



JAN 2019

## **Commercial Construction Guidelines**

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**\*\*For Water Meters contact UTILITY BILLING at 817-503-1020**

BUILDING INSPECTIONS  
100 Main Street, Colleyville, TX 76034  
OFFICE 817-503-1030 – FAX 817-503-1039  
INSPECTION REQUEST LINE 817-350-6321  
DOCUMENT SUBMITTALS – [BUILDING\\_INSPECTIONS@COLLEYVILLE.COM](mailto:BUILDING_INSPECTIONS@COLLEYVILLE.COM)

## A. INTRODUCTION

This information booklet has been prepared by the Colleyville Building Inspection Department to provide a brief summary of the procedures used to obtain a building permit and receive periodic inspections of construction work. Typically, many commercial construction projects have similar characteristics and the procedures described in this booklet will generally apply in those situations. However, since construction practices vary, it may become necessary for the building inspector to change or modify these procedures to accommodate the wide range of building and construction techniques found in the construction industry.

This information packet is intended to be a helpful reference and does not replace any requirements specified in the codes and ordinances adopted by the City Council. 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:

2012 International Building Code  
2012 International Plumbing Code  
2012 International Mechanical Code  
2012 International Fuel Gas Code  
2015 International Energy Conservation Code  
2014 National Electrical Code

**\*\*NOTE:** All adopted codes listed above include the NCTCOG regional amendments

## B. BUILDING PERMIT SUBMITTAL REQUIREMENTS

For specific document submittals required for plan review and permits, please reference the comprehensive manual titled "Commercial Submittal Guidelines for Permitting"

## C. INSPECTION INFORMATION

1. **Inspection Results:** Do NOT contact the Permit Tech for inspection results. Inspection tags are left at the job site by the inspectors or you may utilize eTrakit (online portal) to review all inspection results
2. **Inspector Contact Information:** The inspectors are available for phone calls between 7:00-8:00am daily. You may call their cell phone throughout the day but please anticipate having to leave a voicemail as they cannot take phone calls while performing inspections.
3. **Inspection Cancellations:** Outdoor inspections will be cancelled if it has been determined that it is too wet by the Building Inspection Department. All cancelled inspections must be recalled. Concrete inspections will be cancelled if

the temperature is below 38F degrees and not rising. All inspections cancelled due to cold weather must be recalled.

#### **D. INSPECTION REQUESTS**

Do **NOT** contact the Permit Tech to schedule inspections. Online inspection requests using eTrakit can be accessed via <http://crw.colleyville.com/etrakit3/>. The user has the ability to also view results and see inspector notes for their project. Inspections may also be requested via phone by calling the Inspection Request Line (IVR) at **817-350-6321**. (Please see IRV inspection codes listed on the last page). Inspection requests placed before **7:00 a.m.** on Monday through Friday will typically be performed the same day unless heavy inspection loads do not allow for completion.

#### **E. GENERAL INSPECTION REQUIREMENTS**

##### **INTERIOR FINISH-OUT PERMIT**

- a) **Plumbing Rough**
- b) **Electric Underground** (includes electric in slab or underground outside of building)
- c) **Foundation** (Leave-Out)
- d) **Metal Duct** (if applicable – this inspection is to be scheduled prior to wrapping insulation on metal ducts and before requesting an above ceiling inspection)
- e) **Grease Duct-Hood** (if applicable, this inspection shall require a light test which must be set up in advance with the inspector. Inspection approval is required before any above ceiling inspection)
- f) **Wall Rough** (framing, electrical rough, and plumbing top-out inspections are all performed concurrently as this is a combination inspection)
- g) **Insulation** (performed by a certified third party energy inspector)
- h) **Sheetrock** (performed where draft stopping required or rated walls)
- i) **Above Ceiling** (framing, electrical, plumbing, mechanical inspections are performed concurrently as this is a combination inspection. The fire suppression system is inspected by the Fire Department (when applicable) and must be approved before covering the ceiling)
- j) **Utility Final** (for buildings without permanent electric meter or gas meter installed. Required meters must be connected before requesting final inspection)
- k) **Building Final** (includes building site, framing, electrical, plumbing, and mechanical final inspections as this is a combination inspection)

##### **NEW BUILDINGS OR SHELL BUILDINGS**

- a) **Temporary Pole** (address must be on pole)
- b) **Electric Underground** (includes any electrical to be buried including piers for light poles)

