



# MULTI-FAMILY CONSTRUCTION PACKET

Apartments, Condominiums and Townhouses over 3 Stories  
New and Remodel Construction

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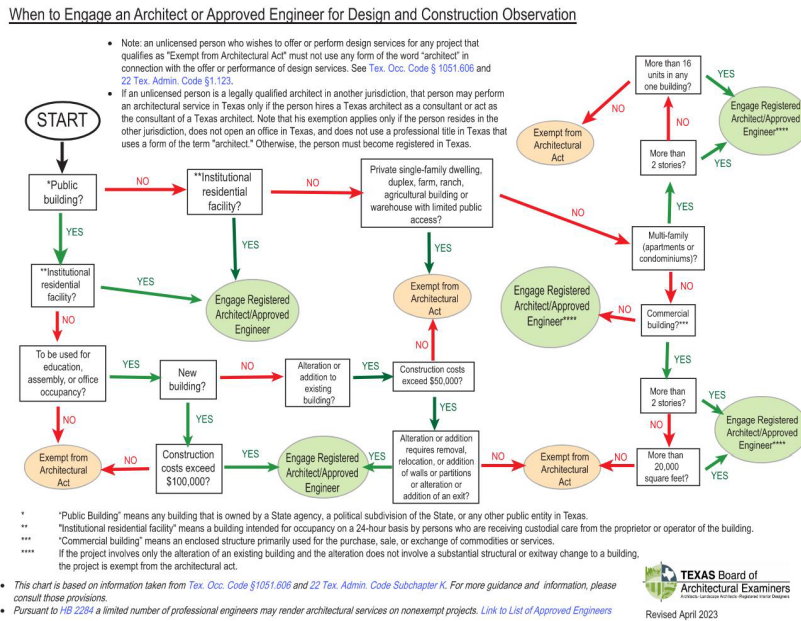
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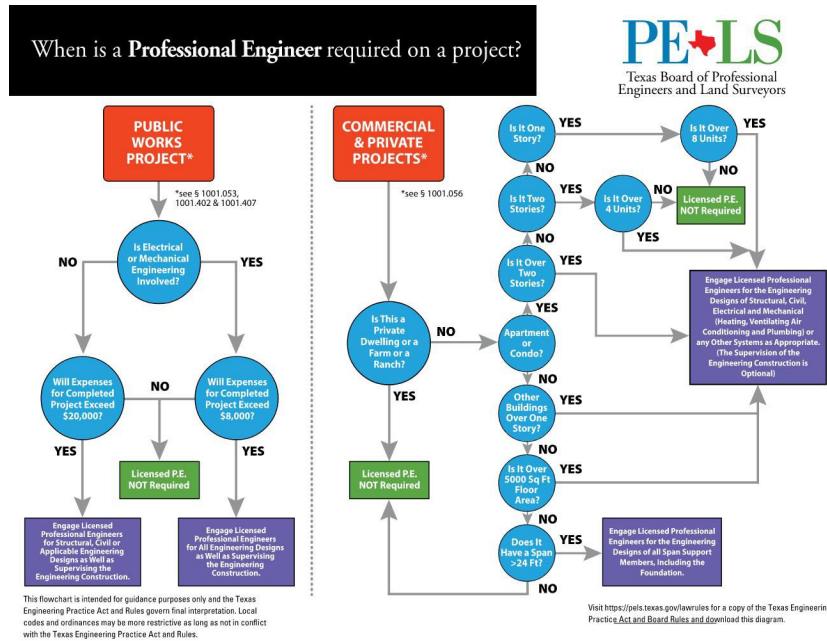
**A. PERMIT SUBMITTALS**

1. **Note:** Any changes to the city approved plans must be resubmitted to and approved by the Addison Building Safety Division. Failure to submit plan revisions for review and approval could cause the project to be delayed including the issuance of a stop work order by the Town. Modifications to the approved plans, without review and approval by Addison Building Safety, violates the terms of the building permit.
2. All submittals are required to be electronically submitted via email to [permits@addisontx.gov](mailto:permits@addisontx.gov). All electronic files must be submitted in a PDF format, including the permit application and plans. A single, combined PDF file is required and must include each of the items listed below:
3. **Permit Application.** Submit a permit application that is completely filled out.
4. **Energy Compliance Path Form (COMCheck),** or equivalent, if more than 3 stories and REScheck, or equivalent, if 3 stories or less. A certified/approved third-party inspection representative will be required to perform an energy inspection/final prior to the building final inspection.
5. **Plan submittal requirements:**
  - a. **Structural Engineered Drawings for Foundation.** A sealed letter from the foundation design engineer indicating that the foundation was designed for the soil conditions for the specific lot on which the foundation will be located. The letter must also state that the foundation design criteria complies with the minimum standards required by the 2024 International Building Code.
  - b. **Structural Engineered Drawings for the Structure.**
  - c. **All firewalls** must indicate the design number from the testing lab (UL, USG, etc.). Also, the design details from the testing lab must be cut and pasted to the drawings.
  - d. **Mechanical Drawings.** Mechanical drawings must indicate the CFM for each unit. Units exceeding 2,000 CFM must indicate that smoke detectors will be installed, as required by code, to shut down units when smoke is detected.
  - e. **Electrical Drawings.** Electrical plans must include the following information:
    1. Information indicating how the electrical service will be grounded.
    2. Electrical fault current calculations.
    3. Electrical load calculations.
    4. All electrical sub-panels must have neutral and ground wires isolated in accordance with the 2023 NEC.
    5. A one-line drawing of the service.
    6. Plumbing Drawings
    7. Site Plan
6. **Code Review Sheet** (see below requirements). All information below must be included.
  - a. Building construction type (II-B, V-B, etc.).
  - b. Occupancy classification (A, B, E, F, H, I, M, R, etc.).
  - c. Total square footage of the building.
  - d. Occupant load (based on Table 1004.5 of the International Building Code).
  - e. Exiting requirements. Indicate the number of exits required and provided as well as the exit width required and provided. Indicate the egress width (stairs require a width of 0.2 per occupant for all occupancies except H and I2 which require a width of 0.3 per occupant).
  - f. Egress path and distance including common path of egress and distance.
  - g. Whether or not the structure contains an automatic fire sprinkler system.
  - h. Whether or not the structure contains a fire alarm and if so what type.
  - i. Number of parking spaces required and provided.
  - j. Complete address of the proposed building along with the correct legal description
7. **Asbestos Survey.** If the building involves a remodel, addition to an existing building or demolition, an asbestos survey, from a State-licensed asbestos contractor, must be submitted with the permit application.
8. **Landscape Plan.**

9. Applicant is required to comply with State of Texas Architectural laws. The State requires buildings to be designed or supervised by an architect as follows:



10. Applicant is required to comply with State of Texas Engineering laws. The State requires buildings to be designed or supervised (e.g. sealed review letter) by an engineer as follows:



- In addition to the requirements listed above, there are/may-be additional requirements noted (both written and in stamp-form) on the approved plans which must be implemented/followed to maintain the validity of the approved permit.
- The permit applicant, contractor and job-design professional for this permit submission are all responsible to confirm compliance with all state laws. Non-compliance with this item will render the permit null and void, and may result in the issuance of a stop work order.
- If the construction is Type I or II, no wood framing is allowed unless in compliance with IBC 603.1 Allowable

materials.

