CARROLLTON
TEXAS

# COMMERCIAL

## Inspection Checklists 2014

### DEVELOPMENT SERVICES
### Building Inspection

*Visit the virtual information kiosk "VIK" at: cityofcarrollton.com/VIK*

Virtual Information Kiosk

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# Reference of Abbreviations

The following is a reference list of some abbreviations/symbols used in this handbook of inspection checklists. Abbreviations are to be read as singular/plural in context with material. Any reference to a code or ordinance is to be interpreted as the latest version available of that code or ordinance. Periods have been eliminated in abbreviations for ease in reading.

| | |
|---|---|
| A/C | Air conditioning |
| Art | Article |
| CFC | Carrollton Fire Code |
| cfm | Cubic feet per minute |
| Ch | Chapter |
| CoC | City of Carrollton |
| CSC | Carrollton Sign Code |
| CZO | Comprehensive Zoning Ordinance |
| Dwg | Drawing |
| GDS | General Design Standards |
| HB | House bill |
| IBC | International Building Code |
| IECC | International Energy Conservation Code |
| IFC | International Fire Code |
| IFGC | International Fuel Gas Code |
| IMC | International Mechanical Code |
| IPC | International Plumbing Code |
| Mfg | Manufacturing |
| NCTCOG/ COG | North Central Texas Council of Governments |
| NEC | National Electrical Code |
| NFPA | National Fire Protection Association |
| Ord | Ordinance |
| p | Page |
| pp | Pages |
| psi | Pounds per square inch |
| Sec | Section |
| Specs | Specifications |
| Std | Standard |
| Subdv | Subdivision |
| Tbl | Table |
| TIM | City of Carrollton Technical Interpretation Manual |

# Temporary Electrical Pole/SWPPP Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| **Panel grounded and bonded** | **2011 NEC** | **250.28<br>250.52<br>250.53** |
| **Breaker/outlet requirements-sizing for outlets used** | **2011 NEC** | **210.19** |
| **Wire sizes and insulation** | **2011 NEC** | **310.16** |
| **No open holes/to remain water tight** | **2011 NEC** | **314.17** |
| **Unused breaker openings filled** | **2011 NEC** | **408.7** |
| **Clearances: 18' above traffic for overhead drop.<br>Distance from public property-R.O.W.** | **2011 NEC** | **225.18** |
| **Raceway used and installed** | **2011 NEC** | **230.50<br>230.54** |
| **Weather resistant receptacles 115-250 volt** | **2011 NEC** | **406.8** |
| **GFCI protection/in use covers for exposed outlets** | **2011 NEC** | **406.8** |
| **Address** | **2012 IRC** | **R319** |
| **Bracing: 45 degrees to support pole** | **Oncor Service guidelines** | **600** |

## SWPPP Inspection Checklist

A. Erosion controls are to be in place at the temporary electrical pole inspection

B. Erosion control fencing or soil stabilization fabric must be installed in an approved manner and maintained throughout the construction project until the Utility Release/Plumbing/HVAC final inspections

C. Large piles of dirt are required to be protected with erosion control fencing, **NOT** soil stabilization fabric

D. Erosion control protection should be proactively maintained at least once a week

E. Storm water inlet protection

F. 50' rock entryway on commercial projects

# Water Meter Pre- Install Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| 1” meter loop furnished by contractor. Top of meter to be not less than 9” or more than 12” below top of meter can. Meter can set on loop. Bass & Hayes P 34P 14 D can | GDS | W 7 - 1 of 1 pp 4-9 |
| 1 ½” and larger meters curb stop 22”- 26” below top of curb | GDS | W 7-1 |
| No right angle curb stops | GDS | W 7-1 |
| 3’ circumference around curb stop | GDS | W 7-1 |
| Meter not in paving area | GDS | 4-5 |
| Correct meter can next to installation Bass & Hayes P548P 18D can | GDS | pp 4-9 |

# Storm Water Protection Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Construction sign posted at entrance w/all applicable NOI's and/or CSN's | Ord 173 | |
| SWP3 on site | Ord 173 | |
| SWPPP inspections performed as specified | Ord 173 | |
| SWPPP map updated | Ord 173 | |
| Rain gauge on site | Ord 173 | |
| On-site erosion controls as specified in SWP3 | Ord 173 | |
| Silt fences or perimeter controls properly installed/maintained/repaired | Ord 173 | |
| No excessive sediment in silt fences or perimeter controls | Ord 2581 | |
| Operational storm inlets have adequate inlet protection/properly installed | Ord 173 | |
| No excessive sediment in inlet protection | Ord 173 | |
| No excessive trash on site/Adequate containers | Ord 173 | |
| No signs of chemical spills | Ord 173 | |
| No signs of off-site vehicle tracking | Ord 173 | |
| Construction entrance properly installed/maintained | Ord 173 | |
| Designated concrete wash out area | Ord 173 | |
| No open containers of fuel or other chemicals | Ord 2581 | |
| Materials storage areas properly maintained | Ord 173 | |
| Support activities areas properly maintained | Ord 173 | |
| Temporary stabilization established | Ord 173 | |
| Permanent stabilization of appropriate areas established | Ord 173 | |
| Temporary control structures removed | Ord 173 | |