- c) **Pier** (Piers for light poles are inspected by the City. Foundation piers may be inspected by a licensed engineer or approved third party testing lab. Report shall be submitted to City for review)
- d) **Plumbing Rough**
- e) **Foundation**
- f) **Wall Rough** (framing, electrical rough, and plumbing top-out inspections are all performed concurrently as this is a combination inspection)
- g) **Insulation** (performed by a certified third party energy inspector)
- h) **Sheetrock** (performed where draft stopping required or rated walls)
- i) **Above Ceiling** (framing, electrical, plumbing, mechanical inspections are performed concurrently as this is a combination inspection. The fire suppression system is inspected by the Fire Department (when applicable) and must be approved before covering the ceiling)
- j) **Utility Final** (for buildings without permanent electric meter or gas meter installed. Required meters must be connected before requesting final inspection)
- k) **Building Final** (includes building site, framing, electric, plumbing, and mechanical final inspections as this is a combination inspection. All required permits for irrigation, fencing, signs, and Fire Department shall be on file. All paperwork required for backflow reports, grading/drainage, landscaping, etc. shall be on file)
- l) **Fire Lane** (inspection is performed by the Fire Department and requires advance scheduling for confirmation)

## F. CERTIFICATE OF OCCUPANCY

An application for a Certificate of Occupancy must be on file in order to approve occupancy. The form shall be signed by the building or business owner and must be complete with signatures

## G. UTILITY METER RELEASE

### ELECTRIC METER RELEASE

- a. Electrical system must be complete with all switches and receptacle outlets installed.
- b. Electrical fixtures or equipment not installed shall require conductors be capped off with wire nuts and blank cover plates shall be placed over the outlet boxes. Cover plates are not required on outlets over 8 feet high.
- c. Overcurrent protection devices shall not be installed for equipment that is not installed. Blank covers shall be installed at such openings at electric panel.
- d. All circuits shall be specifically labeled at the electric panel with permanent marker.
- e. Service grounding electrode conductor(s) shall be accessible for inspection of connection to grounding electrode.
- f. Receptacles and switches shall be secured within approved boxes with cover plates attached.  
Extension of devices from walls for tile work, cabinetry, etc. is prohibited.
- g. HVAC equipment shall be identified by number at each unit as well as electric panel. Overcurrent protection sizing shall be in accordance with manufacturer's nameplate rating.
- h. Smoke and carbon monoxide detectors shall be installed at the time of inspection.

### **GAS METER RELEASE**

- a. All gas appliances shall be installed. *EXCEPTION:* Cooking equipment.
- b. All gas appliance vents shall be installed with proper clearance from combustibles.
- c. Gas system must be complete.
- d. Sediment traps shall be installed where required.
- e. Gas valves shall be installed on all gas outlets.
- f. Three (3) lb. air test on gas system using a six (6) lb. diaphragm gauge for low pressure.
- g. Gas outlets installed for future use shall have valves installed with a threaded plug.

### **H. ENERGY CODE COMPLIANCE**

Energy Code compliance inspections are to be made by third-party inspection companies with ICC-certified inspectors. Inspection approval reports/tags must be submitted to the Building Inspection Department prior to building final approvals

### **I. SPECIAL INSPECTIONS**

Certain types of additional inspections may be required that are not listed above. If the code official determines that compliance cannot be readily given, a qualified testing lab or licensed engineer must perform the inspection and a report of findings submitted.

If a Statement of Special Inspections was submitted during the plan review process, a Final Report of Required Special Inspections must be submitted prior to scheduling a building final.

## **IVR (phone inspection request line)**

### **COMMERCIAL (C)**

#### **BUILDING:**

2097 \*\*Building Final-C  
2094 \*\*Shell Bldg Final-C  
2003 Above Ceiling-C  
2000 Brick Ties-C  
2720 Fireplace-C  
2020 Foundation-C  
2025 Framing-C  
2030 Grade Beams-C  
2040 Lath-C  
2009 Miscellaneous-C  
2080 Paving-Fire Lane-C  
2050 Seconds-C  
2055 Sheathing-C  
2078 Wall Rough-C

#### **ELECTRICAL:**

2198 \*\*Electrical Final-C  
2100 Above Ceiling-C  
2110 Electric Meter-C  
2105 Electrical Rough-C  
2115 Temporary Pole-C  
2120 Underground Electric-C

#### **MECHANICAL:**

2398 \*\*Mechanical Final-C  
2310 Grease Duct-C  
2315 Grease Duct Wrap-C  
2300 Mechanical Duct-C  
2305 Mechanical Rough-C

#### **PLUMBING:**

2298 \*\*Plumbing Final-C  
2205 Gas Line-C  
2240 Gas Meter-C  
2299 Gas Test-C  
2250 Grease Trap-C  
2215 Plumbing Rough-C  
2220 Plumbing Top Out-C  
2230 Sewer Line-C  
2245 Water Line-C

#### **PUBLIC WORKS (Right-of-Way):**

2070 Drive Approach-C  
2080 Sidewalk-C

#### **FIRE DEPARTMENT:**

2075 Fire Lane