



# **RESIDENTIAL BUILDING**

# **BUILDER INFORMATION PACKAGE**

**City of Anna, Texas  
3223 North Powell Parkway  
Anna, Texas 75409**

**Prepared By:  
City of Anna  
Planning and Development Department  
972-924-2616**

**Anna**

**CITY OF ANNA, TEXAS**

## Summary

The Residential Inspection Requirements informational was prepared to assist builders and field supervisors. Builders are encouraged to share the content of this informational with their staff, architects, engineers, subcontractors, coordinators, and material suppliers. Periodically, the City of Anna will update this informational to reflect changes, codes, ordinances, and any other information pertinent to construction. All builders who build residential structures within Anna are encouraged to ensure they have the most recent publication.

## List of Materials Included

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**We look forward to working with you to ensure that the community is provided with a safe and durable build environment.**



# Bureau Veritas Contract Information

## **Permit Submittal**

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

## **Plan review and Inspection Scheduling**

Please contact Bureau Veritas for the status of plan review and permits.

<b>Plan Review</b>	Joe Hysell	972-244-6934
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<b>Permit Status</b>	Terri Reagan	972-244-6933
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## **Inspection Request**

Please contact Bureau Veritas to request inspections(s)

Inspections requested by 5:00 pm Monday – Friday will be performed the next business day.

<b>Inspection Scheduling</b>	Bonnie Holmes	972-244-6910
	Toll Free	877-837-8775

## **Bureau Veritas Director of Field Inspections:**

Ty Chapman Mobile – 469-853-9803



## PROCEDURE FOR CREATING BUILDING SITE/LOT

No permit for the construction of a Building or Buildings upon any tract or plot shall be issued until a Building site, Building tract, or Building Lot has been created by compliance with one of the following conditions:

- (a) The Lot to tract is part of a plat of record and filed in the plat records of the county or counties in which the Lot or tract is located.
- (b) The site plot or tract is all or part of a site plan officially approved by the City Council in a Planned Development District after recommendation by the planning and zoning commission.
- (c) The plot, tract or Lot faced upon a dedicated Street and was separately owned prior to the effective date of the ordinance from which this chapter derives or prior to annexation to the City of Anna, whichever is applicable, in which event a building permit from only one main Building conforming to all the requirements of this chapter may be issued on each such original separately owned parcel without first complying with either subsection 46.01(a) or subsection 46.01(b) preceding.
- (d) The plot or tract is a Lot of Record prior to the effective date of the Part of the Code or prior to annexation to the city, whichever is applicable, and the Building Official certifies that the plot or tract does not comply with setback and/or Lot size requirements but that the plot or track conforms with the provisions of this Part of the Code, as amended, relative to width of Street(s) on which the Lot is located, Street offsets, easement requirements, drainage and other considerations the Building Official believes to be relevant to the particular plot or tract. If the Building Official cannot make such certification, he shall refer the case to the Planning and Zoning Commission for consideration and resolution. The Building Official and Planning and Zoning Commission shall exercise discretion in making decisions in such cases but shall take care to respect the language and spirit of this Part of the Code, as amended.
- (e) The plot or tract is all or part of a site plan officially approved by the City Council and compliance have been made with provisions and improvements approved on such site plan for all utility and drainage easements, dedication of Streets, Alleys and other public improvements required to meet the standards established for the platting of land. Any and all plots, tracts, or Lots must be provided access via a public Street or drive.



## **SUBMITTAL REQUIREMENTS**

### **Permitting and Inspection Procedures**

#### **All new and remodel/additions for single family residence**

Have the builder submit the following:

1. Permit Applications(signature on the bottom of the building permit)
2. (3) Plot Plan to include Legal Description (Lot, Block, Subdivision) and lot dimensions.
3. (3) Energy Report 2009 International Residential Code (Res Ck Form)
4. (3) Stamped Engineered foundation letter
5. (3) Stamped foundation plans
6. (3) Sets of house plans

Please fill out the residential checklist and attach to permit pack.

#### **Inspection Procedure:**

Inspection requested by 5:00 pm Monday – Friday will be performed the next business day before 5:00 pm.

