



NEW RESIDENTIAL CONSTRUCTION INFORMATION

Updated: March 3, 2022

Building Inspections

1. Plan Review/Permit Submittal

One (1) complete set of drawings and One (1) Digital set that include the following:

- a. Site Plan indicating all property lines, easements, driveways, and setbacks of the proposed building.
- b. Floor plan with accurate measurements and room uses including windows and doors.
- c. Elevation drawings showing exterior wall construction and masonry percentage calculations.
- d. One (1) structural foundation drawing stamped by a professional engineer licensed by the State of Texas.
- e. Energy calculations from REScheck or IC3 software, or other approved software indicating that the building complies with 2021 IECC energy requirements.

2. No construction, other than setting form boards and lot grading, may begin until a building permit has been issued.

3. Building addresses must be posted in a location that is always conspicuous from the street on each lot.

Numbers must be a minimum of four inches (4") in height.

4. Addresses must be posted on all temporary electrical poles.

5. All re-inspection fees must be paid prior to the request of any further inspections. When a re-inspection

is requested on a project and a re-inspection fee has not yet been paid, the inspection will be canceled in the office.

6. Portable restrooms are required at the start of the project.

7. Trash Bin, minimum of 60 SQ FOOT, Minimum 4 ft in height at start of project is required.



A. GENERAL INSPECTION NOTES

1. All inspections must be requested online or by calling (903) 583-7555 ext.113. Inspections requested cut off is 9:00am for morning inspections and 1:00pm for afternoon inspections. If after 1:00Pm then it will be scheduled for the next day.

Direct Telephone Numbers for Inspector is :

Jonathan Loiselle 903-583-7555 ext. 231

2. For general questions and for permit information, you may call the office at (903) 465-2720.

3. Re-inspection Fees. A re-inspection fee will be assessed, and no inspection performed when any of

the following conditions apply:

a. The inspection requested is not ready when the inspector arrives.

b. The permit packet or the address of the site is not posted.

c. City approved plans are not on site and available to the inspector.

d. The building is locked, or the site is not accessible for inspection when the inspector arrives.

e. The work is red tagged for the same item(s) twice.

f. The original red tag has been removed from the site.

4. Re-inspection fees are \$100.00. Re-inspection fees must be paid before any further inspections can be performed.

5. City approved building plans must be available on the job site when all inspections are conducted.

6. Location of Permit Packets and Inspection Tags.

a. T-Pole, Plumbing Rough & Foundation – The permit packet must be in plain sight towards the front half of the property

b. Top-Out Frame, Utility Final & Building Final – The permit packet must be inside the structure

7. Cancellations. Inspections should not be requested until the contractor has verified that the work is

complete and ready for inspection. Should an inspection need to be cancelled, call 903-583-7555 ext. 113



and speak with a permit tech. Inspections can also be cancelled online.

B. RESIDENTIAL INSPECTIONS REQUIRED

Each of the following inspections
must be requested if applicable

1. **Temporary Pole** (can be done at any time) PER ELECTRIC METER
2. **Piers** – The Engineer of record or a testing lab approved by the Building Official can verify that the piers comply with the approved drawings. Reports must be submitted prior to approval of the foundation inspection.
3. **Plumbing Rough** - Sewer, Water (Form Board Survey Required on jobsite)
4. **Foundation** – Electrical conduit, UFER ground, DWV test, Water test.
5. Electrical & Mechanical Rough, Gas Rough, Plumbing Top-Out, Framing, request all at the same time.
6. **Energy Insulation** - For remodels (3rd. party inspection required on new construction)
7. **Utility Finals** – For electric meter release. Panel cover shall be removed at time of inspection, for gas meter release – **Air test required.**
8. **Mechanical, Electrical, Plumbing, Building. (Finals - Requested all at the same time.**
9. **Provide final energy compliance report & termite treatment on jobsite.**