# Underground Wiring Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Over current protection for underground wiring | 2011 NEC | 240.3 |
| Type SE, USE and UF cables and uses permitted for underground installation | 2011 NEC | 338<br>340 |
| Conduit types permitted for underground installation (Intermediate metal conduit, liquid-tight flexible metal conduit, rigid metal conduit, rigid non-metallic conduit) | 2011 NEC | 342<br>344<br>352<br>354 |
| Minimum trench depth or cover requirements | 2011 NEC | 300.5(a) |
| Minimum size and insulation of underground service - lateral conductors | 2011 NEC | 230.30<br>230.41 |
| Backfill and bedding requirements (no large rocks, debris, paving material, sharply angular substance, corrosive materials, etc.) | 2011 NEC | 300.5(f) |

# Sewer Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| **Pipe materials** | **2012 IPC** | **702** |
| **Pipe sizes** | **2012 IPC** | **710** |
| **Grade of pipe-slope** | **2012 IPC** | **Tbl 704.1** |
| **Pipe joints** | **2012 IPC** | **705** |
| **Pipe installation** | **2012 IPC** | **704** |
| **Cleanouts** | **2012 IPC** | **708** |
| **Sizing** | **2012 IPC** | **710** |
| **Trenching and backfill** | **2012 IPC** | **306** |
| **Testing** | **2012 IPC** | **312.6** |

# Drainage/Storm Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Size laterals | GDS | Drainage |
| Materials | 2012 IPC | 1102 |
| Roof drains | 2012 IPC | 1105 |
| Secondary roof drains | 2012 IPC | 1107 |
| Sizing | 2012 IPC | 1106 |
| Sumps and pumps | 2012 IPC | 1114 |
| Cleanouts | 2012 IPC | 1101.8<br>708 |
| Trenching and backfill | 2012 IPC | 306 |
| Test | 2012 IPC | 312.8<br>312.2<br>312.3 |

# Sign Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Setback | CSC | 151.81D |
| Sign type | CSC | 151.04 |
| Sign size | CSC | 151.81B |
| Sign message | CSC | 151.81C |
| Wiring based on NEC/See Electrical Code | 2011 NEC | Art 600 |
| Other miscellaneous information on the permit | | |

**NOTE: Not inspected at this time unless specifically requested**

# Fire Sprinkler, Underground Inspection Checklist

**Refer to automatic fire sprinkler information guidelines.**

## CONTACT FIRE MARSHAL'S OFFICE AT (972) 466-3210 FOR INSPECTION

# Fire Sprinkler, Meter Vault Inspection Checklist

**Refer to automatic fire sprinkler information guidelines.**

## CONTACT FIRE MARSHAL'S OFFICE AT (972) 466-3210 FOR INSPECTION

# Water Service Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| **Trenching and backfill** | **2012 IPC** | **306** |
| **Materials, joints and connections** | **2012 IPC** | **605** |
| **Size** | **2012 IPC** | **603.1** |
| **Shutoff valves** | **2012 IPC** | **606** |
| **Backflow protection** | **2012 IPC** | **608** |
| **Testing** | **2012 IPC** | **312.5** |

# Lawn Irrigation and BFP Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Check City-approved plans are on site | HB 1656 | |
| Approved backflow prevention device required with y strainer installed before device. Full port ball type isolation valve between meter and backflow device. Test cocks on backflow device are to be plugged with threaded plugs. Installed min. 3 ft. from water service on customer side of property line | HB 1656 | |
| Master valve (if required) installed on discharge side of B/F device (full port ball type valve) | HB 1656 | |
| Check location of controllers and sensors (rain/freeze). Each controller must be labeled with installers name and company name, license number, telephone number and warranty period | HB 1656 | |
| Check location of water emission devices, valves (zone, master, and isolation) | HB 1656 | |
| Check all underground wiring for UL burial rating and sizing to manufacturer's specifications. All wire splices must be moisture proof. All wiring is buried min. 6 inches | HB 1656 | |
| Check PVC piping for sizing, rating, installation and depth (min. 6 inches) | HB 1656<br>2012 IPC | Section 605 |
| Pop up water emission devices must be installed a min. 4 inches from hardscape and direct flow away | HB 1656 | |

**NOTE: Double check backflow prevention permitted in ground if protected by a box.**

# Pre-Pour Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Protection of pipes and plumbing system components | 2012 IPC | Section 305 |
| Insulation of hot water piping | 2012 IECC | C403.2.8<br>C404 |
| Concrete encased grounding electrode | 2011 NEC | 250.52 |

# Grease/Sand Interceptor Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Where required | 2012 IPC | 1003 |
| 6" water seal | 2012 IPC | 1003.3.4.2 |
| Relief vent | 2012 IPC | 1003.9 |
| Location | 2012 IPC | 1003.10 |
| Food waste grinders | 2012 IPC<br>TIM | 1003.3.2 |
| Oil separators | 2012 IPC | 1003.4 |
| Materials, joints and connections | 2012 IPC | Ch 4 & 7<br>1004 |
| Sample well | GDS | S14 |
| Venting | 2012 IPC | 1003.9 |

