



# Commercial Construction Guidelines

These guidelines are for informational purposes only.  
The contractor is obligated to comply with all adopted codes and ordinances.

## **BUILDING INSPECTIONS**

1400 Main St., Ste. 250 – Southlake, Texas 76092  
(817) 748-8237 or -8236

### **CODES**

The following codes govern all work in Southlake. The ordinances adopting these codes and any local amendments are available on the city website at [www.cityofsouthlake.com](http://www.cityofsouthlake.com)

### **BUILDING CODE**

Building construction shall comply with the 2018 International Building Code as adopted per Ordinance No. 1209. Please specifically note the following:

- Automatic Fire Sprinkler System is required in all buildings over 6,000 sf enclosed area.
- Automatic Fire Sprinkler System is required throughout all buildings having floors over 35 feet in height regardless of area or occupancy.
- Check the IBC for more sprinkler requirements based on occupancy.

### **ELECTRICAL CODE**

Electrical installations shall comply with the 2020 National Electrical Code as adopted per State of Texas requirements.

### **ENERGY CODE**

Buildings shall comply with the 2018 International Energy Conservation Code as adopted by ordinance No. 1208. This code regulates the effective insulation of the building envelope, efficiency of water heating and HVAC systems, and design of electrical systems.

### **FIRE CODE**

The 2018 International Fire Code as adopted by Ordinance No. 1211 and includes requirements for Fire Hydrants and Fire Lanes as well as fire protection systems within the buildings.

- Note that no construction may proceed above the ground level slab until fire hydrants and fire lanes are in place and approved by the fire marshal.

### **MECHANICAL CODE**

HVAC and other mechanical systems shall comply with the 2018 International Mechanical Code as adopted by Ordinance No. 1213.

### **PLUMBING AND FUEL GAS CODE**

Plumbing systems shall comply with the 2018 International Plumbing Code and the 2018 International Fuel Gas Code as adopted by ordinances 1212 and 1214 respectively.

Please specifically note the following policies:

- Water test drainage piping with a 5 foot head or a 5 psi air test may be substituted for rough-in only with air. Please specify which test when calling for an inspection. Water tests are not acceptable when the ground is wet due to rain.

- Water piping may be tested with the water at line pressure or air at 60 psi. water required for top-out.
- **Test pressure measurement** – Test pressure shall be measured with a monometer or with a pressure-measuring device designed and calibrated to read, record, or indicate a pressure loss caused by leakage during the pressure test period. The source of pressure shall be isolated before the pressure tests are made. For tests requiring a pressure of 3 psig, mechanical gauges shall utilize a dial with a minimum diameter of three and one-half inches (3 ½”) a set hand 1/10 pound increments and pressure range not to exceed 6 psi for tests requiring a pressure of 3 psig. For tests requiring a pressure of 10 psig mechanical gauges shall utilize a dial with a minimum diameter of three and one-half inches (3 ½”), a set hand, a minimum of 2/10 pound increments and a pressure range not to exceed 20 psi.
- Roof drainage piping within a building is regulated under the Plumbing Code and inspected as required for drainage piping.

**STAFF OFFICE HOURS:** Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays.

**PLANS EXAMINERS** are generally available during 8:00 am to 5:00 pm. Monday through Friday, excluding holidays. Appointments are encouraged to meet with a plans examiner.

**INSPECTORS:** To contact an inspector, either leave a message on voice mail and calls will be returned as soon as time is available or send an email. To contact inspectors please call 817-748-8226 or 817-748-8969.

## **GENERAL INFORMATION:**

### **STRIP CENTERS OR MULTIPLE TENANT BUILDINGS**

- **Multi-tenant** - Shell only construction is one permit and each tenant in a multi-tenant building is a separate permit. A shell permit must be dried-in prior to issuance of interior finish-out permits and must receive a final inspection approval from the Building, Engineering, Fire, Landscaping, and Zoning Departments prior to any Certificate of Occupancy. Energy code compliance with respect to the building envelope and exterior lighting are required as part of the shell construction.
- **Interior Finish** permits are required for each separately addressed (including suite numbers) or metered tenant space. A finish out permit must receive a final inspection approval from the Building and Fire Departments prior to Certificate of Occupancy. Energy code compliance with respect to the mechanical and lighting provisions are required as a part of the interior finish construction.
- **Certificate of Occupancy** permits are required for any re-occupancy of previously permitted space with no construction changes.
- **Sub metering** of water utilities is required for all multi-tenant buildings with five or more suites that have separate plumbing facilities for each suite or dwelling unit that was constructed after January 1, 2003.