Inspection Scheduling -

Bonnie Holmes 972-244- 6910  
Toll Free 877-837-8775

#### **Bureau Veritas Director of Inspections:**

Ty Chapman Mobile 469-853-9803



## **BUILDING PLAN SUBMISSION PACKAGE:**

Along with the permit application forms, the following documents are required in the quantity and detail as specified:

1. 3 Plot Plans containing lot dimensions, plan footprint, set-back (front, rear & sides), complete address, lot and block, subdivision & phase, easement locations, engineers name & builders name, finish pad elevation 7 finish floor elevations, drive way, sidewalk & fence locations, lot area and coverage percent. Utility locations will also be required.
2. 3 Foundation designs, drawings, and Engineers letters. One (1) engineer letter will need to have an original signature.
3. 3 Complete sets of drawing submissions.
4. Floor plans, elevation, framing, roof plan, electrical, and “to built options” must be clearly shown and detailed. Single sheet submittals are not acceptable. HVAC and Plumbing design drawings are also required. Options reflecting additional buildable space must be identified by the actual square foot area and included in the permit values for total A/C area and or construction area under roof. Other options shown but not red lined will be included within the permit value.
5. Elevation drawings must clearly state that the house meets the exterior requirements set forth by the City of Anna.
6. Documentation showing compliance with the 2009 International Energy Conservation Code).
7. All Third Party Rater information and documentation must be submitted if the construction is an Energy Star Home.



# Residential Submittal Checklist

Address: \_\_\_\_\_

Permit applications \_\_\_\_\_

(3) Plot plan to include Legal Description:  
Lot, Block, Subdivision, Lot Dimensions,  
Plan # and Elevation \_\_\_\_\_

(3) Energy Report – 2009 ICC \_\_\_\_\_

(3) Stamped Engineered foundation letter \_\_\_\_\_

(3) Stamped foundation plans \_\_\_\_\_

(3) Sets of house plans \_\_\_\_\_

(3) Set of plans to include Electrical, Mechanical  
Mechanical, and Plumbing \_\_\_\_\_

**THE RELEASE OF A BUILDING PERMIT IS CONTINGENT UPON  
FULL COMPLIANCE TO ALL CITY OF ANNA REQUIREMENTS AND  
ALL APPLICABLE STATE LAWS AND CODES.**





# RESIDENTIAL INSPECTION REQUEST

Fax Request to: 817-335-8110

toll free 877-837-8859

For Questions: 817-3358-8111

toll free 877-837-8775

## REQUEST MUST BE RECEIVED BY 5:00 P.M. FOR NEXT DAY INSPECTION

Today's Date \_\_\_\_\_ Requestor's Phone \_\_\_\_\_

Company \_\_\_\_\_ Requestor's Fax \_\_\_\_\_

Requestor's Name \_\_\_\_\_ City/County of Project(s) \_\_\_\_\_

Address \_\_\_\_\_ Subdivision \_\_\_\_\_

Permit # \_\_\_\_\_ Date Needed \_\_\_\_\_

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> T-Pole                     | <input type="checkbox"/> Framing                   | <input type="checkbox"/> Construction Electric |
| <input type="checkbox"/> Yard Sewer                 | <input type="checkbox"/> Plumbing Top-Out          | <input type="checkbox"/> Gas Final             |
| <input type="checkbox"/> Water Service              | <input type="checkbox"/> Rough Gas Test            | <input type="checkbox"/> Fireplace Final       |
| <input type="checkbox"/> Plumbing Rough             | <input type="checkbox"/> Mechanical Rough          | <input type="checkbox"/> Plumbing Final        |
| <input type="checkbox"/> Gas Wrap (Underground Gas) | <input type="checkbox"/> Electrical Rough          | <input type="checkbox"/> Electrical Final      |
| <input type="checkbox"/> Form Board Survey          | <input type="checkbox"/> Fireplace (metal/masonry) | <input type="checkbox"/> Mechanical Final      |
| <input type="checkbox"/> Underground Electrical     | <input type="checkbox"/> Energy Insulation         | <input type="checkbox"/> Energy Final          |
| <input type="checkbox"/> Underground Mechanical     | <input type="checkbox"/> Flat Work                 | <input type="checkbox"/> Building Final        |
| <input type="checkbox"/> Piers                      |  |  |
| <input type="checkbox"/> Foundation                 | <input type="checkbox"/> <b>All Seconds</b>        | <input type="checkbox"/> <b>All Finals</b>     |

