



Accessory Buildings, Additions, & Remodels Guidelines

These guidelines are for informational purposes only. Not every item listed below will apply to every project.

If you have any questions in this regard, contact the Building Inspections Department.

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

Inspection Requests must be scheduled online

SITE PREPARATION Work shall not commence until a Tree Protection Permit is issued and tree inspection has been approved OR a building permit or earth disturbance permit is obtained and posted on the site. Work includes setting of form boards, lot grading, soil removal, soil dumping, brush clearing, tree trimming or site demolition. **Work without a permit is subject to an investigation fee equal to that of the permit fee.**

TREE PROTECTION – A Tree Protection Permit is required for construction sites where trees exist. When submitting online for a building permit, a tree protection permit must be applied for also and must include a tree survey. 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 20' apart on the orange fencing and are available in the city office. Once tree protection fencing is installed with proper signage, request a tree protection inspection online. All tree protection must be installed prior to conducting any grading or construction activity. The tree inspection must be approved in order to release a building permit. All inspections will be cancelled or citations issued until the required tree protection is installed. If removing trees not in the pad site, a Tree Removal may be required.

SEPTIC SYSTEMS

Houses are required to be connected to sewer if available. If no sewer is available, the site plan must show the location of the lateral lines or aerobic system and must show setbacks from all structures as required by the Tarrant County Health Department. A permit is required from Tarrant County.

WELLS

Houses 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.

DEED RESTRICTIONS/HOMEOWNER ASSOCIATION

Deed restrictions and Homeowner Association regulations 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.

Projects located in the **Carillon** will need an **approval stamp** from Carillon HOA prior to building permit submittal.

PLAN REVIEW The established goal is to complete plan reviews within ten (10) working days, excluding day of submittal. The ten day period begins when all submittal requirements are met and the plan review is paid. Once the permit is processed, the contractor will be notified of all applicable fees and can obtain the permit. Accessory structures and uses included on plans for new homes require separate review and permitting. Any plans not picked up within 45 days after notification will be considered abandoned and plan review fee assessed.

SEPARATE PERMIT REQUIRED: A separate permit shall be required for the items below. See separate guidelines for walls, fences and irrigation.

- Masonry fences and/or masonry columns for fences or gates
- Retaining walls more than 48 inches from the bottom of the footing.
- Detached structures such as garages or shade structures that are more than 120 square feet.
- Outdoor kitchens, fireplaces and living areas that are not part of the main structure.
- Fountains, pools and spas.
- Irrigation systems that are tied to city water.

ACCESSORY BUILDING, ADDITION,& REMODEL SUBMITTAL REQUIREMENTS

The type of project being constructed determines which of the following submittals must be included with the application form. Consult with a Plans Examiner to determine those requirements. Incomplete plans, submittals, and/or applications may create delays. IRC Section R106 for additional information.

- A. Building Permit submitted online. All information must be filled in or application cannot be submitted. All MEP subcontractors must be current in the software prior to submittal.
- B. Tree Protection Permit: Separate submittal is required for construction on improved lots where dedicated tree conservation/preservation areas exist. This permit must be approved and inspected prior to release of building permit.
 - Tree Conservation Plan overlaid with Footprint of the House, Driveway, Pools, Decks and Utilities. Clearly indicate all existing trees to be saved and to be removed. Include tree size (trunk diameter) and species. See Tree Preservation Ordinance No. 585-D
- C. Plot Plan showing:
 - Shade or hatch area to show addition/remodel on existing house
 - Location and dimensions of new structure with all building setbacks with distance from all property lines
 - Drainage arrows to conform with engineered drainage plan
 - Street address
 - Scale of drawing (appropriate for sheet size)
 - North arrow
- D. Complete Set of Plans in pdf format, to scale and labeled accordingly. Labeling must specify the sheet or plan set. Ex: Arch plan, Eng. plan, Site plan, Energy Code, etc.
Plans including the following:

- Drainage/grading plan (for additions and enclosed structures). Submittal must show the directional flow of drainage and must match the subdivision grading plan. For sites that are single lots or lots in subdivisions without an engineered drainage plan, an engineered drainage study and plan must be submitted.
- Foundation, Footing, or Pier Plans with State of Texas Engineer seal and signature along with an engineer's cover letter referencing the current code and soil report.
- Floor plan
- Roof plan
- Elevation plan
- Electrical, Mechanical and Plumbing/Gas plan (as needed)
- Engineered plans to include floor truss layout, wall bracing, etc.