### **SITE LIGHTING**

Lighting shown on building plans is included in the shell or new building construction permit. All exterior lighting shall comply with the 2018 Energy Code and City Ordinance 693-C as to lighting levels, shielding of glare, light spill over property lines, and type of lighting fixtures. Exterior lights over 42” high shall be high pressure sodium or max 4300 Kelvin LED. Mercury Vapor, Metal Halide or other white lights are not permitted except when fully recessed lights in canopies or roof overhangs such as porches or eaves. Lighting intensity is limited at property lines by zoning and on site shall not exceed 20 foot candles except under canopies the limit is 30 foot candles. All luminaries shall be shielded from glare at streets and drives as well as at the property line. See the Lighting Ordinance for additional requirements.

## WELLS

Properties with an alternative water source (well water) have the potential for a cross connection of the municipal water supply. Any alternative water supply not regulated by the TCEQ is considered a high health hazard. The water department is obligated to protect the municipal water system and the customer from any health hazards due to cross connections. Thus, the water department shall require any water customer with an alternative water source to create two physical separations from the alternative water sources, where appropriate. The two acceptable physical separations are either a reduced pressure principal assembly (RPZ) or an air gap. When adding a RPZ, a closed loop plumbing system is created. At that time, an expansion tank will be required to be added to all water heaters on site. This is not required for tankless water heaters. A permit will be required for adding a RPZ and for any expansion tanks. **All Backflow reports to VEPO at [www.vepollc.com](http://www.vepollc.com)**

## SIGNS

The Southlake Sign Ordinance is **not** a part of the Building Code but a separate ordinance. Signs are not approved until a sign permit is issued. The sign permit is separate from the general building permit. Application for a sign permit is made through the Planning Department. Call [817-748-8215](tel:817-748-8215).

## WATER METERS

To request a water meter set send an email to [swucustomerservice@ci.southlake.tx.us](mailto:swucustomerservice@ci.southlake.tx.us) with the following information:

- Address of meter
- Water meter size
- Responsible party for the water bill
- Billing address

## FENCE OR RETAINING WALL

A fence or retaining wall shown on your approved plans shall include any required engineering. A separate fence permit is required for any of the following conditions.

- Fences over 7 feet high.
- Retaining walls over 4 feet from bottom of footing to top of wall. (Requires engineering)
- Swimming pool barriers.
- Masonry fence or column over 4 feet including footings. (Requires engineering)

## DEED RESTRICTIONS

Deed restrictions are considered a private agreement between property owners. The City of Southlake is not a party to such agreements and does not have any standing in the enforcement. It is each property owner's responsibility to be aware of and comply with such agreements.

## CONSTRUCTION OFFICE/TRAILER

*A separate permit* is required for any construction trailer. Requirements for submittal: application, site plan, engineered anchor plan, floor plan, water/sewer tie in. Maximum size is 2,000 square feet allowed only during actual construction maximum 2 years. See ordinance IBC Section 107 for additional information.

## JOB SITE REQUIREMENTS:

### POSTING OF PERMIT CARD AND REQUIRED DOCUMENTATION

All required documentation shall be posted on a free standing sign located at the front property line. The sign is to remain in place until final building inspection is approved. Sign is to be minimum 6 square feet and maximum 32 square feet constructed of material similar to a real estate sign. **Exception:** commercial alterations, interior finish outs and permits not requiring a permit card. The following documents must be posted as required by permit type:

- Permit card
- Address – minimum 8 inch numbers must be visible from street.
- N.O.I. Document (SWPPP) – when required

If tree protection is required, the following documentation must also be posted.

- Tree protection plan
- Tree protections signs
- Tree protection specifications

### **PLANS ON SITE**

City approved building plans **MUST BE available on the job site when inspections are conducted.** The approved plans will be uploaded to the permit and can be printed from that set or can be available in the job trailer via digital setup.

### **POST ADDRESS NUMBERS**

Building addresses must be posted at each building site at all times.