Comments \_\_\_\_\_

Address \_\_\_\_\_ Subdivision \_\_\_\_\_

Permit # \_\_\_\_\_ Date Needed \_\_\_\_\_

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> T-Pole                     | <input type="checkbox"/> Framing                   | <input type="checkbox"/> Construction Electric |
| <input type="checkbox"/> Yard Sewer                 | <input type="checkbox"/> Plumbing Top-Out          | <input type="checkbox"/> Gas Final             |
| <input type="checkbox"/> Water Service              | <input type="checkbox"/> Rough Gas Test            | <input type="checkbox"/> Fireplace Final       |
| <input type="checkbox"/> Plumbing Rough             | <input type="checkbox"/> Mechanical Rough          | <input type="checkbox"/> Plumbing Final        |
| <input type="checkbox"/> Gas Wrap (Underground Gas) | <input type="checkbox"/> Electrical Rough          | <input type="checkbox"/> Electrical Final      |
| <input type="checkbox"/> Form Board Survey          | <input type="checkbox"/> Fireplace (metal/masonry) | <input type="checkbox"/> Mechanical Final      |
| <input type="checkbox"/> Underground Electrical     | <input type="checkbox"/> Energy Insulation         | <input type="checkbox"/> Energy Final          |
| <input type="checkbox"/> Underground Mechanical     | <input type="checkbox"/> Flat Work                 | <input type="checkbox"/> Building Final        |
| <input type="checkbox"/> Piers                      |  |  |
| <input type="checkbox"/> Foundation                 | <input type="checkbox"/> <b>All Seconds</b>        | <input type="checkbox"/> <b>All Finals</b>     |

Comments \_\_\_\_\_



## **PERMIT APPLICATIONS:**

1. A residential permit application consists of (4) forms, which must be completely filled out, dated, and signed by the builder and his/her registered MEP contractors. These forms are the “mechanical permit”, “electrical permit” “plumbing permit”, and “application for building permit” forms. These are available at the end of this document or can be found on the City website: [www.annatexas.gov](http://www.annatexas.gov).
2. All forms including names, addresses, and phone numbers of applicant, owner, and contractors must be legibly completed. Contractor’s registration numbers must be included.
3. Detailed and accurate description is required for addresses and legal description including Lot, Block, and complete subdivision name (Phase 1, 2, 3, etc.)
4. All information concerning building description and materials must be accurately and completely shown.

**A/C area = total air-conditioned space as defined on the drawings.**

**Total area = A/C space, plus garage(s) porch(s) and patio(s).**

**No. of stories = 1 or 2**

**No. of dwelling units = 1 (SFR) 2 (Duplex)**

**Estimated value = land improvements costs.**

5. Type of foundation = post tension, rebar, pier & beam, etc.  
Exterior walls = brick, masonry as defined, siding.  
Roofing = composition, metal, tile, etc.  
Fireplace = metal or masonry



## **PLAN REVIEW PROCESS**

1. All plans must be submitted to the City of Anna Planning and Development Department for plan review.
2. Plans are reviewed in the order that they are received.
3. Our goal in plan review is for a 3-5 day turn-around-time frame for complete and accurately prepared submittal packages. Incomplete submissions may require a call to a builder and will require additional time in processing the permit. Check and ensure the submittal is complete.
4. In the plan review process there are a number of errors and omissions that slow our productivity, and thus, increase the turn-around-time for our permit. Please be sure that all required documentation has been completed, and forms filled out completely.
5. Building permit cards will show any special conditions that apply to the structure. This information has been added to assist the builder, field supervisors, and the building inspector.