14. The use of combustible piping materials, electrical wiring, ducts (e.g. PVC) shall be permitted (in type I or II-Construction) when installed in accordance with Sections 602.3.6, 602.3.8 and 602.3.9 of the IMC. Materials must have a 25-fire and a smoke-developed index of 50 or less.
15. All signs located outside of the building require a separate sign permit. Sign drawings included with the construction permit will not be reviewed or approved.
16. The certificate of occupancy (required before occupying the space) is a separate process from the building final inspection. A separate application must be completed with the applicable tenant contact information and a separate fee must be paid, contact the building inspection department for more information. Install exit signs as noted on plan (at finish-outs). The addition of exit signs may be required based on field inspection (e.g. if required on an inspection by the city building inspection or the fire marshal). Note: All required exits must be accessible.

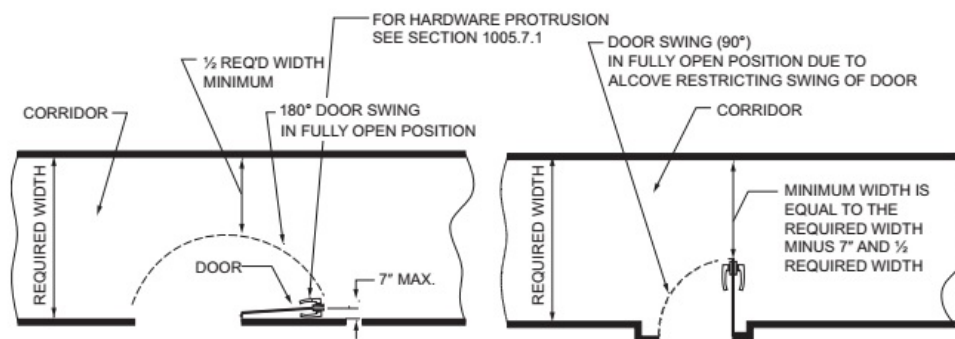
## B. SUPPLEMENTAL DOCUMENTS:

1. **Special Inspection Program:** If Special Inspectors are utilized or required, a Statement of Required Special Inspections form must be submitted as well as a Special Inspections Approved Agency form. Upon completion of the project, a Final Report of Required Special Inspections must be submitted, prior to requesting the Final Building Inspection. The form must be sealed by the design professional of record. A copy of the Special Inspections information sheet and forms can be found [here](#).
2. **Approval of Special Inspector.** Chapter 17 of the IBC requires all special inspectors to be approved by the Building Official. The special inspection firm must provide documentation of the special inspector(s) that will be working on the project and provide documentation of their qualifications and experience.

## C. EGRESS REQUIREMENTS

1. Egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort.
2. Design professional to address IBC sec 1005.7 Encroachment. Encroachments into the required means of egress width shall be in accordance with the provisions of this section.

**1005.7.1 Doors.** Doors, when fully opened, shall not reduce the required width by more than 7 inches (178 mm). Doors in any position shall not reduce the required width by more than one-half.



3. Panic and Fire exit Hardware is required; Section 1010.2.8 of the IBC states:

### 1010.2.8 Panic and fire exit hardware.

Swinging doors serving a Group H occupancy and doors serving rooms or spaces with an occupant load of 50 or more in a Group A or E occupancy shall not be provided with a latch or lock unless it is panic hardware or fire exit hardware.

#### Exceptions:

1. A main exit of a Group A occupancy shall be permitted to have locking devices in accordance with Section 1010.2.4, Item 3.
2. Doors provided with panic hardware or fire exit hardware and serving a Group A or E occupancy shall be permitted to be electrically locked in accordance with Section 1010.2.10.

3. Exit access doors serving occupied exterior areas shall be permitted to be locked in accordance with Section 1010.2.4, Item 8.
4. Courtrooms shall be permitted to be locked in accordance with Section 1010.2.12, Item 3.

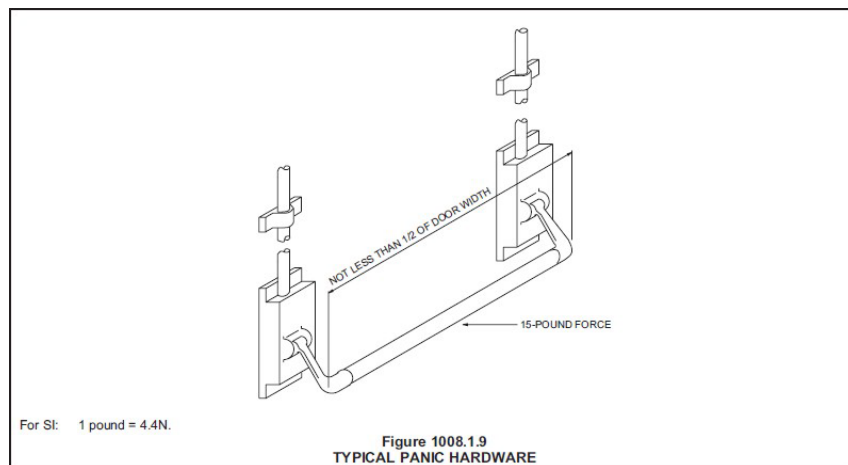
#### 4. 1010.2.8.2 Rooms with electrical equipment.

Exit or exit access doors serving transformer vaults, rooms designated for batteries or energy storage systems, or modular data centers shall be equipped with panic hardware or fire exit hardware. Rooms containing electrical equipment rated 800 amperes or more that contain overcurrent devices, switching devices or control devices and where the exit or exit access door is less than 25 feet (7620 mm) from the equipment working space as required by NFPA 70, such doors shall not be provided with a latch or lock other than panic hardware or fire exit hardware. The doors shall swing in the direction of egress travel.

#### 5. 1010.2.8.3 Installation

Where panic or fire exit hardware is installed, it shall comply with the following:

1. Panic hardware shall be listed in accordance with UL 305.
2. Fire exit hardware shall be listed in accordance with UL 10C and UL 305.
3. The actuating portion of the releasing device shall extend at least one-half of the door leaf width.
4. The maximum unlatching force shall not exceed 15 pounds (67 N).