# Paving Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Soil engineer and lab | GDS (Paving) | 2.A.1 |
| Emulsified asphalt | GDS (Paving) | 2.D.8 |
| Density<br>95% of maximum dry density<br>Proctor: ASTM D698 | GDS (Testing) | 2.P.A |
| Concrete mixtures and testing | GDS (Paving) | 2.D |
| Concrete thickness | GDS (Paving) | P-20 |
| Reinforcing<br>Fire lanes #3 bars @ 18" o. c. | GDS (Paving) | P-20 |
| Fire lanes<br>24 feet clear width<br>Marking | GDS (Paving) | P-20 |
| Parking areas | GDS (Paving) | 2.P.9 |
| Dumpster pads | GDS (Paving) | 2.P.9 |

# Fire Lane Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Soil engineer and lab | GDS (Paving) | 2.A.1 |
| Hydrated lime treatment | GDS (Paving) | 2.0.1 |
| Density<br>95% of maximum dry density<br>Proctors: ASTM D698 | GDS (Paving) | 2.P.A |
| Concrete mixtures and testing | GDS (Paving) | 2.D |
| Concrete thickness | GDS (Paving) | 2.D.8 |
| Reinforcing<br>Fire lanes #3 bars @ 18” o.c. | GDS (Paving) | P-20 |
| Fire lanes<br>24 feet clear width<br>Marking | GDS (Paving) | P-20 |

# Plumbing Rough/Setback Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Fixtures stack vented | 2012 IPC | 910.1 |
| Test of drainage and vent pipes | 2012 IPC | 107<br>312 |
| Proper materials for drainage pipes | 2012 IPC | 702 |
| Size of drainage pipes/traps/trap arms | 2012 IPC | 710<br>Tbl 709.1 |
| Clean-outs | 2012 IPC | 708 |
| Grade of drainage pipe | 2012 IPC | Tbl 704.1 |
| Fittings/joints | 2012 IPC | 705 |
| Fullway valves on discharge side of water meter | 2012 IPC | 606 |
| Minimum cover for water service pipes/12" minimum | 2012 IPC<br>COG | 305.4 |
| Materials and size of valves | 2012 IPC | 604.10.2<br>605 |
| Test of water lines/City water ON | 2012 IPC | 107<br>312.5 |
| Size of water lines | 2012 IPC | 604 |
| Insulate hot water lines | 2012 IECC | 504.4.1 |
| Sewer connected to proper location and form board survey | 2012 IPC<br>GDS | 701.3<br>S2, S3, S9, S10 |
| Copper tubing joints | 2012 IPC | 605 |

# Electrical Rough Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| See inspection code 3011 and 3012 | | |
| Is electrical service underground within the first 200' of property line? | CZO | USE Districts |
| | | |

# Fire Sprinkler, Aboveground Inspection Checklist

**Refer to automatic fire sprinklers information guidelines**

## CONTACT FIRE MARSHAL'S OFFICE AT (972) 466-3210 FOR INSPECTION

# Plumbing Top Out Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Plumbing vents termination with respect to openings (windows) | 2012 IPC | 903.5 |
| Fixture drainage lines | 2012 IPC | Ch 7 |
| Fixture vents | 2012 IPC | 909 |
| Tests and inspection (sanitary drainage and potable water) | 2012 IPC<br>2012 IFGC<br>COG | 107<br>312<br>406.4.2 |
| Showers = material, installation and testing | 2012 IPC | 417 |
| Island fixture venting | 2012 IPC | 913 |
| Vent connection and grades | 2012 IPC | 905 |
| Stack venting | 2012 IPC | 913 |
| Wet venting limitations | 2012 IPC | 912<br>Tbl 906.1 |
| Cleanouts, trap arm and p-traps | 2012 IPC | 1001.1<br>708 |
| Prohibited traps | 2012 IPC | 1002.3 |
| Protection of piping (freeze and damage) | 2012 IPC | 305.4 |
| Piping support | 2012 IPC | 308 |
| Insulate hot water lines | 2012 IECC | 504.4.1 |
| Water heaters: regulations and installation | 2012 IPC | Ch 5 |
| Water heater pan and drain | 2012 IPC<br>TIM | 504 |

***Perform "lead check" test on water system**

# Gas Rough and Test Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Pipe materials | 2012 IRC<br>2012 IFGC | G2414<br>403 |
| Pipe sizes | 2012 IRC<br>2012 IFGC | G2413<br>402 |
| Pressure test (gas) COG amendment on test gauges and pressure | 2012 IRC<br>2012 IFGC | G2417<br>404 |
| Connections/joints | 2012 IRC<br>2012 IFGC | G2414<br>Ch 4 |
| Tracer wire for non-metallic piping | 2012 IRC<br>2012 IFGC | G2415.17.3<br>404.15.3 |
| Pipe depth | 2012 IRC<br>2012 IFGC<br>COG<br>Amendment | G2415.12<br>404.9 |
| Gas risers | 2012 IRC<br>2012 IFGC | G2414.6.1<br>Ch 4 |
| Gas pipes not to be bent or strained | 2012 IRC<br>2012 IFGC | G2416<br>405 |
| Separate ditch for gas piping | TIM | |
| Protection from corrosion | 2012 IRC<br>2012 IFGC | G2415.8.2<br>404.9 |