## **CONTRACTOR REGISTRATION**

All contractors who are required by state law or local ordinance to be licensed must register with the City of Anna before applying for permits or performing any work. A masters license in the specific trade is required to register as a contractor. License Journeyman, Wireman, Tradesman, or Apprentices, shall be listed on the contractor registration. All work shall be supervised by a licensed individual, and must be with (5) minutes of any job under his supervision. A licensed residential wireman may supervise (1) helper or apprentice. Any work discovered being performed without required licensed personnel shall be conspicuously identified to prevent reuse and shall be removed. Multiple violations of licensure requirements may result in suspension of the contractors registration, including the right to obtain permits to work in the city. Any individuals found performing work without the required license will be asked to leave the jobsite. A contractor is defined as a General, Electrical, Plumbing, Mechanical, Irrigation, Pool, Fence, Sign, Roofing, or Backflow Tester.

### **GENERAL CONTRACTORS, BUILDER REGISTRANTS:**

1. There is no fee at this time for general contractors.

### **ELECTRICAL REGISTRANT: (available at end of this document)**

1. Contractor registration application filled out completely.
2. A valid "Masters License" is required at the time of registration.
3. A valid State of Texas Drivers license or photo I.D. card.
4. A valid certificate of liability insurance or bond.
5. All journeyman and wireman performing work must be registered and possess a current license.
6. A list of additional persons authorized to sign applications and pick up approved permits for your company.
7. \$50.00 registration fee.

### **PLUMBING REGISTRANT: (available at end of this document)**

1. Contractor registration application filled out completely.
2. A valid "Masters License" is required at the time of registration.
3. A valid State of Texas Drivers license or photo I.D. card.
4. A valid certificate of liability insurance or bond.
5. All journeyman, tradesman, and apprentices must be registered and possess a current license.
6. A list of additional persons authorized to sign applications and pick up approved permits for your company.

### **MECHANICAL REGISTRANT: (available at end of this document)**

1. Contractor registration application filled out completely.
2. A valid "Master License" is required at the time of registration.
3. A valid State of Texas Drivers license or photo I.D. card.
4. A valid certificate of liability insurance or bond.
5. A list of additional persons authorized to sign and pick up approved permits for your company.
6. \$50.00 registration fee.



## **ADOPTED CODES**

**Construction projects must adhere to the following:**

**2009 International Energy Conservation Code with amendments.**

**2011 National Electrical Code with amendments.**

**2009 International Residential Code with amendments.**

**2009 International Fire Code with amendments.**

**2009 International Mechanical Code with amendments.**

**2009 International Plumbing Code with amendments.**

**2009 International Building Code with amendments.**

**2009 International Fuel Gas Code with amendments**

**2009 International Property Maintenance Code with amendments.**

**Any adopted City of Anna Zoning, Subdivision, and Building Ordinances.**

**The focus of plan review and building inspections is to ensure quality construction. You, as a builder must require your designer, engineer, and subcontractors to draw, specify, and build structures that reflect the code requirements and other regulations listed above. Your best effort, along with ours, will achieve the goals of life safety, energy efficiency, and quality construction.**

## **2009 INTERNATIONAL ENERGY CONSERVATION CODE COMPLIANCE**



**All residential construction shall comply with the following simplified energy requirements. These are minimum code requirements.**

- 1. Attic Insulation (blown) = R38**
- 2. Exterior Slope Ceilings (blanket) = R19**
- 3. Floor insulation (blanket) = R19**
- 4. Exterior Wall Insulation = R13**
- 5. Environment Air Duct in unconditioned Spaces = R6 (supply & return)**
- 6. Windows = U.65 (amended from U.60) SHGC = .40**
- 7. A/C systems efficiency minimum of 12 SEER.**

**Each window assembly is required to display at the time of insulation a certificate rating label indicating the National Fenestration Rating Council has tested the assembly. The label shall not be removed until after insulation inspection has been completed and approved. Window assemblies, which do not bear a certification rating will be failed and removed from the mullion opening.**

#### **ENERGY STAR HOMES:**

**Requires third part rater plan review and inspection/testing by RESNET agency certified for the State of Texas. Both voluntary and mandatory compliance will require two completed copies of rater analysis with building plan submission for building permit. Raters A/C must be with 1% of plan/permit area. Builders shall employ the same rater for plan review, inspection, and testing.**