## D. FIRE-RATED ASSEMBLIES

1. If any wall within the space is a rated fire assembly, all penetrations (e.g. electrical, mechanical, etc.) will have to be fire protected (e.g. fire caulk, fire dampers, fire collars, etc.) per the listing. Electrical, plumbing, mechanical, duct and similar through penetrations in the top and bottom wall plates, floors, and horizontal assemblies are required to be sealed around the annular space of the penetration(s). A third-party inspector is required to verify that all penetrations of a fire assemblies are properly protected.
2. Foam insulation exposed (if applicable) in attic areas (and in unfinished area) must be an approved fire-retardant type; confirm with the building safety division and your third-party fire penetration inspector (provide manufacturers data) prior to installation; may require the addition of an intumescent fire-retardant-paint-coating.
3. Fire resistance of communication wires and cables: communication wires and cables installed wiring within the building (e.g. fire smoke ratings in plenums and Ducts NEC Sections 300.22) shall be listed as being suitable for the purpose. All penetrations through fire-resistant rated walls, partitions, floors or ceilings shall be sleeved with metal conduit and fire-stopped at each end using listed approved methods.
4. Through penetrations of fire-resistance-rated wall or floor assemblies shall comply with IBC, Section 714. Design drawings for the rated assembly must be cut and pasted into the drawings from the Nationally Recognized Testing Laboratory that tested and certified the assembly.

**714.4 Fire-resistance-rated walls.** Penetrations into or through *fire walls, fire barriers, smoke*

barrier walls and fire partitions shall comply with Sections 714.4.1 through 714.4.3. Penetrations in smoke barrier walls shall also comply with Section 714.5.4

**714.4.1 Through penetrations.** Through penetrations of fire-resistance-rated walls shall comply with Section 714.4.1.1 or 714.4.1.2.

**Exception:** Where the penetrating items are steel, ferrous or copper pipes, tubes or conduits, the annular space between the penetrating item and the fire-resistance-rated wall is permitted to be protected by either of the following measures:

1. In concrete or masonry walls where the penetrating item is a maximum 6-inch (152 mm) nominal diameter and the area of the opening through the wall does not exceed 144 square inches (0.0929 m<sup>2</sup>), concrete, grout or mortar is permitted where installed the full thickness of the wall or the thickness required to maintain the fire-resistance rating.
2. The material used to fill the annular space shall prevent the passage of flame and hot gases sufficient to ignite cotton waste when subjected to ASTM E119 or UL 263 time-temperature fire conditions under a minimum positive pressure differential of 0.01 inch (2.49 Pa) of water at the location of the penetration for the time period equivalent to the fire-resistance rating of the construction penetrated.

**714.4.1.1 Fire-resistance-rated assemblies.** Through-penetrations shall be protected using systems installed as tested in the approved fire-resistance-rated assembly.

**714.4.1.2 Through-penetration firestop system.** Through-penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E814 or UL 1479, with a minimum positive pressure differential of 0.01 inch (2.49 Pa) of water and shall have an F rating of not less than the required fire-resistance rating of the wall penetrated.

**714.4.2 Membrane penetrations.** Membrane penetrations shall comply with Section 714.4.1. Where walls or partitions are required to have a fire-resistance rating, recessed fixtures shall be installed such that the required fire resistance will not be reduced.

**Exceptions:**

1. Membrane penetrations of maximum 2-hour fire-resistance-rated walls and partitions by steel electrical boxes that do not exceed 16 square inches (0.0103 m<sup>2</sup>) in area, provided that the aggregate area of the openings through the membrane does not exceed 100 square inches (0.0645 m<sup>2</sup>) in any 100 square feet (9.29 m<sup>2</sup>) of wall area. The annular space between the wall membrane and the box shall not exceed 1/8 inch (3.2 mm). Such boxes on opposite sides of the wall or partition shall be separated by one of the following:
  - 1.1. By a horizontal distance of not less than 24 inches (610 mm) where the wall or partition is constructed with individual noncommunicating stud cavities.
  - 1.2. By a horizontal distance of not less than the depth of the wall cavity where the wall cavity is filled with cellulose loose-fill, rockwool or slag mineral wool insulation.
  - 1.3. By solid fireblocking in accordance with Section 718.2.1.
  - 1.4. By protecting both outlet boxes with listed putty pads.
  - 1.5. By other listed materials and methods.
2. Membrane penetrations by listed electrical boxes of any material, provided that such boxes have been tested for use in fire-resistance-rated assemblies and are installed in accordance with the instructions included in the listing. The annular space between the wall membrane and the box shall not exceed 1/8 inch (3.2 mm) unless listed otherwise. Such boxes on opposite sides of the wall or partition shall be separated by one of the following:
  - 2.1. By the horizontal distance specified in the listing of the electrical boxes.
  - 2.2. By solid fireblocking in accordance with Section 718.2.1.
  - 2.3. By protecting both boxes with listed putty pads.
  - 2.4. By other listed materials and methods.
3. Membrane penetrations by electrical boxes of any size or type, that have been listed as part of a wall opening protective material system for use in fire-resistance-rated assemblies and are

installed in accordance with the instructions included in the listing.

4. Membrane penetrations by boxes other than electrical boxes, provided that such penetrating items and the annular space between the wall membrane and the box, are protected by an approved membrane penetration firestop system installed as tested in accordance with ASTM E814 or UL 1479, with a minimum positive pressure differential of 0.01 inch (2.49 Pa) of water, and shall have an F and T rating of not less than the required fire-resistance rating of the wall penetrated and be installed in accordance with their listing.
5. The annular space created by the penetration of an automatic sprinkler, provided that it is covered by a metal escutcheon plate.
6. Membrane penetrations of maximum 2-hour fire-resistance-rated walls and partitions by steel electrical boxes that exceed 16 square inches (0.0103 m<sup>2</sup>) in area, or steel electrical boxes of any size having an aggregate area through the membrane exceeding 100 square inches (0.0645 m<sup>2</sup>) in any 100 square feet (9.29 m<sup>2</sup>) of wall area, provided that such penetrating items are protected by listed putty pads or other listed materials and methods, and installed in accordance with the listing.

**714.4.3 Dissimilar materials.** Noncombustible penetrating items shall not connect to combustible items beyond the point of firestopping unless it can be demonstrated that the fire-resistance integrity of the wall is maintained.

**714.5 Horizontal assemblies.** Penetrations of a fire-resistance-rated floor, floor/ceiling assembly or the ceiling membrane of a roof/ceiling assembly not required to be enclosed in a shaft by Section 712.1 shall be protected in accordance with Sections 714.5.1 through 714.5.4.

**714.5.1 Through penetrations.** Through penetrations of horizontal assemblies shall comply with Section 714.5.1.1 or 714.5.1.2.

**Exceptions:**

1. Penetrations by steel, ferrous or copper conduits, pipes, tubes or vents or concrete or masonry items through a single fire-resistance-rated floor assembly where the annular space is protected with materials that prevent the passage of flame and hot gases sufficient to ignite cotton waste when subjected to ASTM E119 or UL 263 time-temperature fire conditions under a minimum positive pressure differential of 0.01 inch (2.49 Pa) of water at the location of the penetration for the time period equivalent to the fire-resistance rating of the construction penetrated. Penetrating items with a maximum 6-inch (152 mm) nominal diameter shall not be limited to the penetration of a single fire-resistance-rated floor assembly, provided that the aggregate area of the openings through the assembly does not exceed 144 square inches (92 900 mm<sup>2</sup>) in any 100 square feet (9.3 m<sup>2</sup>) of floor area.
2. Penetrations in a single concrete floor by steel, ferrous or copper conduits, pipes, tubes or vents with a maximum 6-inch (152 mm) nominal diameter, provided that the concrete, grout or mortar is installed the full thickness of the floor or the thickness required to maintain the fire-resistance rating. The penetrating items shall not be limited to the penetration of a single concrete floor, provided that the area of the opening through each floor does not exceed 144 square inches (92 900 mm<sup>2</sup>).
3. Penetrations by listed electrical boxes of any material, provided that such boxes have been tested for use in fire-resistance-rated assemblies and installed in accordance with the instructions included in the listing.
4. Penetrations of concrete floors or ramps within parking garages or structures constructed in accordance with Sections 406.5 and 406.6 where the areas above and below the penetrations are parking areas.