**During construction address numbers** must be a minimum of eight inches (8") in height.

**At final inspection address numbers** must be posted on the building and meet the following:

- All numbers must be a minimum of 4 inches high with a minimum stroke width of ½ inch.
- Be clearly visible from the street near the main entrance (numbers may need to be larger due to distance.)
- If the numbers at the front door cannot be seen from the street, an additional set of numbers shall be posted at or near the driveway entrance. See Ordinance for additional information.

**ACCESSIBILITY REQUIREMENTS (Architectural Barriers)** - Accessibility Requirements as per the International Building Code are strictly enforced. Compliance with state and federal accessibility requirements is strictly the responsibility of the builder, owner, and designer. State law requires you to submit proof of registration and review with the Texas Department of Licensing and Regulation (TDLR) before we may issue any building permit. The TDLR Architectural Barriers Division may be reached in Austin at (800) 803-9202 or (512) 463-3211. The Texas Accessibility Standards are on the web at: <http://www.license.state.tx.us/ab/AB.HTM>  
**Final approved Registered Accessibility Specialist inspection is required prior to Certificate of Occupancy on all commercial buildings and tenant spaces regardless of submittal to TDLR.**

### **CONSTRUCTION BEFORE PERMIT IS PICKED UP**

No demolition, grading, or other construction may begin until a building permit has been issued and a permit card is clearly posted as stated above. (Also see Grading “Earth Disturbance” Ordinance and Tree Preservation Ordinance). You may apply for a Grading “Earth Disturbance” Permit to begin this process before completion of the plan review, if desired. However, a Tree Protection Permit and a tree survey will be required to process the permit. Tree Preservation signs must be displayed on the site and all applicable tree protection installed before any grading is to be conducted. The Grading “Earth Disturbance” Permit must be posted in an obvious place that can be seen by the public. **Work done without a permit is subject to an investigation fee equal to that of the permit fee.**

### **CONSTRUCTION HOURS**

The Southlake code regulates noise construction that is considered a nuisance. By ordinance, construction is allowed from 7:00 AM to 9:00 PM, Monday through Saturday. On Sundays only work that does not create noise audible at the property line is permitted. Variances to this ordinance are handled by the Police Department at 817-748-8114.

## **LITTER**

- Provide a litter container of sufficient size on the job site at all times.
- Require all sub-contractors to place trash in this container each day before leaving the job site.
- See that all paper and boxes from building materials and lunch wrappers are not allowed to blow about the job site and area.
- All inspections may be canceled and re-inspection fees assessed if trash is blowing or loose on the job site. No inspections will be made until all trash has been contained.
- If a commercial container (dumpster) is used, the City of Southlake franchise agreement requires Republic Waste Services must be contracted for that service. Contact 817-317-2424. [www.republicservices.com](http://www.republicservices.com)
- There may be other commercial waste vendors available through licensing agreements. Please contact Building Inspections office for more information.

## **JOB TOILETS**

- Provide a portable restroom facility on all job sites until an indoor toilet is available.
- No inspections will be made if a restroom facility is not provided.
- Larger projects may require additional on-site facilities at the direction of the Building Official.

## **EROSION CONTROL**

- Erosion control must be installed according to city specifications prior to construction.
- Erosion control must be maintained at all times throughout the project.
- All inspections may be canceled and re-inspection fees assessed at any time erosion control conditions are inadequate.
- All activity on a site shall comply with City, State, and Federal statutes for storm water pollution control.
- The city has adopted the NCTCOG iSWM Manual for control methods. Refer to this guideline along with the site SWPPP
  - [http://iswm.nctcog.org/Documents/technical\\_manual/Construction\\_Controls\\_4-2010b.pdf](http://iswm.nctcog.org/Documents/technical_manual/Construction_Controls_4-2010b.pdf)

## **TREE PROTECTION**

- **A Tree Protection Permit is required for any site with existing trees. (Submit online)**
- Trees required to be protected shall be fenced at the outer limit of the drip line in accordance with the Tree Preservation Ordinance.
- Tree preservation signs shall be posted if protected trees are present; at least one for every 20 feet of tree protection fencing.
- All tree protection must be installed prior to conducting any grading or construction activity.
- Tree protection fencing shall be maintained throughout the duration of the job.
- All inspections will be cancelled or citations issued until required protection is installed.