E. Energy Code Analysis. Acceptable programs :

- ICC E-CALC certification - available from Texas Energy Systems Lab at iccc.tamu.edu
- REScheck - available from the US Department of Energy at energycodes.gov
- Energy Star Certification – available from U.S. EPA at energystar.gov
- Prescriptive Method - from the 2018 IECC

Energy code documents must include the following:

1. Insulation R-values
2. Fenestration U-Factors & SHGC calculations
3. Area – weighted U-factor
4. Mechanical System design criteria
5. Mechanical and service water heating; type, size & efficiencies
6. Equipment system controls
7. Duct sealing, duct & pipe insulation and location
8. Air sealing details.

Additional submittal information may be required based on project and subdivision requirements.

AUTOMATIC FIRE SPRINKLER SYSTEMS – An approved automatic fire sprinkler system shall be installed in existing dwellings when the existing dwelling plus the proposed addition exceeds 6000 square feet enclosed space (living area plus garages, habitable attics and any other enclosed spaces, but not open porches or patios). **EXCEPTION:** Existing unfinished space under roof (e.g. bonus space in attic) may be converted to living area unless the existing dwelling is already sprinklered, then the protection shall be extended to the new area. If a ceiling design in a residential structure exceeds an 8/12 pitch, special requirements must be accomplished to ensure proper fire protection coverage. It is the responsibility of the fire sprinkler system designer of record to verify that all products used meet UL listing and provide documentation from the manufacturer if an alternative design is used, due to the possibility that more than two sprinklers may need to be calculated if the ceiling feature is outside of the UL listing for the sprinkler head used. Sprinkler plans are submitted by the Licensed Fire Protection Contractor to **Reed Fire Protection, Green Tag Engineering or Coker Engineering** for review and approval. Applicant is responsible for fees charged for their review. Approved plan will be forwarded to the Fire Marshal's office.

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. **Note: Form Surveys are required on all accessory structures and additions.**

CONTRACTOR REGISTRATION

The General Contractor must be currently registered with the City of Southlake prior to submittal of permit online. Registration is \$105.00 annually. Permits are multi-trade and include MEP work. Subcontractors listed must registered with the city. There is no fee for state license holder registration.

PERMIT FEES

- Permit fee for unconditioned accessory buildings is \$50.00 plus \$0.25 per square foot.
- Permit fee for additions is \$50.00 plus \$0.80 per square foot of living area.
- Permit fee for remodels with existing foundation and roof such as attic or garage conversion is \$50.00 plus \$0.25 per square foot added or remodeled area.
- Where there is no specific area associated with the remodel the fee shall be \$100.
- Manufactured homes shall be figured at the remodel rate.
- The minimum fee for any permit is \$100.

FENCE OR RETAINING WALL

Fences and retaining walls meeting the criteria listed below require a separate fence permit:

- A non-masonry fence greater than seven (7) feet in height. Fences over eight (8) feet in height from grade require a variance to the zoning ordinance.
- Any fence that is all or part of a swimming pool barrier.
- A masonry fence or retaining wall 48 inches or greater from the bottom of the footing to the top of the wall. (Requires engineering)

CODE ADOPTION

The following model codes have been adopted by ordinance:

- 2018 International Residential Code with amendments as adopted in Ordinance 1210
- 2020 National Electrical Code – State of Texas requirements
- 2018 International Fire Code – Ordinance 1211
- 2018 International Energy Conservation Code – Ordinance 1208

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 a.m. to 5:00 p.m. Monday through Friday, excluding holidays. Appointments are encouraged to meet with a specific person.

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.

INSPECTION REQUESTS: All Inspection Requests are required to be requested **online** through the city online permit software. *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.***

- 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. They can be downloaded from the permit system.
- Inspection must be requested online prior to 7:00 a.m. for same day inspection.
- All inspections held back because of cold weather or rain MUST be re-scheduled by requesting an inspection online.

- 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 8:00am – 5:00pm.
- 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.

RE-INSPECTION FEE

\$100.00 RE-INSPECTION FEE may be charged 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.

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

Any re-inspection fees assessed shall be paid prior to any additional inspections on that job site.

UNAUTHORIZED COVER UP FEE

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

JOB SITE POSTING REQUIREMENTS:

All permit cards shall be posted on a free standing sign located at the front property line of a location that is obvious and visible to a public street, R.O.W., or private access drive. The sign is to remain in place until final building inspection is approved.