**714.5.1.1 Fire-resistance-rated assemblies.** Through penetrations shall be protected using systems installed as tested in the approved fire-resistance-rated assembly.

**714.5.1.2 Through-penetration firestop system.** Through penetrations shall be protected by an approved through-penetration firestop system installed and tested in accordance with ASTM E814 or UL 1479, with a minimum positive pressure differential of 0.01 inch of water (2.49 Pa). The

system shall have an F rating/T rating of not less than 1 hour but not less than the required rating of the floor penetrated.

**Exceptions:**

1. Floor penetrations contained and located within the cavity of a wall above the floor or below the floor do not require a T rating.
2. Floor penetrations by floor drains, tub drains or shower drains contained and located within the concealed space of a horizontal assembly do not require a T rating.
3. Floor penetrations of maximum 4-inch (102 mm) nominal diameter metal conduit or tubing penetrating directly into metal-enclosed electrical power switchgear do not require a T rating.
4. Penetrations in a single concrete floor by steel, ferrous or copper conduits, pipes, tubes or vents with a maximum 6-inch (152 mm) nominal diameter do not require a T rating. These penetrating items shall not be limited to the penetration of a single concrete floor, provided that the area of the opening through each floor does not exceed 144 square inches (92,900 mm<sup>2</sup>).

**714.5.2 Membrane penetrations.**

Penetrations of membranes that are part of a horizontal assembly shall comply with Section 714.5.1.1 or 714.5.1.2. Where floor/ceiling assemblies are required to have a fire-resistance rating, recessed fixtures shall be installed such that the required fire resistance will not be reduced.

**Exceptions:**

1. Membrane penetrations by steel, ferrous or copper conduits, pipes, tubes or vents, or concrete or masonry items where the annular space is protected either in accordance with Section 714.5.1 or to prevent the free passage of flame and the products of combustion. The aggregate area of the openings through the membrane shall not exceed 100 square inches (64 500 mm<sup>2</sup>) in any 100 square feet (9.3 m<sup>2</sup>) of ceiling area in assemblies tested without penetrations.
2. Ceiling membrane penetrations of maximum 2-hour horizontal assemblies by steel electrical boxes that do not exceed 16 square inches (10 323 mm<sup>2</sup>) in area, provided that the aggregate area of such penetrations does not exceed 100 square inches (44 500 mm<sup>2</sup>) in any 100 square feet (9.29 m<sup>2</sup>) of ceiling area, and the annular space between the ceiling membrane and the box does not exceed 1/8 inch (3.2 mm).
3. Membrane penetrations by electrical boxes of any size or type, that have been listed as part of an opening protective material system for use in horizontal assemblies and are installed in accordance with the instructions included in the listing.
4. Membrane penetrations by listed electrical boxes of any material, provided that such boxes have been tested for use in fire-resistance-rated assemblies and are installed in accordance with the instructions included in the listing. The annular space between the ceiling membrane and the box shall not exceed 1/8 inch (3.2 mm) unless listed otherwise.
5. The annular space created by the penetration of a fire sprinkler, provided that it is covered by a metal escutcheon plate.
6. Noncombustible items that are cast into concrete building elements and that do not penetrate both top and bottom surfaces of the element.
7. The ceiling membrane of 1- and 2-hour fire-resistance-rated horizontal assemblies is permitted to be interrupted with the double wood top plate of a wall assembly that is sheathed with Type X gypsum wallboard, provided that all penetrating items through the double top plates are protected in accordance with Section 714.5.1.1 or 714.5.1.2 and the ceiling membrane is tight to the top plates.
8. Ceiling membrane penetrations by listed luminaires (light fixtures) or by luminaires protected with listed materials, which have been tested for use in fire-resistance-rated assemblies and are installed in accordance with the instructions included in the listing.

**714.6 Nonfire-resistance-rated assemblies.** Penetrations of nonfire-resistance-rated floor or floor/ceiling assemblies or the ceiling membrane of a nonfire-resistance-rated roof/ceiling assembly shall meet the requirements of Section 713 or shall comply with Section 714.6.1 or 714.6.2.

**714.6.1 Noncombustible penetrating items.** Noncombustible penetrating items that connect not more than five stories are permitted, provided that the annular space is filled to resist the free passage



of flame and the products of combustion with an approved noncombustible material or with a fill, void or cavity material that is tested and classified for use in through-penetration firestop systems.

**714.6.2 Penetrating items.** Penetrating items that connect not more than two stories are permitted, provided that the annular space is filled with an approved material to resist the free passage of flame and the products of combustion.

**E. PLUMBING REQUIREMENTS**

1. Note: 3/4" water tap sizes (tenant taps) may restrict the type of water closets permitted in the proposed commercial lease spaces (i.e. limited to tank type as opposed to flush-valve type).
2. Hard nonabsorbent wall coverings are required in publicly accessible restrooms.
3. Grease Interceptors. All food establishments must install a grease interceptor that has a capacity of at least 750 pounds. Larger sizes of interceptors will be required at the discretion of the Town of Addison Environmental Health Division.
4. Number of Plumbing Fixtures.

**403.1 Minimum number of fixtures.** Plumbing fixtures shall be provided for the type of *occupancy* and in the minimum number shown in Table 403.1, based on the actual use of the building or space. Uses not shown in Table 403.1 shall be considered individually by the code official. The number of occupants shall be determined by the *International Building Code*.

**F. ACCESSIBILITY REQUIREMENTS**

1. All accessibility requirements must comply with the 2024 IBC and the State of Texas Accessibility Standards (TAS). If the project is required to be registered with the Texas Department of Licensing and Regulation (TDLR) for TAS compliance, we will defer all verification of accessible requirements to TDLR. Projects that are not required to register with TDLR, must comply with Chapter 11 of the IBC and compliance will be verified by the Town of Addison. The site and exterior facilities shall comply with TAS (e.g. accessible route, parking, ramps, ground surfaces, slope, etc.). Handicap accessible parking spaces shall comply with the 2024 IBC, table 1106.1 and TAS, table 2, section 4.1.2.