**A Third Party verification form must be completely filled out, indicating final “HERS” rating score prior to the builders request for final inspection and certificate of occupancy.**

**To verify compliance with EPA, the City of Anna will not issue a certificate of occupancy until all required documentation has been submitted and approved. This will only apply to homes that fall under this category.**



## **SIMPLIFIED PRESCRIPTIVE PATH FOR ENVELOPE COMPLIANCE**

All new residential construction shall comply with the following simplified energy requirements. These are minimum code requirements with amendments.

1. Attic Insulation (Blown) = R38
2. Exterior sloped and vaulted ceilings (Blanket) = R19
3. Under floor insulation (Blanket) = R19
4. Exterior wall insulation (Blanket) = R13
5. Environmental Air Duct in unconditioned spaces = R6 (Supply and Return)
6. Windows = u.65 or less SHGC 40 or less
7. A/C system efficiency minimum of 12 SEER

Each window assembly is required to display at the time of insulation, a certificate rating label indicating the National Fenestration Rating Council has tested the assembly. The label shall not be removed until after the insulation inspection has been completed and approved. Window assemblies which do not bear a certification rating will be failed and removed from the mullion opening.

## **ENERGY STAR HOMES**

Requires Third party Rater plan review and inspection/testing by RESNET agency certified for the State of Texas. Compliance will require two complete copies of rater analysis with building plan submission for building permit. Raters A/C must be within 1% of plan/permit area. Builders shall employ the same rater for plan review, inspection, and testing. A third Party verification form must be completely filled out indicating final “HERS” rating score prior to the builders request for final inspection and Certificate of Occupancy.

To verify compliance with EPA, the City of Anna will not issue a certificate of occupancy until all required documentation has been submitted and approved.



## CERTIFICATE OF OCCUPANCY:

1. Water meter and valve boxes must be set to grade and cleaned out so connections and valves are visible.
2. No cracked or broken walks or approaches permitted.
3. Final grade, positive drainage, swell location, and sod must be in place.
4. Smoke detectors must be in place and operable.
5. Required exit hardware shall be installed.
6. Weather stripping must be installed at all exterior doors.
7. Windows must be free of cracks or breaks.
8. A/C unit must be operable and mounted on level concrete pad.
9. Window screens must be installed.
10. House numbers of contrasting colors must be installed at front of house.
11. Blown insulation must be in place with certification paperwork at attic entrance.
12. GFCI's must be operable at all installations.
13. All outstanding fees must be paid.
14. Final grade survey must be on site at time of inspection.
15. Houses must be move in ready and lot and street must be clean from debris and mud.



# CITY OF ANNA INSPECTION LIST

## **( ) PLAN REVIEW**

**( ) T-POLE (PLEASE BRING THE GREEN TAG TO CITY HALL SO THAT WE CAN CALL THE ELECTRIC COMPANY TO RELEASE)**

**( ) PLUMBING ROUGH**

## **( ) FOUNDATION**

**( ) FRAME**

**( ) ROUGH ELECTRIC**

**( ) ROUGH MECHANICAL**

**( ) ROUGH H.V.A.C.**

**( ) PLUMBING TOPOUT**

**( ) ELECTRIC TOPOUT**

**( ) H.V.A.C. TOPOUT**

**( ) FINAL ELECTRICAL (PLEASE BRING THE GREEN TAG TO CITY HALL SO THAT WE CAN CALL THE ELECTRIC COMPANY TO RELEASE)**

**( ) FINAL MECHANICAL**

**( ) FINAL H.V.A.C.**

**( ) FINAL BUILDING**

**( ) BRICK TIE INSPECTION CA BE CALLED ANYTIME**

**\*PLEASE GIVE A 24 HR. NOTICE FOR ALL INSPECTION\***

1<sup>st</sup> Inspections are highlighted in gray

2<sup>nd</sup> Inspections are highlighted in green

3<sup>rd</sup> Inspections are highlighted in blue

4<sup>th</sup> Inspections are highlighted in red



## **HELPFUL REQUIREMENTS ON REQUIRED INSPECTIONS**

### **T-POLE:**

1. Address and permit posted.
2. Ground fault protection on all 20 and 30 amp circuits.
3. Pole must be braced and grounded.
4. Plugs and breakers in weather proof enclosure.