PLANS ON SITE

City approved building plans must be available on the job site when inspections are conducted. If the approved plans are lost, an additional set must be submitted to the city to be stamped. A fee of \$50.00 per hour may be charged for additional plan review time.

CONSTRUCTION HOURS

The Southlake code regulates noise construction that is considered a nuisance. By ordinance, construction is allowed from 7:00 a.m. to 9:00 p.m., 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.

- Verify each day that all lightweight materials, including food wrappers and drink containers are contained within the trash enclosure on the job site.
- Litter container shall be emptied when reaching half of capacity.
- Inspections may be cancelled and re-inspection fees assessed if trash is uncontained on the job site or adjacent properties.
- 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
- There may be other commercial waste vendors available through licensing agreements. Please contact Building Inspections office for more information.

RESTROOM FACILITIES - Provide a portable restroom facility on job sites unless an indoor toilet is available on the same site. Inspections may be withheld if a restroom facility is not provided.

CONSTRUCTION ACCESS/STAGING

The use of an adjacent lot for construction access or storage of materials is prohibited unless an earth disturbance permit has been obtained and erosion control is in place.

EROSION CONTROL

- Storm water inspections are conducted in conjunction with every building inspection requested, after a rainfall event, and randomly during construction.
- Erosion control must be maintained at all times throughout the project.
- All inspections may be cancelled 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.

FIRE SPRINKLER AND ALARM INSPECTIONS Fire Sprinkler and Alarm tests are scheduled directly with the Fire Marshal’s office and do not go through the inspection request line. Contact the Fire Marshal’s office at 817-748-8909 or 817-748-8671. Schedule Fire Final inspections online along with contacting the Fire Marshal for a time.

INSPECTIONS REQUIRED The following list represents typical inspections for residential accessory buildings, additions, and remodels. The list is not all-inclusive and there may be circumstances where certain inspections are not applicable. Consult with a Building Inspector to determine when/if such inspections are necessary. Permit card must be posted on a sign at the front property line and City approved (stamped) plans must be on the job site at the time of the inspection.

1. PLUMBING ROUGH

- Pipe shall be bedded in sand.
- Hot water lines must have minimum ½” insulation.
- Fire sprinkled structures shall have a minimum of 1 ½” uninterrupted water service from tap to fire line riser. Valves are prohibited within service line to fire line riser.
- Pipes passing through concrete shall allow for movement utilizing material with a minimum wall thickness of 0.025 inches.

- Pipes passing under a footing or through a foundation wall shall be sleeved with material that is at least two pipe sizes larger than the pipe passing through the wall.
2. **ELECTRICAL INSTALLATION IN FOUNDATION** Materials and methods must comply with the 2020 NEC. This inspection may be performed concurrently with the foundation inspection provided the installation is visible for the inspector. Inspection of conduit pipe or direct burial conductors installed in a trench of sufficient burial depth.
 3. **GAS LINE UNDERGROUND** – Gas piping installations shall installed in a trench with a minimum burial depth of 18 inches measured from the top of the pipe to existing grade.
 4. **FOUNDATION** or **FOOTING** *A form survey must be uploaded to the permit and approved by a Plans Examiner at least 48 hours before the day of the inspection request.*
 - A grounding electrode conductor of bare copper of a least 20ft and not smaller than 4 AWG shall be located horizontally within the bottom portion on the foundation footing that is in direct contact with earth, per 250.52 of the 2017 National Electrical Code
 - Foundation shall require the design engineer’s letter of compliance.
 - Structural Steel reinforcing bars shall when used shall be made available for connecting to the electrical grounding electrode system, per 250.52 of the 2017 National Electrical Code
 - All foundations must comply with Chapter 4 of the 2018 IRC.
 - Foundation plates or sill shall be treated against subterranean termites per IRC section R318.
 - Foundation plates or sills must be bolted to the foundation or foundation wall with no less than ½” nominal diameter steel bolts embedded at least 7” into the concrete or masonry and spaced no more than 6’ apart. A minimum of one bolt shall be located within 12” of each end of each section of sill plate. A properly sized nut and washer must be tightened on each bolt to the plate.
 5. **SECONDS** includes framing, electric, plumbing, and mechanical trades which are inspected simultaneously. It is the general contractor’s responsibility to call for the inspection when **all trades are ready**. The house shall be enclosed, roof covering installed, temporary doors set, and all windows installed with fenestration stickers attached. The house shall be free of scrap building materials and swept clean before an inspection.