Total Parking in Lot	Required Minimum number of Accessible Spaces	Total Parking in Lot	Required Minimum number of Accessible Spaces
1 to 25	1	201 to 300	7
26 to 50	2	301 to 400	8
51 to 75	3	401 to 500	9
76 to 100	4	501 to 1000	2 percent of total
101 to 150	5	1001 and over	20 plus 1 for each
151 to 200	6		100 over 1000

2. All restrooms must be accessible. Provide room dimensions, design professional must confirm compliance. For details refer to website:

<http://www.tdlr.texas.gov/ab/2012TAS/2012tasChap6.pdf>

3. Accessibility Signage

**1111.2 Directional signage.** Directional signage indicating the route to the nearest like accessible element shall be provided at the following locations. These directional signs shall include the International Symbol of Accessibility and sign characters shall meet the visual character requirements in accordance with ICC A117.1.

1. Inaccessible building entrances.
2. Inaccessible public toilets and bathing facilities.

3. Elevators not serving an accessible route. At each separate-sex toilet and bathing room indicating the location of the nearest unisex toilet or bathing room where provided in accordance with Section 1109.2.1.



**G. GENERAL INSPECTION NOTES**

1. All inspections must be scheduled through our [CSS portal](#) or requested by calling (972) 450-2885 (24-hour voice mail). Inspections requested via the [CSS portal](#) prior to 7:00 am will be performed the same business day. Inspections requested via voice mail prior to 3:00 pm will be performed the next business day.
2. **Cancellations.** Inspections should not be requested until the contractor has verified that the work is complete and ready for inspection. Please contact your inspector directly (see telephone numbers below), between 7:00am and 8:am the morning of the inspection to cancel. When necessary, contractors may contact a permit technician and request that their inspection be cancelled – however, there is no guarantee that the permit technician will be able to reach an inspector before the inspection is performed or that a fee will not be charged because the project is not ready for inspection.
3. **Construction work hours:** Construction working hours are 7:00 a.m. to 8:00 p.m.. Construction work outside of those hours is a violation of Town ordinance unless the work is an urgent public necessity in the interest of public safety and convenience and for which an application for a permit has been issued for such use in accordance with division 2 of Town of Addison Code of Ordinances Article III, Section 34-61.
4. **Office hours for inspectors** are from 7:00 a.m. – 8:00 a.m. and 3:30 p.m. – 4:00 p.m. Monday through Friday. Technical questions must be directed toward the inspectors during the above listed office hours.

**Direct telephone numbers for building inspection personnel are:**

Aaron McLendon (972) 450-2807  
 Tim Thomas (972) 450-2887

**The direct phone number for plan review is:**

Michael Doherty (972) 450-7080

5. Technical questions must be directed toward the inspectors regarding inspection requirements and to the Plans Examiner for plan review requirements. Please do not call the permit tech and request technical information or ask to speak with an inspector.
6. For general questions only and for permit information, you may call the office at (972) 450-2880.
7. **Trash Bins (Trash Control).** All construction sites are required to maintain construction sites so that litter will be prevented from being carried or deposited to other properties by wind. To comply with this requirement, a trash bin that is at least 4’ X 4’ X 4’ in height is required on each lot on which construction is occurring.
8. **Materials 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 materials must be

located at least five feet (5') from the back of curb to allow for pedestrian passage through the property.

- b. If a sidewalk does exist, construction materials must be placed behind the sidewalk.
- c. At all times during construction, the water meter box must be installed around the water meter.
9. Engineering Letters and Other Required Documents. Whenever an engineering letter or other document is required, the contractor must upload the document to the CSS Portal.
10. **Inspection Results.** Once the inspection has been completed, inspection results and comments can be viewed via the CSS Portal. Inspection tags are no longer left on site.
11. **Re-inspection Fees.** Re-inspection fees are \$75 for the first occurrence and \$125 for any additional occurrences. If a reinspection fee is due, no further inspections will be conducted, or scheduled, until the fee is paid. Reinspection fees may be charged when:
  - a. The inspection requested is not ready when the inspector arrives.
  - b. The address of the site is not posted.
  - c. The building is locked or the site is not accessible for inspection when the inspector arrives.
  - d. Trash control, erosion control or tree protection has not been maintained on the site.
  - e. The work is red tagged for the same item(s) more than once. For production homes when the same deficiency is noted on repeated projects.
12. Town stamped approved plans must be on the jobsite at all times. Since paper plans will no longer be submitted, plans stamped approved can be downloaded from the CSS Portal and printed out by the contractor.

## H. INSPECTIONS REQUIRED

Inspections required for building construction types are outlined below:

### 1. NEW BUILDING CONSTRUCTION

#### Inspections

- a. **Temporary Pole** (can be done at any time)
- b. **Drive Approach, Fire Lanes and Sidewalks in the ROW** (Inspection done by Engineering)
- c. **Sidewalks, porches, patios and parking areas on Private Property** (inspection done by Building Safety)
- d. **Plumbing Rough**
- e. **Electrical Underground** (can be done at any time)
- f. **Tilt Wall (if applicable)**
- g. **Foundation**
- h. **Structural Steel Report (if applicable) before the wall inspection.**
- i. **Framing/Electrical/Plumbing Wall inspection** (Wall framing, electrical lines in walls and plumbing – must be done at the same time)
- j. **Fire Assembly** All portions of the fire assembly must be visible for the Addison Building Inspector to verify compliance with the approved fire assembly details. Multiple inspections may be required when more than one layer of sheetrock is shown on the approved details. The work performed must exactly match the fire assembly details listed on the approved plans.
- k. **Insulation Inspection** (must be done by your third-party energy inspector prior to installing sheetrock)
- l. **Ceiling Inspection** (Electrical, Mechanical – must be done at the same time)
- m. **Utility Final**
- n. **All Finals** (Building, Mechanical, Electrical, Plumbing and Energy Final inspections must all be done at the same time)

### 2. REMODELS

**Inspections**

- a. **Plumbing Rough**
- b. **Electrical Underground** (can be done at any time)
- c. **Framing/Electrical/Plumbing Wall inspection**
- d. **Fire Assembly** All portions of the fire assembly must be visible for the Addison Building Inspector to verify compliance with the approved fire assembly details. Multiple inspections may be required when more than one layer of sheetrock is shown on the approved details. The work performed must exactly match the fire assembly details listed on the approved plans.
- e. **Ceiling inspection** (Electrical, Mechanical – must be done at the same time)
- f. **Utility Final**
- g. **All Finals** (Building, Mechanical, Electrical, Plumbing and Energy Final inspections must all be done at the same time)

**3. SPECIAL INSPECTIONS**

Certain types of special inspections are allowed as noted below. Information on the special inspection program can be found [here](#). You must submit a Statement of Required Special Inspections form. This form identifies what inspections will be performed by a special inspector. Additionally, you must submit an Approved Agency Documentation form. This form identifies the special inspection company and the credentials of each special inspector that will be used.

Testing lab reports from the special inspector must be submitted to the Building Inspector for review.

Items **requiring** special inspection include:

**Structural Steel** - reports must verify that the structural steel has been installed in accordance with the engineered design. Also, the reports must verify that all connections have been made correctly (i.e. welds, bolts, etc.) Final acceptance of all structural components of the building must be documented on the Special Inspections Final Approval form.