### **PLUMBING GROUND ROUGH:**

1. Address and permit posted.
2. Proper fittings used in system.
3. No short sweep fitting permitted under slab.
4. Properly size vents, traps, and trap arms.
5. Minimum 3/4 inch water service with cut-off valve.
6. Hose bibb with tamper proof vacuum breaker installed. Water shall be on to building or be air tested at 50 psi.
7. Copper lines must be sleeved, taped, or painted where exposed to concrete.
8. All buildings sewers (yard lines) shall be minimum 4" with a 4" double or two way cleanout.
9. Turns in sewers shall be made with 1/8 or 1/16 bends only. No short radius fittings permitted.
10. Water and sewer lines shall be in separate trenches or in a common trench with water line placed on a solid shelf 12" above the sewer line.
11. All underground PVC and copper shall be bedded with sand.
12. Form board survey will be picked up at this inspection.

### **FOUNDATION:**

1. Address and permit posted.
2. Post tension or other engineered plans must be on jobsite at time of inspection.
3. Minimum 4" depth on concrete.
4. Beam width and depth must comply with approved engineer designs.
5. Chairs must be under reinforced steel and tendons.
6. Exposed copper must be sleeved and protected.
7. Forms must be adequately braced, with brick ledge installed if applicable.
8. Blockouts for tubs and showers must be in place,
9. Must have approved engineer inspection report on site.
10. Rough grading for positive drainage away from slab must be done after concrete placement and removal of forms.

### **FLATWORK:**

1. City sidewalks shall be minimum 4" wide with 1/4" per foot slope from property line to street.
2. Expansion joints installed where abutting existing concrete and every 20 feet.
3. Reinforcement shall be #3 bars at 18" on center each way.
4. Sidewalk marking for control joints 5 feet on center.



5. Drive approaches shall be 6" depth and reinforced with #3 rebar dowelled into existing concrete at 18" on center placed on compacted soil.
6. Water meter boxes must be flush to final grade, and meters and fittings must be fully accessible.
7. Water meters in flatwork must be protected with metal enclosure and steel lid.
8. Handicap ramps must conform to the American with Disabilities Act (ADA)
9. All fire hydrant and main line cut-off valves must be clearly located and be flush to final grade.

#### PLUMBING TOP OUT:

1. All vents must extend through roof minimum 6" with flashings properly installed.
2. Properly size vents, traps, and trap arms.
3. No horizontal vents below 42" above the floor.
4. All plumbing shall be stack vented. Flat venting will not be permitted.
5. All water pipes in exterior walls shall be insulated.
6. All copper lines and stub outs shall be strapped and supported.
7. All plumbing walls will require minimum 2 x 6 framing.
8. All water heaters must be in an approved drip pan. T & P lines and drain lines must terminate to the exterior of the building.
9. A water test will be required on all plumbing above slab regardless if single story or two story residence
10. Cleanouts must be installed above arm tie in's.
11. Approved shower pans must be installed and tested.
12. All shower valves risers must be capped and tested.
13. All exterior hose bibs shall be frost proof and protected where passing through masonry material.
14. Water heater installations shall comply with 2009 IECC requirements.

#### MECHANICAL ROUGH:

1. Flex duct shall be properly supported and turns made in a manner that will not restrict air flow.
2. Approved splice connectors must be used at joints in duct work.
3. All duct insulation shall be minimum R6.
4. Primary condensate drains must tie into a wet trap.
5. Bath exhaust fans must terminate to the exterior of structure.
6. Dryer vent shall be metallic duct with maximum length of 25 feet, with only 2 90 degree bends. 2 feet shall be deducted for each 90 degree fitting.
7. Insulation on A/C refrigerant lines shall comply with the 2009 IECC.
8. All seams and joints in metallic duct boots shall be sealed with mastics.
9. Mechanical storage equipment areas shall comply with 2009 IECC.
10. All plenum spaces shall be in compliance with 2009 IRC requirements.
11. All wood burning or gas fireplaces shall have fresh air intake from outside of the structure.