# Medical Gas Rough In and Top Out Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Approved piping for med gas/med vacuum | NFPA 99 | 5.1.10 |
| Approved fittings for med gas/med vacuum | NFPA 99 | 5.1.10 |
| Gas shutoff valves (location) | NFPA 99 | 5.1.4 |
| Pipe joints (cleaning and brazing) | NFPA 99 | 5.1.10.4 |
| Nitrogen purge while brazing | NFPA 99 | 5.1.10.4.5 |
| Pipe hanger spacing | NFPA 99 | 5.1.10.11.4.5 |
| Underground piping | NFPA 99 | 5.1.10.11.5 |
| Pressure on med gas/med vacuum levels I & II<br>150 lb. med gas & 60 lb. med vacuum | NFPA 99 | 5.1.12.2 |
| Pressure test for med gas/med vacuum level III<br>150 lb. med gas & 15 lb. med vacuum | NFPA 99 | 5.3.6.23.2.3 |
| Labeling & identification | NFPA 99 | 5.1.11 |

# HVAC Rough Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Joints & seams of ducts | 2012 IMC<br>2012 IECC | 603.9 |
| Duct installation | 2012 IMC<br>2012 IECC | 603 |
| Duct materials | 2012 IMC<br>2012 IECC | 603 |
| Combustibles within ducts or plenums | 2012 IMC | 602 |
| Dampers in duct systems | 2012 IMC | 607 |
| Gypsum products exposed in ducts | 2012 IMC | 603 |
| Product-conveying duct systems | 2012 IMC | Ch 6 |
| Shutoff for smoke control | 2012 IMC | 606.4 |
| Maximum breaker (electric) size | 2011 NEC | 440.22 A,B,C |
| Electrical wiring in plenums | 2012 IMC | 602 |
| Combustion air | 2012 IMC | Ch 7 |
| Condensate disposal | 2012 IMC | 307 |
| Secondary drain pan | 2012 IMC | 307 |
| Return & outside air | 2012 IMC | 403 |
| Commercial kitchen hoods | 2012 IMC | 507 |
| Exhaust systems | 2012 IMC | Ch 5 |
| Refrigerant lines | 2012 IMC | 1107 |
| Insulation of suction lines | 2012 IMC | C403.2.8 |
| Access | 2012 IMC | 306 |

# HVAC Piping Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Embedded piping | 2012 IMC | Sec 1209 |
| Spacing on pipe support (horizontal and vertical) | 2012 IMC | Sec 305 |
| Piping materials | 2012 IMC | Sec 1202 |
| Pressure test | 2012 IMC | Sec 1208 |
| Pipe insulation | 2012 IMC<br>2012 IECC | Sec 1204<br>C403.2.8 |
| Backflow devices | 2012 IPC | Sec 608 |
| Joints and connections | 2012 IMC | Sec 1203 |
| Valves | 2012 IMC | Sec 1205 |

# Electrical Rough-Walls Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Proper conduit size and number of conductors for conduit | 2011 NEC | Ch 9<br>Annex "C" |
| Proper strapping of conduits | 2011 NEC | 358.30<br>300.18 |
| Reaming of cut ends of conduits | 2011 NEC | 358.28 |
| Installation of connectors and couplings | 2011 NEC | 358.30 |
| Size for electrical service | 2011 NEC | 230.31(a)(b) |
| Type MC cable shall be supported every 6'; 12" from box | 2011 NEC | 330.30 |
| Boxes must be supported | 2011 NEC | 314.23 |
| Number of bends in a run of conduit | 2011 NEC | 358.26 |
| Unused openings protected other than those openings intended for the operation of the equipment | 2011 NEC | 110.12 |
| Type AC cable prohibited unless contains a full-size ground wire | Carrollton Code Deletion of 2011 NEC | Art 320 |
| Flexible metallic tubing as grounding | 2011 NEC | 348.60 |
| Length limitation of flex | 2011 NEC | Art 348.20 |
| GFCI protection in commercial kitchens, roof tops, bathrooms and outdoor receptacles | 2011 NEC | 210.8(B) |