**Energy Compliance** - an approved third-party energy inspector must verify that the building envelope, lighting and HVAC components comply with the energy compliance form submitted with the building permit. Final acceptance must be documented on the Commercial Energy Certification form.

**Stucco and EIFS** – All stucco and EIFS must be inspected by an approved special inspector.

**Penetrations of Fire Assemblies** – A qualified fire penetration inspector must verify that all penetrations in fire assemblies have been properly protected so that the fire rating of the assembly is not affected.

You may choose to utilize a special inspector (provided that prior approval is given by the Town of Addison Building Official) to verify the inspections below. Items that **may** utilize a special inspector in place of a Town of Addison inspector include:

**Piers** - reports must verify the depth, diameter and conditions of the pier hole.

**Foundation** – reports must verify that all work complies with the foundation drawings sealed by the engineer of record.

Other special inspections or engineered plans or documents may be required by the Building Official as outlined in the International Building Code.

**I. INSPECTION REQUIREMENTS****1. TEMPORARY POWER POLE**

- a. Double pole breaker installed for 240 volt plug with GFCI protection.
- b. Single pole breaker installed for 120 volt plug with GFCI protection on all 120 volt

receptacles.

- c. Box is to be secured to the pole and NEMA 3 (raintight) rated.
- d. Pole is to be braced.
- e. A full length eight-foot (8') ground rod must be installed.
- f. Legible address numbers must be posted on the T-pole. Numbers must be at least four inches (4") in height.

## 2. **FLATWORK**

### **City Sidewalks, Drive Approaches and Firelanes**

Please contact your assigned Town of Addison engineering inspector for specific requirements. These inspections will be conducted by an Addison Engineering inspector.

## 3. **FLATWORK**

### **Sidewalks, Porches, Patios, Drives and Parking Areas located on private property**

- a. These inspections will be conducted by an Addison Building Safety inspector.
- b. Concrete depth must be a minimum of 3.5 inches. All rubble must be removed from the pour area.
- c. Number 3 rebar must be installed at 18 inches on center each way.
- d. Expansion joints are required every 20 feet – or as specified by a P.E.
- e. One-half inch (1/2") dowels are required at 18 inches on center at all expansion joints – or as specified by a P.E.

## 4. **PLUMBING ROUGH**

**Plumbing rough inspections cannot be performed if the temperature is below freezing unless an air test has been placed on the sanitary sewer lines and the water distribution lines.** (An original form board survey sealed by a licensed surveyor must be located on the construction site or emailed to your inspector prior to inspection. The survey must verify that all property line setback requirements are met.)

### **a. Water Lines**

1. One hose bibb with a non-removable vacuum breaker must be installed in the water line to verify that there are no leaks on the water lines.
2. All hose bibbs must have non-removable vacuum breakers installed at all times.
3. Copper lines will not be allowed to touch each other.
4. Copper lines must be sleeved or taped. Painting or coating of the copper will not be accepted.
5. Lead solder and fluxes containing lead cannot be used to join potable water lines.
6. The cover must be removed from water meter box when the plumbing rough inspection is requested to allow the inspector to verify that the proper water meter is installed.
7. Temperature and Pressure relief lines for water heaters cannot be run in the slab.
8. All copper lines under the slab must be type "L" copper or thicker.
9. All piping located under the slab must be continuous with no joints.
10. The water meter must be in place with all valves open to allow for testing of the lines at City water pressure. If City water is not available, a 50 p.s.i. air test can be substituted for the water test. A valid air test will not have any water in the lines.
11. Lines extending through concrete beams must be sleeved.

### **b. Sanitary Sewer**

1. The plumbing rough must be tested with a five-foot (5') head of water measured at the last stack in the building. The five-foot measurement will be taken from the top of the ninety (90) degree fitting. If the last stack is too high to see water in the pipe, the inspection may receive a disapproval tag.
2. The water test must include the sewer yard line. A test tee must be installed at the sewer tap.

3. The main objective of a water test is to allow the inspector to look for wet spots along the plumbing piping. Overfilling the stacks to the point that the ground is wet around sewer piping will cause the inspection to fail.
4. No flat venting will be allowed unless the flat portion is washed by a minor fixture such as a lavatory.
5. Full size double clean outs must be installed.
6. The sewer tap must be exposed one foot (1') from either side of the sewer connection. (This means that one foot (1') of the City's green lateral line adjacent to the tie in must be exposed at the time of inspection).
7. Holes dug for sewer taps that are deeper than four feet (4'), must be protected by a temporary construction fence or tape.
8. The Building Sewer must be connected to the City's sanitary sewer system.
9. Sewer tap holes must be filled immediately after approval of the Plumbing Rough inspection. All lines must rest on approved bedding material and all lines, traps and fittings must be completely exposed.
10. Lines extending through concrete beams must be sleeved with Armaflex insulation, or similar material, that has a thickness of at least ¾ inch.

### c. Gas Line

1. Gas systems with a working pressure of ½ psi or less must use a diaphragm gauge that contains a dial with a minimum diaphragm diameter of three and one-half inches (3 ½"), a set hand, 1/10 pound incrementation and pressure range not to exceed 6 psi. The test pressure must be at least 3 psi. All gas lines must be buried. The top of the line must be located at least eighteen inches (18") below grade.
2. Gas systems with a working pressure exceeding ½ psi must use a diaphragm gauge must use a diaphragm gauge that contains a dial with a minimum diameter of three and one-half inches (3 ½"), a set hand, a minimum of 2/10 pound incrementation and a pressure range not to exceed 20 psi. The test pressure must be at least 10 psi. All gas lines must be buried. The top of the line must be located at least eighteen inches (18") below grade.
3. Where poly gas lines are utilized, a number eighteen (18) AWG copper tracer wire must be buried above the line for its complete length.

### 4. ELECTRICAL UNDERGROUND

- a. The proper type and size of conduit is installed.
- b. The proper burial depth is met (see Table 300.5 of the NEC).

### 5. FOUNDATION

All foundation plans must be sealed by a structural engineer.

- a. **Post Tension** (If piers have been installed, a pier report from a testing lab or design engineer must be submitted at least twenty-four (24) hours prior to requesting a foundation inspection)
  1. Everything must conform with the engineered plans.
  2. All cables must be straight.
  3. All copper must be sleeved or taped, painting will not be accepted.
  4. Cable ends must be a minimum of two inches (2") below the top of the forms.
  5. Cable ends must be a minimum of six inches (6") from the corners.
  6. The post tension drawing must be on the job with the detail sheet and the plot plan (both must be City stamped approved).
  7. Cables that must be re-routed to miss plumbing fixtures must be done with long sweeping curves of the cable.
  8. Poly must cover all pad areas only. Poly is to be cut or not installed in beams.
  9. Electrical conduit, other lines or chases located in the foundation must be installed.
  10. All gas line sleeves must be installed.
  11. Original finished floor elevation surveys and engineering letters verifying required piers were installed according to design must be submitted prior to requesting the inspection.
  12. No changes can be made to the foundation after inspection approval without requesting another foundation inspection.