## **FRAMING:**

1. All bottom plates on masonry or concrete shall be pressure treated. Plates will be secured in compliance with the 2009 IRC.
2. Wind bracing must comply with the 2009 IRC. Nailing per schedule.
3. Joist and rafter spans will be installed per span charts.
4. Valleys, hips, and ridges must be no less than 2" nominal thickness and not less in depth than the end cut of the rafters.
5. Purlins must be at least the same size as the rafter, with struts 4 feet on center.
6. Joists over 4 feet in length that terminate other than on a bearing wall, must be pressure blocked or joist hangers must be installed.
7. Fur downs, chimneys, ceilings of different heights, vertical wall spaces over 10 feet in height, roof lines, and open risers on stairs must be fire blocked.
8. Stairs, landings, handrails, and guardrails must comply with the 2009 IRC
9. Metal fireplaces shall be installed according to manufactures specifications.
10. Vapor barrier must be installed at brick ledge behind sheathing.
11. Brick ties must be in place where applicable.
12. Sheer wall designs to be onsite for inspection

## **ELECTRICAL ROUGH:**

1. Panel must be grounded to cold water piping and supplemental ground rod.
2. Binding strap or screw must be installed.
3. Receptacles must be installed per 2009 IRC requirements.
4. All romex in return air spaces must be sleeved.
5. All branch circuits that supply 125 volt 15 & 20 amp receptacles in dwelling unit bedrooms shall be Arc Fault protected.
6. Smoke detectors shall be installed per 2009 IRC requirements and manufactures installation instructions.
7. All romex extending through masonry shall be protected.
8. Minimum 12/2 Romex required.

## **INSULATION:**

1. All insulation in walls, ceilings, ductwork, and windows shall comply with the 2009 International Energy Conservation Code.

## **ELECTRICAL FINAL FOR METERS:**

1. Conduit and disconnect must be installed for A/C condensers.
2. Connections must be made up at meter base and panel.
3. Cold water and ground rod clamps must be secured in place
4. All receptacles, switches, and fixtures must be in place or blanked off.
5. AC equipment must be installed and wiring in place.

## **CERTIFICATE OF OCCUPANCY:**

1. Water meter and valve boxes must be set to grade and cleaned out so connections and valves are visible.
2. No cracked or broken walks or approaches permitted.



3. Final grade, positive drainage, swell location and sod must be in place.
4. Smoke detectors must be in place and operable.
5. Required exit hardware shall be installed.
6. Weather stripping must be installed at all exterior doors.
7. Windows must be free of cracks or breaks.
8. A/C unit must be operable and mounted on level concrete pad.
9. Window screen must be installed.
10. House numbers of contrasting colors must be installed at front of house.
11. Blown insulation must be in place with certification paperwork at attic entrance.
12. GFCI's must be operable at all installations.
13. All outstanding fees must be paid.
14. Final grade survey must be on site at time of inspection.
15. House must be move in ready and lot and street must be clean from debris and mud.
16. Final sewer camera inspection tag to be on site.



## **BUILDING LOT EROSION AND DEBRIS CONTAINMENT PLAN**

Builders and their subcontractors will be responsible for maintaining lot erosion control and debris containment. Each lot shall have erosion control in place and trash bins on site. Building lots shall be kept clean and clear of obstructions and construction materials for the duration of construction on the lot. All lots will be required to maintain a rough grade with positive drainage away from the structure. Building materials shall not be placed on any water meter or fire hydrant valves what so ever. It will be the responsibility of the builder to make sure that lots and streets are maintained in a clean manner. See attached document as example of what will be required and expected.



## **DESIGNATED SUBDIVISION CONCRETE WASH-OUT PIT**

All builders shall be required to furnish a designated wash-out area for waste and residue from their concrete contractors and suppliers. We will not tolerate disposal of concrete in any area not designated for this purpose. See attached document for what will be required and expected.