**INSPECTION REQUESTS:** All Inspection Requests are required to be requested **online**. Contractor must be attached to the permit and logged in to request an inspection. *Inspection requests for am/pm are reserved for water heater or HVAC change outs in an occupied residence only. **This is strictly reserved as a courtesy to homeowners.***

- **All Backflow reports must be submitted to VEPO at [www.vepollc.com](http://www.vepollc.com)**
- It is the General Contractor's responsibility to request all inspections online.
- The City stamped set of plans **MUST** be on the jobsite for ALL inspections.
- Inspection must be requested online prior to 7 a.m. for next day inspection.
- **All inspections held back because of cold weather or rain MUST be re-scheduled by the contractor requesting an inspection online.**

- Circumstances sometimes require some inspections to be moved forward to the next day. These inspections will be scheduled first the following day.
- No concrete or plumbing rough inspections will be made if it is too wet. No concrete inspections will be made unless the temperature is 38 degrees and rising. Do not lay brick when it will be below 40 degrees before mortar setting.
- Inspections hours in the field are 8:00 am– 5:00 pm.
- To cancel an inspection call 817-748-8236 or 8237 **before 8:30 am**.
- Form Surveys, engineered framing letters, drainage letters, etc. can be uploaded to the permit online under Attachments. When uploaded, request the inspection for that item.
- Reasonable efforts are made to complete inspections on the day requested (when requests are received by the 7 a.m. cut-off time). Circumstances sometimes require some inspections to be moved forward to the next day.
- The expectation exists that the inspection is ready when the request is made – not when work is *anticipated* to be ready.

**Fire Sprinkler and Alarm Inspections.** Fire Sprinkler and Alarm tests are scheduled directly with the Fire Marshal and do not go through the inspection request line. Contact the Fire Marshal’s office at 817-748-8233. Schedule Fire Final inspections online along with contacting the Fire Marshal for a time.

**RE-INSPECTION FEE:**

\$100.00 RE-INSPECTION FEE may be assessed when:

- Work called for inspection is incomplete;
- Building address and/or permit card is not clearly posted;
- City approved plans are not on the job site available to the inspector;
- The building is locked or work otherwise not available for inspection when called;
- Items noted for correction on initial inspection and not corrected upon re-inspection.
- The original red tag has been removed from the job site and/or,
- Violations exist on the property including failure to maintain erosion control, trash control or tree protection.
- When a re-inspection fee is assessed for a particular site the contractor(s) is not eligible to receive another inspection for 24 hours or within that same shift.

\$200.00 RE-INSPECTION FEE may be assessed when for second and subsequent violations of the above.

Any re-inspection fees assessed shall be paid before any more inspections are made on that job site.

**UNAUTHORIZED COVER UP FEE**

Any work concealed without first obtaining the required inspection in violation of Section 109 (2015 IBC) shall be assessed a fee of \$350.00 as established by the city fee resolution.

**INSPECTIONS REQUIRED**

Each of the following inspections must be done in the **proper order**. If an inspection is requested out of order, no inspection will be made. City approved plans must be on job site at the time of the inspection. Tree Protection and Erosion Control must remain in place throughout the job. Inspections may be cancelled for failure to comply with the tree or erosion requirements.

1. **TEMPORARY POLE** (1. and 2. are interchangeable as to order.) Address shall be posted and pole properly braced.