FRAMING

- Floor framing for upper story construction shall be inspected before cover up of insulation and decking.
- Engineered framing letter is required to be uploaded for all wall and roof framing. (Include wall bracing systems).
- Factory-built metal fireplaces and chimneys shall be installed at the time of framing inspection and shall comply with the manufacturer’s installation requirements and/or Chapter 10 of the 2018 IRC (whichever is more restrictive). Installation manual shall be provided at each unit.
- Stairways shall comply with IRC section R311.

- One layer of No.15 asphalt felt or other approved water-resistive barrier shall be installed over all exterior walls in accordance with IRC 703.2. Approved barriers shall comply with manufacturer's installation requirements.
- Operable windows located more than 72 inches above finished grade or surface below shall require the lowest part of the clear opening to be a minimum 24 inches above the finished floor of the room in which the window is located.
- All framing shall conform to the maximum allowed for cutting, notching, and boring.

ELECTRIC ROUGH IN Materials and methods shall comply with 2020 NEC.

- Electrical conduit piping installations that are to be concealed within masonry shall be inspected before cover up.
- All splicing of conductors shall be complete at boxes.
- Recessed luminaires installed in the building thermal envelope shall be IC-rated and sealed to limit air leakage between conditioned and unconditioned spaces.

PLUMBING TOP-OUT shall comply with 2018 IRC, Chapters 25 through 32.

- Notching, boring, and cutting of framing shall comply with Section R602
- Hot water lines must have minimum ½ inch insulation.
- T & P drain lines and pan drain lines cannot be combined, must run separately to the outside, and cannot be installed in the slab.
- All water heaters must have a metal drip pan with drain.
- Removable, self-draining, frost-proof hose bibs must be installed.
- Combustion air inlets and grills must be installed at water heater closets.
- All vents must extend through the roof with flashings installed.
- Air Admittance Valves are permitted for limited use for islands and bar sinks only. Building Official approval is required for any other locations before installation
- Roof drains that are concealed within the construction must be installed and tested.

GAS SYSTEM ROUGH IN

- Gas system must be complete.
- A pressure test must be performed consisting of a three (3) lb. air test utilizing a (6) six lb. gauge.
- All log lighter valves must have the key installed for testing past the valve.
- All gas lines must be properly secured and supported.
- Air gauges must be located inside the house, preferably in a fireplace or utility room.
- Gas pipe in contact with any masonry must be galvanized or wrapped.
- CSST systems shall be bonded to the electrical service grounding electrode system at the point where the gas service enters the building. The bonding jumper shall not be smaller than 6 AWG copper wiring or equivalent.
- CSST systems shall have a shut-off valve for each outlet at the manifold.

MECHANICAL ROUGH IN

- Supply ducts 3 inches or greater in diameter in attics shall be insulated to a minimum of R-8. Smaller ducts shall be insulated to a minimum R-6. Exception: Ducts located completely within the building thermal envelope.
- Ducts shall be sealed with approved tapes or mastics; duct tape is not permitted. If duct testing is done at this time submit written report from the third party inspector.
- A/C condenser lines require piping insulation of ¾ inch minimum or R-3.
- Flexible ducts must be supported and turns must be made in such a way that the air flow is not restricted. See duct manufacturer's specifications.
- Combustion air vents must be installed in closets enclosing gas appliances the top and bottom portion of closets enclosing gas appliances and comply with Chapter 18, IRC.
- Provide draft stop at each ceiling level around chimneys of factory built fireplaces unless more restrictive in manufacturers listing requirements.
- Makeup air shall be provided for all exhaust hood systems capable of exhausting in excess of 400 cfm at approximately equal to the difference between the exhaust are rate and 400 cfm. Such makeup air system shall be equipped with a means of closure and shall be automatically controlled to start and operate simultaneously with the exhaust system. Kitchen exhaust makeup air shall be discharged into the same room.
- Direct vent appliances with two-pipe systems shall be installed in attic spaces where spray-applied foam is used to create a building thermal envelope.

6. **MASONRY FIREPLACE AND CHIMNEY** shall comply with Chapter 10 of the 2018 IRC.