# Building Rough/Framing Inspection Checklist


**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Mezzanines | 2012 IBC | 505 |
| Access to toilets and other facilities | 2012 IBC | 1109 |
| Compressed gases | 2012 IBC | 307 |
| Special hazards | 2012 IBC | 306<br>307<br>311 |
| Fire alarms | 2012 IBC | 907.2 |
| Smoke detectors | 2012 IBC | 907.2<br>411.5 |
| Structural frame–non-wood structural framing is not inspected. In complicated structures, Engineering verification may be requested | 2012 IBC | 1704 |
| Firewalls installation/construction | 2012 IBC | 706 |
| Fire dampers | 2012 IBC | 716.2<br>716.5 |
| Fire stop | 2012 IBC | 706, 711 |
| Minimum protection of structural parts | 2012 IBC | 721 |
| Rate fire resistive | 2012 IBC | Ch 6<br>703<br>704<br>706 |
| Minimum protection for floor & roof systems | 2012 IBC | Tbl 721.1 |
| Skylights/U-Factor | 2012 IECC | 402 |
| Elevators, stretcher accommodation | 2012 IBC | 1007.2.1<br>1007.4<br>Ch 30 |

# Building Rough/Framing Inspection Checklist


**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Floors and usable space under floors | 2012 IBC | 602.4.2<br>602.4.4<br>804<br>805<br>1606<br>1607<br>2304<br>2308.8 |
| Exceptions to table No. 601 & 602 | 2012 IBC | 603 |
| Weather protection | 2012 IBC | 1405.2<br>1503 |
| Types of construction | 2012 IBC | Ch 6 |
| Ramps, construction and handrails | 2012 IBC | 1002.1<br>1003 |
| Aisle | 2012 IBC | 1024 |
| Automatic fire extinguishing systems | 2012 IBC | Ch 9 |
| Gypsum board and plaster | 2012 IBC | Ch 25 |
| Penetration of rated walls | 2012 IBC | Ch 7 |
| Penetration of rated floor-ceiling-roof | 2012 IBC | Ch 4<br>Ch 7 |
| Shaft enclosures, elevator shafts, vent shafts, and other vertical openings | 2012 IBC | Ch 7 |
| Fire retardance, type of construction, when required for roof structures | 2012 IBC | Tbl 601<br>1505 |
| Attics: access, draft stops & ventilation | 2012 IBC | Ch 12 |
| Roof drainage | 2012 IBC | 1503.4 |
| Changes in elevation | 2012 IBC | 1003.5 |

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Means of egress | 2012 IBC | Ch 10 |
| Legitimate stage/fly galleries | 2012 IBC | 410<br>1007.5 |
| Building accessibility | 2012 IBC | Ch 11<br>1007 |
| Exits: #, width, arrangement, travel distance, etc.<br>See approved plan | 2012 IBC | Ch 10 |
| Corridors & exterior exit balconies | 2012 IBC | 1018<br>1019 |
| Stairways, design of riser and runner width, and materials used | 2012 IBC | 1009 |
| Mixed occupancy, occupancy separations | 2012 IBC | Ch 5 |
| Fire protection–for type of construction or occupancy group | 2012 IBC | Ch 3<br>706 |

# Vent-A-Hood Rough Inspection Checklist


**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Material | 2012 IMC | 506 |
| Joints & seams–welded | 2012 IMC | 506 |
| Non-combustibles | 2012 IMC | 506 |
| Supports | 2012 IMC | 506 |
| Insulation | 2012 IMC | 506 |
| Location | 2012 IMC | 506 |
| Cleanouts | 2012 IMC | 506.3.8<br>506.3.9 |

**HOODS**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Where required | 2012 IMC | 507 |
| Materials | 2012 IMC | 507 |
| Supports | 2012 IMC | 507 |
| Clearances | 2012 IMC | 506.5.4<br>507 |
| Hoods penetrating ceiling | 2012 IMC | 507 |
| Size | 2012 IMC | 507 |
| Capacity | 2012 IMC | 507 |

# Vent-A-Hood Rough Inspection Checklist


**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

**ROUGH INSPECTION**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| When 1 hour shaft is required, have 3 sides of shaft installed | TIM<br>2012 IMC | 506.3.6<br>604 |
| Hood and duct supports exposed | TIM<br>2012 IMC | 506 |
| Welded duct exposed | TIM<br>2012 IMC | 506 |

# Insulation - Walls, Floors, Ceilings Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| **Insulation–walls, ceilings, floors** | **2012 IECC** | **102**<br>**C303** |

# Electrical Service Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Feeders and/or phase conductors shall be sized | 2011 NEC | 310.16 |
| System grounding electrode conductor shall be sized by | 2011 NEC | 250.66 |
| Where phase conductors larger than 1100 kcmil copper or 1750 kcmil aluminum are installed, the equipment bonding jumper shall not be less than 12 ½ percent | 2011 NEC | 250.102 |
| Main bonding jumper and system bonding jumper shall be installed at metering equipment | 2011 NEC | 250.28<br>250.30A<br>250.66<br>250.94 |
| The grounding electrode system shall include all grounding electrodes that are present as described in 250.52(A)(1) through (A)(6) | 2011 NEC | 250.50<br>250.52 |
| Switchboards and panel boards clearances | 2011 NEC | 110.26<br>408.18 |
| Equipment containing over-current devices shall not be located over steps | 2011 NEC | 240.24 (F) |
| Conductors and cables used above grade must be suitable for wet locations | 2011 NEC | 300.9 |

