for a building permit.

B. Building Permit Requirements

1. A building permit is required for all new construction. No construction, other than setting form boards and lot grading, may begin until a building permit has been issued. To apply for a permit, plans must include: Four (4) sets of construction plans, two (2) sets with sheets no larger than 24" x 36", two (2) set with sheets no larger than 11" X 17", must be submitted in order to apply for a permit. Plans must include:
 - a) A cover sheet that containing the following information:
 - (1) Building construction type (11-N, V-N, etc.)
 - (2) Occupancy classification (E-2, B, M, etc.)
 - (3) Number of parking spaces required and provided.
 - (4) Total Square footage of building.
 - (5) Occupant load (based on International Building Code)
 - (6) Exiting requirements.
 - (7) All required sidewalk and fences.
2. Site Plans indicating all proposed structures and where those structures are to be placed in relation to property lines.
3. A complete floor plan of the structure(s).
4. Window and door schedule.
5. Elevation drawings showing exterior wall construction.
6. Foundation drawings stamped by a Professional engineer licensed by the State of Texas.
7. Original letter from the same engineer that designed and sealed the foundation plans stating that the foundation was designed for the soil conditions on that particular lot. The letter must also state that the foundation design criteria complies with the minimum standards required by the 2003 I.B.C.
8. A detailed out door lighting design must be submitted. The design must include: The height of the light poles, type of light bulb, bulb wattage, spacing of poles and all building mounted lighting and fixtures.
9. Building permit cards must be displayed in an obvious place that can be seen by the public. Permit cards and previous inspection tags must be on

site during inspections. Construction plans stamped approved by the Building Inspection Division must be on the job site for all inspections.

C. General Information

1. **Office Hours:** 8:00 A.M. to 5:00 P.M. Monday through Friday. After hours inspection will be made if requested and the appropriate fees have been paid.

2. **Re-inspection Fee:** The re-inspection fee is \$47.00. A re-inspection fee will be

assessed and no inspection performed when any of the following conditions apply:

- (a) Inspection requested is not ready. (This could include a first time inspection where a history has developed for deficient items on a continual or repeated basis).
- (b) The temporary electrical pole does not have the address posted.
- (c) No building address posted.
- (d) City approved plans not on the job site and located as specified elsewhere in this packet.
- (e) Trash on lot.
- (f) House is locked or work to be inspected is not otherwise assessable.
- (g) An inspection is disapproved twice for the same item.
- (h) Red tag has been removed from place left by inspector.
- (i) Trash bin not on site.
- (j) A safety fence is not installed around sewer tap excavation that is four feet deep or more.
- (k) No form board survey is on the job when a plumbing rough inspection is requested.
- (l) Construction materials are located within the right-of-way.
- (m) Silt screening not installed in accordance with the soil erosion plan.

3. **Material located in the right-of-way:** All dirt, sand or any type of construction material must be located in such a way as to comply with the following requirements.

- (a) If no city sidewalk has been constructed on the property, all construction material must be located at least four feet (4') from back of curb to allow for pedestrian passage through the property.
- (b) If a sidewalk does exist, construction materials can be placed between the curb and the sidewalk. No construction material will be allowed on the sidewalk.
- (c) When the plumber installs the water meter, the builder must erect a wooden pole or metal stake adjacent to the meter that extends at least four feet above the ground. The stake must be painted blue. No

construction material can be placed within three feet (3') of the pole or stake.

- (d) At all times during construction, the water meter box must be installed around the water meter.

4. Location of Permit Packets and Inspection Tags: Permit packets must be on the construction site at the location specified below. Inspection tags will be placed inside the permit packet by the inspector once the inspection is complete. The inspection tag must remain on the construction site, with the permit packet at all times.

- (a) T-Pole, Plumbing-Rough and Foundation: The permit packet must be located on the side of the trash bin that is facing the street. The trash bin must be located within the front yard of the lot.
- (b) Frame and Building Final: The permit packet must be taped to the inside of the window closest to the front door facing the street.
- (c) Flatwork: The permit packet must be located in one of the locations listed in A or B above depending on the stage of construction at the time the flatwork inspection is requested.

5. Engineering Letters and other Required Documents: Whenever an engineering letter or other document is required, the original letter must be made available to the inspector. This will allow the inspector to refer to the letter in order to verify compliance with the requirements of the engineer.

D. General Inspection Requirements

1. Building permit packet must be displayed in an obvious place that can be seen by inspector.
2. Address must be posted at all times on the job site and on temporary electrical poles with 4 inch number in a location that is conspicuous from the street on each lot.
3. Instruct subcontractors and their employees to park in such away that emergency vehicular traffic will not be obstructed, i.e., fire trucks and ambulances.
4. An eight-foot by eight foot by four-foot high (8'x 8' x 4') trash container (bin) is required on the job site prior to beginning any work. Opening in the walls of the trash container cannot be large enough to allow a two (2") inch diameter or larger sphere to pass through.
5. Toilet facilities will be required on job site.
6. Silt fence is required at plumbing rough-in inspection.
7. Construction working hours are 7:00 A.M. to 6:00 P.M. Monday through Saturday. No working on Sunday allowed.

8. Lawn sprinkler requires permit and back flow certification before final inspection.
9. Fence permit required prior to any fence construction.
10. All re-inspection fees must be paid prior to the request of any inspection.
11. For each subdivision, a designated wash area is required for concrete trucks to wash out.

E. Critical Inspection Categories

No concrete or plumbing rough inspections will be made if it has been determined that it is too wet by the Building Inspection Department. All rained out inspections must be recalled.

No concrete inspection will be made unless the temperature is at least 38F degrees and rising. All inspections cancelled due to cold weather must be recalled.

Each of the following inspections must be requested in the order listed below. If an inspection is requested out of sequence, i.e. before prior required inspection has been approved, no inspection will be conducted.

Inspections required are as follows:

1. Temporary Pole (can be done at any time)
2. Plumbing Rough
3. Foundation
4. Top out / framing (framing, wall ties, fire places, electrical, plumbing and mechanical)
5. Utility Final (can be done with Building Final)
6. Building Final
7. Flat work (can be done any time)

Energy Code Compliance Inspection

1. Energy Code compliance inspections are to be made by third-party inspection companies with properly certified inspectors