- Inspection required when firebox, damper, and first flue tile are in place. Do not lay face brick before inspection.
- Minimum 2" gap must be maintained between masonry fireplace walls and wood studs or any other combustible material. This includes ISOKERN and FIREROCK fireplace systems
- Factory-built Chimneys shall be listed and labeled and installed and terminated in accordance with the manufacturer's instructions. Installation manual shall be provided at each unit

7. **ENERGY CONSERVATION COMPLIANCE**

LEAKAGE TESTING *Required for building thermal envelope and duct systems.*

- Code compliance shall be demonstrated by utilizing third party RESNET certified HERS Raters. The insulation installer cannot inspect his own work. Certificates of compliance shall be on uploaded to the permit prior to requesting a final inspection.

The RESNET certified HERS Rater shall determine compliance of building thermal envelope:

- At the rough in stage by performing a visual test in accordance with the 2018 IECC
OR
- At building final utilizing a blower door test.
- City of Southlake building inspectors are authorized to perform a visual test for additions and remodel projects that do not exceed 500 square feet.

The RESNET certified HERS Rater shall test ducts, air handlers, filter boxes, and plenums for leakage:

- At the rough in stage where leakage tolerances are greatest **OR**
- At building final where leakage tolerances are less
- New and/or existing air handlers, ducts, filter boxes, and plenums that serve additions and remodel projects shall be tested for leakage.

INSULATION INSPECTION

- Performed by RESNET certified HERS Rater or City of Southlake inspectors.
- All penetrations and openings in building envelope must be sealed.
- Seal attic and floor penetrations where MEP installations penetrate building envelope.
- Seal fireplace cavities where adjacent to building envelope.
- All windows must be installed with NFRC label attached.
- All batt insulation must be labeled and legible.
- Insulation batts installed in walls shall be totally surrounded by an enclosure on all sides consisting of framing lumber, gypsum, sheathing, wood structural paneling, or other equivalent material approved by the Building Official.
- Spray-foam applied insulation shall require an installer's certificate that demonstrates approved R-values for the installation.

8. **WALL-TIES** Wall ties may be requested concurrently with 2NDS or may be called separately afterwards. For brick veneer provide one tie per 3 ¼ square feet (for 16" framing one every 24" high or for 24" framing one every 16" high) unless structural engineer or architect specifies more. Moisture barrier must be applied before inspection.

9. **STUCCO/EIFS INSPECTIONS** – Installer's certificate shall be on file with the City of Southlake. **Curing Requirements** - the finish coat for two-coat cement plaster shall not be applied sooner than 7 days after application of the first coat. For three-coat cement plaster, the second coat shall not be applied soon than 2 days after the first coat. The third coat shall not be applied soon than 7 days after the second coat. **Inspections required are:**

- **Paper Inspection** - at framing inspection, inspector will verify two layers of Kraft grade D building paper per Section R703.7 or other approved material. Upper layer shall overlap lower layer a minimum of 2 inches. Horizontal joints shall overlap minimum 6 inches. Window frames shall be properly sealed and flashed.
- **Insulation (EIFS) Inspection** – mechanical fasteners installation shall be as required by the ICC report.
- **Lath Inspection** – lath and lath fasteners shall be corrosive resistant. Staples shall be spaced a maximum of 6 inches or as otherwise approved. Weep screeds shall be installed a minimum of 4 inches above grade or 2 inches above an impervious surface.

10. FINAL LOT GRADING INSPECTION (concurrent with building final)

- Permanent vegetation (sod or hydro mulch) shall be established on at least 70% of the site with even distribution throughout.

- During adverse weather conditions such as drought, floods, extreme heat/cold, etc., the Building Official may authorize the installation of temporary stabilization until such time as permanent measures can be established.
- Temporary stabilization shall include BMP's listed in the iSWM manual produced by NCTCOG.

11. BUILDING 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. (For full roofed structures)
- 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. (For conditioned space)
- The permanent address must be posted on the house or mailbox.
- Access doors from conditioned spaces to unconditioned spaces shall be weather stripped and insulated to a level equivalent to the insulation of the surrounding surfaces. 2018 IECC R402.2.4.
- All light fixtures must be installed.
- A minimum of 75 percent of the lamps in permanently installed lighting fixtures shall be high-efficacy lamps (typically CFL or LED)
- All plumbing fixtures must be installed.
- Sewer clean-outs must be 2" above grade.
- Street, alley, and all flatwork must be clean and clear of mud and debris.
- Yard and garage must be clear of debris and trash.
- Fire sprinkled structures shall be inspected and approved by the Fire Marshal's office prior to final building inspection.

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. A re-instatement fee of \$100.00 will be assessed to reactivate the permit.