# Fire Marshal Final Inspection

**Fire Department provides final acceptance notice to Building Inspection for entire project.**

## CONTACT FIRE MARSHAL'S OFFICE AT (972) 466-3210 FOR INSPECTION

# Plumbing Work Final Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Accessibility of valve for outside water supply | 2012 IPC | 606.3 |
| Clean-outs for sewer lines to grade | 2012 IPC | 708 |
| Backflow preventions | 2012 IPC | 608 |
| Water heater clearances | 2012 IPC | 502.5 |
| Pressure relief valves | 2012 IPC | 504 |
| Gas pipes shut off valves | 2012 IFGC | 409 |
| Gas connectors locations, length, materials | 2012 IFGC | 411 |
| Water heater vent termination | 2012 IFGC | 503 |
| Plumbing fixtures in place, secure | 2012 IPC | 405 |
| Waste pipe vent termination | 2012 IPC | 904.3 |
| Thermal expansion device | 2012 IPC | 607.3 |
| Fixture traps | 2012 IPC | 1002 |

# Medical Gas and Medical Vacuum Final Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| **Location of cylinders** | **NFPA 99** | **11.6.2** |
| **Labeling & identification of med gas/med vacuum piping** | **NFPA 99** | **5.1.1** |

# Vent-A-Hood Final Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

**Commercial hood extinguishing system acceptance test**
**(Hood final inspection)**
**(Dry & wet chemical agents only)**

## CONTACT FIRE MARSHAL'S OFFICE AT (972) 466-3210 FOR INSPECTION

# Electrical Rough - Ceilings Inspection Checklist


**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Type AC cable prohibited unless contains a full size copper ground wire Ord #2234 | Carrollton Code Deletion of 2011 NEC | Art 320 |
| Clearance of lighting fixtures from combustible materials | 2011 NEC | 410.2<br>410.12<br>410.16 |
| Fixtures shall be securely fastened to suspended ceiling with mechanical means or approved clips | 2011 NEC | 410.36 |
| Outlet boxes must have covers in a completed installation | 2011 NEC | 410.22 |
| Exposed, non current carrying metal parts of lighting fixtures shall be grounded | 2011 NEC | 250.112 |
| Methods of grounding fixtures | 2011 NEC | 250.118<br>410.40 |
| Type MC cable shall be supported every 6' | 2011 NEC | 330.30 |
| EMT (conduit) must be supported every 10' and within 3' of each box | 2011 NEC | 358.30 |
| Boxes must be supported | 2011 NEC | 300.11<br>314.23 |
| Number of bends in a run of conduit | 2011 NEC | 358.26 |
| Pull and junction boxes accessible | 2011 NEC | 314.29 |
| Wiring in ducts, plenums and other air handling spaces | 2011 NEC | 300.22 |
| Unused openings protected | 2011 NEC | 110.12 |
| Flexible metallic tubing as grounding means and its limitations for use | 2011 NEC | 348.60 |
| Length limitation of flex | 2011 NEC | 348.20 |

# Electrical Rough - Ceilings Inspection Checklist


**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Accessibility of duct heater | 2011 NEC | 424.65<br>424.66 |
| Luminaries multi-wires disconnects and locations | 2011 NEC | 410.130.(G) 2 & 3 |

# HVAC Work Final Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Gas appliance, connectors | 2012 IFGC | 411 |
| Vent installation | 2012 IMC | 802 |
| Vent termination | 2012 IMC | 802 |
| Gas shut-off valves | 2012 IFGC | Sec 409 |
| Factory labels | 2012 IMC | 301 |
| Accessibility | 2012 IMC | 306 |
| Condensate disposal | 2012 IMC | 307 |
| Protection from damage | 2012 IMC | 302 |
| Return mounted shutdown smoke detectors | 2011 NEC | 606 |
| Roof access | 2012 IMC | 306 |
| Controls/temperature | 2012 IMC | 309 |
| Elevation of ignition source | 2012 IMC | 304.3 |

# Electrical Work Final Inspection Checklist


**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Service feeder size | 2011 NEC | 230.42 |
| Proper breaker listing | 2011 NEC | 240<br>240.6 |
| Circuits labeled & identified | 2011 NEC | 408.4 |
| Proper over current protection at panels | 2011 NEC | 210.20 |
| Aluminum conductors not allowed except for #2 or larger | 2011 NEC | 110.5<br>310.14 |
| Grounding electrode system | 2011 NEC | 250 |
| GFCI locations & installation requirements | 2011 NEC | 210.8(B)&(C) |
| Installation of all devices required | 2011 NEC | 110.3<br>110.13<br>110.7<br>210.50 |
| A/C & heating disconnects | 2011 NEC | 440.4<br>440.12<br>440.22 |
| Lighting & electrical outlet requirements | 2011 NEC | 210.70.C |
| Meter base or disconnect identification | 2011 NEC | 110.21<br>110.22 |
| Any smoke detectors required | 2012 IBC<br>2012 IMC | 907<br>606 |
| All exit light requirements | 2012 IBC | City approved plans<br>Sec 1011 |
| All bonding requirements for transformers | 2011 NEC | 250.30 |