2. **FIRST LOT GRADING** Tree protection and erosion control shall be in place.
3. **PLUMBING ROUGH**
  - Must comply with 2018 IPC. 5' head of water on last stack in building or air test (5 lb. on drainage - diaphragm gauge / 60 lb. on water - spring gauge.)
  - Hot water lines must have minimum ½" insulation or per your energy code analysis.
  - Water and Sewer Taps. All water and sewer taps, or connections of any kind to a public water, sewer or storm drain line, will require the approval of, and inspection by the Public Works Department. Contact Public Works Administration (817) 748-8098 a minimum of 48 hours in advance of making any connection. **Connections to public infrastructure without appropriate approval and inspection could be considered a criminal offense, may require re-excavation and reconnection and will affect the receipt of a Certificate of Occupancy.**
4. **FORM SURVEY** The survey shall verify the location of the building on the lot and elevation in cases where a minimum finish floor elevation is specified. Form surveys must be uploaded to the permit and a form survey inspection scheduled at least 48 hours prior to foundation inspection.
5. **ELECTRIC CONDUIT IN SLAB** Materials and methods must comply with the 2017 NEC. This inspection may be performed concurrently with the foundation inspection provided the installation is visible for the inspector.
6. **FOUNDATION** *A form survey must be approved by a Plans Examiner at least 48 hours before the day of the inspection request.* Inspection to verify details of the foundation engineer's design and protection of any conduits passing through the foundation. Foundation cut out for plumbing requires an inspection prior to pour back. Engineer approval letter for the piers and foundation shall be uploaded to the permit software.
7. **UNDERGROUND FIRE SPRINKLER PIPING** A 200 PSI test for 2 hours is required. Call the Fire Marshall at 817-748-8233 to schedule an inspection.
8. **WALL ROUGH** All electrical, plumbing, mechanical, and framing in the walls must be complete and ready for inspection at the same time. A pressure test on all gas lines is required on the top out and final. See Gas test pressure measurement above. All Backflow reports must be submitted to VEPO at [www.vepollc.com](http://www.vepollc.com)
9. **HVAC DUCT ROUGH** Before insulating the ducts. Light test is required on the grease duct. Ducts shall be sealed with approved tapes or mastics, not duct tape. Duct insulation is inspected with the final inspection.
10. **ELECTRICAL ROUGH** All wires pulled to J-Boxes prior to installing the ceiling grid. If sheetrock ceilings, skip to #12. Lighting outlets shall be per plans.
11. **ABOVE CEILING** All electrical, plumbing, mechanical, and framing above ceiling must be complete and ready for inspection at the same time. **Also call the Fire Marshal for fire sprinklers above ceiling at 817-748-8233.** If the building has a commercial cooking hood system, the fire protection system must receive a separate inspection by the Fire Marshal prior to final building inspection. Site-built grease ducts must be tested with a light.
12. **INSULATION INSPECTION** Code compliance shall be demonstrated by utilizing a third party inspector. Shall comply with the Energy Code Analysis attached to the plans. Compliance paperwork must be submitted to the inspector.

13. **FIREPLACE** (When applicable) Call when the firebox is laid and the damper set. No face brick prior to firebox inspection. Fireplace final is included with the building final inspection.
14. **UPLOAD ENGINEERED SHEATHING REPORT** prior to scheduling wall-tie or stucco inspection.
15. **WALL-TIE OR SHEATHING** For brick veneer provide one tie per 3 1/4 square feet (for 16" framing one every 24" high or for 24" framing one every 16 " high) unless structural engineer or architect specifies more. Weather resistant sheathing paper per IBC 1405.2. This may be a commercial wrap type product.
16. **ELECTRICAL PIPE IN DITCH** Inspection is required of items indicated on approved plans such as site lighting or sign circuit.
17. **SECOND LOT GRADING / DRIVEWAY APPROACH / PUBLIC SIDEWALKS** Request these inspections together prior to any pavement on site. Driveways and flat work must be approved by the Public Works inspector prior to any concrete placement is initiated. For questions contact Zayne Huff 817-748-8041. Driveway approaches on state highways (FM 1938, FM 1709 and S. H. 114) may require additional information. In addition to state permits the following are minimum standards unless your engineer or architect specifies a higher standard:
- Approaches must have a depth of 6" and be reinforced with Number 3 bars, 18" on center.
  - A turn radius of 30' is required at fire lanes or as approved on plans.
  - For streets with curb and gutter, dowel 6" into gutter with Number 3 deformed bars, 18" on center.
  - For asphalt streets without curb and gutter, saw cut a straight edge and use existing street as the form. Expansion joint only required at right-of-way line.
  - Where public walks are provided. They shall be 4" deep and be reinforced with number 3 bars, 24" on center. Expansion joints at least every 20 feet. Use smooth dowels through the expansion joints.
  - All pavements in City right-of-way must have a broom finish.
  - If there is a bar ditch a culvert may be required. Apply for separately culvert permit.
18. **FINAL LOT GRADE** Site grading must match the approved drainage plan. For sites with an engineered grading plan, a letter of substantial compliance by the design engineer or approved laboratory is required.
19. **FINAL BUILDING SITE** Landscape, irrigation system, dumpster screen, site lighting, required fencing, and pavement striping required. This includes removing all temporary erosion control and providing permanent erosion control. Final Registered Accessibility Specialist (RAS) inspection report to meet the Texas Accessibility Standards (TAS) is required prior to Certificate of Occupancy/ Final Building inspection.
20. **ELECTRIC & GAS METERS INSPECTION**
- ELECTRIC METER RELEASE**
- a) Electrical system must be complete with all switches and receptacle outlets installed.
  - b) Any electrical fixtures or equipment not installed shall 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) Circuit breakers shall not be installed for equipment that is not installed.
  - 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. Circuit breaker/fuse 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:* Kitchen range/oven/cooktop.
- 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) Install gas valves on all gas outlets. Systems utilizing CSST shall have valves installed for each outlet at the manifold. Each outlet shall be identified using permanent marker.
- f) Three (3) lb. air test on gas system using a six (6) lb. diaphragm gauge.
- g) Gas outlets installed for future use shall have valves installed with a threaded plug.
- h) Log lighters shall be capped with key installed for testing past valve.