13. All plumbing drain lines must run through beams at a ninety-degree (90°) angle to the beam.
14. A concrete encased electrode must be installed (Ufer ground). Concrete encased electrodes must extend at least 20 feet through the concrete. The preferred method is to use a #4 rebar that is at least 20 feet long (you can splice more than one piece of rebar together to get the 20-foot length provided that the bars are adequately tied together. Near the panel box, bend the bar to that it extends through the location of the bottom plate and extend about 2 feet through the bottom plate. At the electrical rough, extend the ground wire from the main panel to the rebar and clamp the ground wire to the rebar.

**b. Rebar**

(A pier report from a testing lab must be submitted as least 24 hours prior to requesting a foundation inspection)

1. Work must conform to plans approved by structural engineer.
2. Chairs must be in place.
3. Electrical conduit located in the foundation must be installed.
4. Original finished floor elevation surveys and engineering letters verifying required piers were installed according to design must be submitted prior to requesting the inspection.
5. No changes can be made to the foundation after inspection approval without requesting another foundation inspection.
6. All plumbing drain lines must run through beams at a ninety degree (90°) angle.
7. Poly must cover all pad areas only. Poly is to be cut or not installed in beams.
8. A concrete encased electrode must be installed (Ufer ground). Concrete encased electrodes must extend at least 20 feet through the concrete. The preferred method is to use a #4 rebar that is at least 20 feet long (you can splice more than one piece of rebar together to get the 20-foot length as long as the bars are adequately tied together. Near the panel box, bend the bar to that it extends through the location of the bottom plate and extend about 2 feet through the bottom plate. At the electrical rough, extend the ground wire from the main panel to the rebar and clamp the ground wire to the rebar.

**6. FRAMING/ELECTRICAL/PLUMBING WALL**

**a. Framing**

**1. Wood Stud Framing**

- a. Wood rafter and joist spans must conform with the International Building Code.
- b. Treated wood exterior bottom plates must be secured to the foundation by approved concrete anchors every six feet (6') and within twelve inches (12") of each splice. Other installation requirements will be considered if the contractor submits the manufacturer's installation instructions or an ICC ES report.
- c. Wood top plate splices must be offset a minimum of twenty-four inches (24").
- d. Rafters must be framed directly opposite each other at the ridge.
- e. Valleys, hips and ridges must not be less than two inches (2") nominal thickness and not less in depth than the cut end of the rafter.
- f. Collar ties must be installed every four feet (4') on center.
- g. Purlins must be at least the same size as the rafter. Braces must be installed every four feet (4') from the purlin to a load bearing point.
- h. Any joist over four feet (4') in length must be pressure blocked -- or a joist hanger must be used.
- i. Furr downs, ceilings of different heights, and vertical wall spaces over ten feet (10') must be fire blocked if wood is used.
- j. Load bearing studs must be sixteen inches (16") on center or the rafter must be within five inches (5") of the stud. Studs with masonry veneer wall ties attached can not exceed spacings of sixteen inches (16") on center.
- k. All lumber must be grade stamped. Unstamped lumber is unacceptable as a framing structural framing member.
- l. Where air handling units are supported by ceiling joists, those joists will be calculated as floor joists – or an engineered design shall be provided. Where air handling units are

supported by rafters, those rafters will be calculated as rafters supporting a drywall ceiling and must be doubled – or an engineered design provided.

- m. Brick wall ties must be installed for every 2.67 square feet of wall area with a maximum horizontal spacing of 32 inches (32") on center and a maximum vertical spacing of twenty-five inches (25") on center.

## 2. Metal Stud Framing

(A structural steel report must be turned in at least 24 hours prior to requesting the inspection)

- a. Studs must be screwed to the top and bottom track. Two screws are required on either side of the stud at the top track and two screws are required on either side of the stud at the bottom track.
- b. Required fire rated wall assemblies (fire walls) must exactly match the specifications of the UL, USG, FM or other testing agency.
- c. Metal stud walls over twelve feet (12') in height must have an engineering design to ensure adequate lateral bracing of the wall.

## b. Electrical Rough

1. A grounding electrode system must be installed per the city approved drawings and Article 250.50 of the National Electrical Code.
2. Where a panel or disconnect device is tapped more than one time, approved lugs must be provided.
3. If service entrance conductors are more than three feet (3') in length, a disconnect must be provided at the outside of the structure and next to the electrical meter.
4. Electrical conduit and wiring shall be strapped per the NEC.
5. All metal boxes must be bonded.
6. Branch circuits must be grouped together with a wire tie or similar device at least at one point in the electrical panel.
7. Circuits installed in or under a concrete foundation must meet the requirements for wet locations.
8. All medical exam rooms and other required locations must utilize hospital grade conductors.
9. Bonding bushings must be correctly installed with all screws and be utilized with eccentric or concentric knockouts.

## c. Plumbing Wall

1. All fixtures must be stack vented and all vents must extend through the roof with flashings installed at the roof.
2. No vents may be less than 45 degrees from the horizontal until they are at least six inches (6") above the flood rim of the fixture.
3. All plumbing lines must be properly braced and supported.
4. Water heater Temperature and Pressure relief lines must utilize approved piping material and cannot be installed in slab.
5. All water heaters must have a drip pan with a drain line to the outside.
6. Plumbing vents must be at least ten feet (10') from or two feet (2') above any window that can be opened.
7. Frost proof hose bibbs with integral vacuum breakers must be installed.
8. For wood frame construction, plumbing straps must be nailed on top and bottom plates. Straps must be .038 inches thick.
9. Lead solder and fluxes containing lead cannot be used in potable water pipes.
10. Gas appliance vents must be at least four feet (4') away from or two feet (2') above windows that can be opened.
11. Gas systems with a working pressure of ½ psi or less must use a diaphragm gauge that contains a dial with a minimum diaphragm diameter of three and one half inches (3 ½"), a set hand, 1/10 pound incrementation and pressure range not to exceed 6 psi. The test pressure must be at least 3 psi.
12. Gas systems with a working pressure exceeding ½ psi must use a diaphragm gauge must use a diaphragm gauge that contains a dial with a minimum diameter of three and one-half inches (3 ½"), a set hand, a minimum of 2/10 pound incrementation and a pressure range not to exceed 20



psi. The test pressure must be at least 10 psi. For wood frame construction, holes cut for gas lines may only be large enough for the line to penetrate.

13. Gas lines must be properly supported.
14. Gas lines located between bricks and studs must be mill wrapped.

## 7. **CEILING INSPECTION**

### a. **Mechanical Rough**

1. Metal ducts must be screwed and taped or sealed with an approved mastic material.
2. Flex ducts must be sealed with tape or mastic at the register. Only zip tying at the register is not an approved method.
3. Flexible ducts must be supported and turns made in such a way that the air flow is not deterred.
4. A minimum one-inch (1") clearance from combustible materials must be maintained around gas appliance vents.
5. Air conditioning condensate drains must be tied into a wet trap.
6. Where air-conditioning condensate drain pans are located in an attic, a secondary drain must be installed with the condensate line discharging over a window, door, patio or other approved location.
7. Condensate drain lines must be a minimum of three-fourth (3/4") inch in diameter.
8. Condensate drain lines located on a roof must be copper or other approved material. Traps located on the roof must be protected from freezing.
9. Bath fan exhaust ducts must terminate at the outside of the building.
10. Horizontal runs on gravity type water heater and furnace flue vents must not exceed seventy-five percent (75%) of the height of the vent. One offset can be a maximum of sixty (60) degrees. All other offsets are limited to a maximum of forty-five (45) degrees.
11. Nylon duct straps are not an approved material for strapping duct.