# Electrical Work Final Inspection Checklist


**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| | | |
|---|---|---|
| **Breaker sizes vs. wire** | **2011 NEC** | **210.20<br>210.21<br>240** |
| **Multi-wire branch circuits must be grouped together** | **2011 NEC** | **210.4** |
| **Identification of ungrounded phase system, when more than one voltage system** | **2011 NEC** | **210.5** |
| **Disconnecting means for A/C & heating units** | **2011 NEC** | **440.12<br>424.19** |
| **Receptacles and switches complete with plate** | **2011 NEC** | **406.4<br>406.5** |
| **Appliance connections to circuits** | **2011 NEC** | **422.10(A)&(B)** |
| **Marking of service disconnect** | **2011 NEC** | **230.70(b)<br>230.72(a)** |
| **Roof top units receptacle requirements mark unit with suite number** | **2011 NEC** | **210.63** |
| **Is electrical service underground for the first 200' of front property line?** | **CZO** | **USE Districts** |
| **Recessed lighting fixtures shall be installed per IECC** | **2012 IECC** | **405** |
| **All lighting systems shall be installed with controls per IECC** | **2012 IECC** | **406.3** |
| **Bi-level switching shall be installed per IECC** | **2012 IECC** | **405.2.2.3.3** |
| **Guest rooms in hotels, motels, boarding houses or similar buildings shall have lighting controls per IECC** | **2012 IECC** | **405** |
| **Exterior lighting controls shall be installed per IECC** | **2012 IECC** | **402.2.4** |
| **All other lighting shall comply with IECC** | **2012 IECC** | **405** |
| **Cables installed under roof deck** | **2011 NEC** | **300.4E** |

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| | | |
|---|---|---|
| **Insulated fittings regarding ambient temperature locations** | **2011 NEC** | **300.4 (G)** |
| **Conduit exposed to sunlight** | **2011 NEC** | **310.15 (C)** |
| **Drinking fountains must be protected by GFCI** | **2011 NEC** | **422.52** |

# Fire Alarm Inspection Checklist

**Fire Alarm Test/Fire Department Inspection**

## CONTACT FIRE MARSHAL'S OFFICE AT (972) 466-3210 FOR INSPECTION

# Landscape/Screening Wall Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Landscape plan(s) must be on site | 2484 | XXV |
| One 3” caliper shade tree for each 50’ of street frontage | 2484 | XXV |
| Shade tree to be 10’-12’ in height | 2484 | XXV |
| Three ornamental trees for each 100’of street frontage | 2484 | XXV |
| Ornamental trees to be 6’-8’ in height | 2484 | XXV |
| 16- 5-gallon evergreen shrubs for each 50’of street frontage | 2484 | XXV |
| The gallon size shall be verified | 2484 | XXV |
| Shrubs to be 24” in height | 2484 | XXV |
| Ground covers shall be planted in such a manner as to present a finished appearance | 2484 | XXV |
| All trees, shrubs and plants shall have indications of normal, healthy growth | 2484 | XXV |
| The number of all trees, ornamental, shrubs and plants will be counted | 2484 | XXV |
| All landscaping shall be completed and installed in accordance with the approved plans before a Certificate of Occupancy shall be issued | 2484 | XXV |
| Screening wall of a minimum of 6’ in height will comply with Ordinance 2484, Section C. Buffering | 2484 | XXV |

# Zoning Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Use project management worksheet in project file | | |
| Check permit comments (in HTE or on permit on the job) | | |
| Check P. D. specific comments | Project file | |
| Check S.U.P. specific comments | Project file | |
| Check base zoning district requirements and land use from CZO | | X, XII – XX, XX.1, XX.2 and XX.3 |
| Check brick (masonry) percentage | | X, XII – XX, XX.1, XX.2 and XX.3 |
| Check front, rear and sides setbacks and key lot | Project file | |
| Check zoning and height of structure and of adjacent properties | Project file | |
| Check for required screening wall | | Art XXV Sec C |
| Check number of parking spaces and handicap spaces, parking striping, curb stops and signs | 2012 IBC | Art XXIV Ch 11 |
| Check dumpster location, screening and trash receptacles | | Art XXV Sec C |
| Check roof top screening | | X, XII-XX, XX.1, XX.2 and XX.3 |
| Check for provision of retaining walls | Project file | |
| Check signs permits, setbacks, height size, all inspections/finals | CSC | Ch 151 |

# Drain/Paving/Grading Final Inspection Checklist

**Project engineer provides Building Inspection with an engineer's letter, stamped and sealed, stating that the drainage, paving, grading and detention pond have been installed in accordance with the approved plans.**

# Public Works – Letter of Notification

**Public Works inspects the project for utilities and pavement in the R.O.W. or easements. When the utilities are approved, Public Works provides Building Inspection with a letter of notification.**