21. **FINAL BUILDING** All previous required inspections must be completed before requesting a building final / certificate of occupancy. *All departments such as Engineering, Planning, Landscape and Fire must be scheduled for inspection prior to requesting a building final.* Final Building inspection includes mechanical, electrical, plumbing, drainage and energy code.

- a) Final Lot drainage survey or sealed engineer letter stating that the drainage matches the subdivision or lot engineered drainage plan is required to be uploaded, a drainage inspection requested and approved at least 24 hours prior to final requesting final inspection. (New building/addition)
- b) Final Certificates of energy compliance for the building envelope and duct leakage from HERS certified inspectors must be on uploaded, a Final Energy Report inspection requested and approved at least 24 hours prior to requesting final inspection. (New conditioned area)
- c) Final Registered Accessibility Specialist inspection report is required to be uploaded at least 24 hours prior to requesting final inspection.
  - a) The permanent address must be posted on the building.
  - b) Electric panel must be specifically and clearly labeled.
  - c) All light fixtures of switched receptacles must be installed.
  - d) All plumbing fixtures must be installed.
  - e) Street, alley, and all flatwork must be clean and clear of mud and debris.
  - f) The grounds must be clear of debris and trash.
  - g) Guards (aka guardrails) are required at floors, landings, or stairs where the drop off is 30" or more. The minimum guardrail height is 42". Intermediate spaces shall be such that a 4" diameter ball cannot pass through.
  - h) If sprinkler (lawn irrigation) is installed, a separate permit must be issued and the final back-flow prevention form must be submitted to VEPO. Rain/freeze sensors required.
  - i) Safety glazing shall be identified in a permanent manner (etched on glass) where required by Section 2406 I.B.C.
  - j) Fire sprinkled structures shall be inspected and approved by the Fire Marshal's office prior to final building inspection. Backflow must be submitted to VEPO.
  - k) Portable fire extinguishers shall be installed per the fire code. Call the Fire Marshal at 817-748-8233 for details.
  - l) Site lighting standards. Lights are inspected for compliance with Exterior Lighting Ordinance. Type and aim of fixtures, shielding, lighting levels.
  - m) Elevator inspection. Buildings with elevators shall have evidence they have obtained inspection

- by the state. This must be uploaded to the permit.
- n) Boiler inspection. Buildings with boilers shall have evidence they have obtained inspection by the state. This must be uploaded to the permit.
  - o) Required health inspections are scheduled through Tarrant County Health Dept.
  - p) New buildings and additions will require a final photometric study to be completed and uploaded prior to requesting final inspection.
  - q) All City Departments must approve prior to Certificate of Occupancy. Building Inspection will be a red tag until all departments sign off. Certificate of Occupancy can be requested after all departments have approved the building and/or site. Includes: Fire, Planning, Landscaping, Engineering.

### **EXPIRED PERMITS**

It is the responsibility of the permit holder to obtain final inspection prior to the expiration of the permit. If there are circumstances beyond your control such that this cannot be done then provide a written explanation to the Building Official prior to the expiration date. We will try to work with you on these issues when possible. *Your Contractor Registration can be revoked for allowing permits to expire.* Permits expire after 180 days of no inspection or activity.

**TEMPORARY CERTIFICATE OF OCCUPANCY:** The City of Southlake maintains a philosophy that temporary or conditional certificates of occupancy are not generally issued except in the most extreme exigent circumstances and then only on the recommendation of the inspector for the site and the written approval of the Chief Building Official. Absolutely no Temporary or Conditional Certificate of Occupancy will be issued when life safety or hazardous conditions exist.

A TCO request requires a deposit of \$3,000 and a fee of \$250.00 for each 30 calendar days with a maximum of 90 calendar days.