### b. **Electrical Ceiling**

1. All electrical boxes and circuits in the ceiling area are to be complete.
2. All metal boxes and fixtures must be properly bonded.
3. All light fixtures must be properly installed.
4. Lay-in fluorescent light fixtures must be supported at opposing corners with #12 steel gauge wire supported by the building structure. The steel wire must be color coded to indicate those support wires are not a part of the ceiling grid.

## 8. **DUCT WRAP**

All ducts are to be insulated per the requirements of the COMCheck document.

## 9. **UTILITY FINAL**

(Inspection approval allows for release of gas and electric meters)

- a. Cover must be off of the main electrical panel box.
- b. Grounding electrode system must be complete.
- c. Neutral and ground conductors must be properly coded and identified.
- d. Required fixtures and equipment installed and wired.
- e. Required receptacles switches and fixtures installed and wired.
- f. Early electrical releases are only considered if it is determined that electricity can be maintained in a safe manner. The master electrician must provide a signed letter stating what lock-out and tag-out procedures will be implemented and that no one, other than himself and one other licensed electrician will have a key. The letter must state the name of the second person with key access (other than the master electrician).
- g. Gas systems with a working pressure of ½ psi or less must use a diaphragm gauge that contains a dial with a minimum diaphragm diameter of three- and one-half inches (3 ½"), a set hand, 1/10 pound incrementation and pressure range not to exceed 6 psi. The test pressure must be at least 3 psi.
- h. Gas systems with a working pressure exceeding ½ psi must use a diaphragm gauge must use a diaphragm gauge that contains a dial with a minimum diameter of three and one-half inches (3 ½"), a

set hand, a minimum of 2/10 pound incrementation and a pressure range not to exceed 20 psi. The test pressure must be at least 10 psi.

- i. All open gas lines and shut-off valves must be capped. A shut-off valve does not eliminate the requirement to cap the line.

## 10. **FINAL INSPECTIONS**

All final inspections must be requested and performed at the same time. If all of the below final inspections are not ready when requested, an incomplete inspection will be performed and a reinspection fee will be assessed for the work not being ready for inspection.

### a. **Building Final**

1. All equipment must be installed, wired and working properly.
2. A permanent address must be installed on the front of the building with numbers of contrasting color to background. The address must also be installed on the back door (if there is a back door)
3. All required Knox boxes must be installed.
4. Street, alley, and all flatwork must be clean and clear of mud and debris.
5. Parking areas must be properly striped. Fire lanes must be properly striped. Accessible parking spaces must be properly marked with signs and painting.
6. All landscape work must conform with the approved landscape plan. Trees and shrubs must not be damaged or dead.
7. The site must conform to the approved site plan.
8. Yard must be clear of debris and final grade completed.
9. Exit signs must clearly identify the exit path from the building.
10. Emergency lighting must be installed.
11. Front doors of an occupancy may have key operated locks (no interior thumb turns) provided the occupancy is a B, F, M or S occupancy. This is also allowed with a Group A occupancy that has an occupant load of 300 or less. All other exit doors must be operable from the inside of the building without the use of a key or any special knowledge. Typically, this will require panic hardware or push bars for doors other than front doors.
12. All wall surfaces adjacent to toilets and urinals must be composed of a hard, smooth easily cleanable surface. Painting the surface will not comply with this requirement.
13. When the occupant load exceeds 15, bathrooms must be labeled by signs indicating bathroom use is for "Men" or "Women".
14. Submit the [Final Report of Required Special Inspections form](#).
15. Submit the required Addison Energy Compliance Certificate form.

### b. **Mechanical Final**

1. Combustion air vents must be installed in the top and bottom portion of closets enclosing gas appliances. Each vent must total 100 square inches.
2. All mechanical must be installed with all connections complete.
3. Controls and devices in the system must be operational.
4. Gas meter must be installed (if there is gas service). Air conditioning condensate drains must be tied into a wet trap.
5. Where air-conditioning condensate drain pans are located in an attic, a secondary drain must be installed with the condensate line discharging over a window, door, patio or other approved location.
6. Condensate drain lines must be a minimum of three-fourth (3/4") inch in diameter.
7. Suite numbers must be installed on all mechanical rooftop units.

### c. **Electrical Final**

1. Electrical meter must be installed.
2. All receptacles and light fixtures must be installed, wired and working properly.
3. Circuits must be labeled with ink, typewriter or printer in the breaker box.
4. All electrical must be complete.
5. All temporary power (lighting and t-pole) must be removed.
6. All receptacles within 6' of a sink and all receptacles located in locker rooms, shower rooms and

indoor wet locations must be GFCI protected.

- 7. Isolated ground receptacles will not be permitted in patient care areas.
- 8. Branch circuits serving patient care rooms shall not be multi-wire branch circuits.
- 9. The calculated short circuit rating must be marked on industrial control panels, motor controls, HVAC equipment and machinery.
- 10. Receptacles less than 5.5' off the floor installed in hotels, motels and child care facilities must be tamper resistant.
- 11. The maximum available fault current must be posted on each electrical panel. The label must be durable and permanent and must include the date the fault current calculation was made.
- 12. Suite numbers must be installed on all electrical meter bases and main disconnects.

**d. Plumbing Final**

- 1. Gas meter must be installed.
- 2. All gas lines must be connected. Gas stops and caps must be installed on all gas lines installed for future use.
- 3. All plumbing fixtures must be installed. Accessible toilets must have a clearance of at least 18" from any side wall or partition to the center of the toilet.
- 4. All non-accessible toilets must have a clearance of at least 15" from any side wall or partition to the center of the toilet and a clearance of at least 21" in front of the toilet.
- 5. All hose bibbs must be frost proof with integral vacuum breakers.
- 6. Sewer cleanouts must be cut to grade.
- 7. PVC vent stacks must be painted with latex paint.
- 8. Hot water must correspond to the left side of fittings on plumbing fixtures.

**11. FIRE FINAL**

The Fire Marshal must inspect and approve the project before approval of the building final inspection or Certificate of Completion. Please contact the Fire Marshal's office: (972) 450-7221.

**J. ADOPTED CODES**

**This packet only includes a portion of the requirements of the Building, Mechanical, Electrical, Plumbing, Fuel Gas and Energy Code regulations. For a complete list of requirements, please refer to:**

- 2024 International Building Code**
- 2024 International Fire Code**
- 2024 International Mechanical Code**
- 2024 International Plumbing Code**
- 2024 International Fuel Gas Code**
- 2018 International Energy Conservation Code**
- 2023 National Electrical Code**