# Building Final Inspection Checklist


**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline. Check comments listed on permit.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Ceiling insulation | 2012 IECC | 402 |
| Parapet walls | 2012 IBC | 705.11<br>2109 |
| Rated corridors when needed/doors, openings, walls | 2012 IBC | 704<br>1003<br>1004<br>803 |
| Return air restrictions in rated corridors | 2012 IBC | 711<br>716 |
| Draft stop in wood construction | 2012 IBC | 101.3<br>717 |
| Fire stop | 2012 IBC | 706<br>711 |
| Attic access | 2012 IBC | 1209 |
| Other requirements such as exit sign, door hardware, door swing, exit illumination, air curtain, etc. | 2012 IBC<br>(See Approved Plans & Permit Comments) | Ch 10 |
| Stair and handrail requirements | 2012 IBC | 1009 |
| Address number, size, contrasting, illumination | CoC Address Policy | 04/16/90 |
| Accessibility | 2012 IBC | Ch 11 |
| Sidewalks | Subdv Ord<br>GDS | Art X, Sec G<br>p-15, p-22, p-26 |
| Fire lane, parking and loading<br>Driveway location with respect to intersections | CZO<br>CFC<br>Driveway Ord | Art XXIV<br>Art 10<br>Ord 1604 |
| Screen walls | CZO | Art XXV |

# Building Final Inspection Checklist


**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline. Check comments listed on permit.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| | | Sec B |
| Any item related to SUP | CZO | Applicable SUP Ord |
| Landscaping | CZO | Art XXV Sec B |
| Visibility triangles clear of obstructions (new buildings) | Visibility Ord | Ord 1325 |
| All signs have permits | CSC | 151.30 |
| Any illegal banners | CSC | 151.86 |
| Fire sprinklers permitted, inspected and finaled | 2012 IBC Fire Sprinkler Policy | 903 |
| Safety glass | 2012 IBC | 2406 |
| Exterior brick | CZO | USE Districts |
| Is electrical service underground for the first 200' of front property line | CZO | USE Districts |
| Is parking paved (applies to new parking construction or if the tenant is changing) | ORD MEMO | 1882 6/1/94 |

# Occupancy Application/Sign/Zoning/Construction Codes Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Sign code requirements | CSC | 151.81 |
| Check comments on occupancy application | Application | |
| If there is a pole sign, do not approve unless certain that the sign does not have to be removed. Other signs/banners without permit or in violation? Other work done without permit? | CSC & other Applicable codes | 151.80.1<br>1551.30 |
| Any plumbing fixtures missing? | 2012 IPC | 403 |
| Plumbing pipes, traps in working condition; no leaks | 2012 IPC | 107 |
| Any work done clearly without a permit must obtain permit and comply with code | 2012 IBC<br>2012 IPC<br>2012 IMC<br>2011 NEC | 105<br>106<br>106<br>NEC 100-I |
| Is gas test required? (See policy when such a test is required.) | 2012 IFGC | Ch 406 |
| Parking spaces | CZO | Art XXIV |
| Any indication that the use may not be consistent with what application for C/O reflected? | Application & Permit | Building & CZO |
| If the nature and occupancy group of the use has changed from the previous legal tenant, any items (such as accessibility, exits, etc.) need to come up to code? | 2012 IBC | Ch 3<br>Ch 11 |
| Any combustible construction in non-combustible type buildings prohibited by code and construction done clearly without permit or approval? | 2012 IBC | Ch 6<br>Ch 7 |
| Are all electrical wires in a condition not causing a life hazard? | 2011 NEC | 110.7 |
| Door hardware which might have had changed and not in compliance? | 2012 IBC | 1003.3 |
| Is parking paved? | Ord<br>Memo | 1882<br>6/1/94 |

## Clean and Show/Construction Heat/Electric Service Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| **Proper breaker size for heating unit** | **2011 NEC** | **424.19<br>424.22** |
| **Panel cover installed** | **2011 NEC** | **408.38** |
| **Proper security of access to electrical equipment** | **2011 NEC** | **110.26** |
| **No holes in panel** | **2011 NEC** | **408.7<br>110.12(a)** |
| **Capping of all loose wires** | **2011 NEC** | **110.14(b)<br>110.12(a)** |
| **Identification of panel service on meter base or disconnect** | **2011 NEC** | **408.4<br>110.22<br>230.70** |

# Clean and Show/Construction Heat/Gas Service Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| **Pipe materials (gas)** | **2012 IFGC** | **403** |
| **Pipe sizes (gas)** | **2012 IFGC** | **402** |
| **Connections (gas)** | **2012 IFGC** | **403** |
| **Pressure test (gas)** | **2012 IFGC** | **406** |
| **Proper installation** | **2012 IFGC** | **305** |
| **Venting of appliance** | **2012 IFGC** | **Ch 5** |

## Clean and Show/Construction Heat/Gas and Electric Service Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| **Combine 6015 & 6020 inspections** | | |

# Sign, Piers, Setback, Electrical Underground Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| **Pier setback** | **Sign Code** | **From Permit** |
| **Pier construction** | **Per Engineer Design Specs** | |
| **Electrical underground** | **2011 NEC** | **300.5** |

# Sign Final Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| **Sign final** | **CSC** | **Read Permit Notes** |

# Fence Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Proper setback from streets, alleys, or drainage easements | CZO | Use Districts |
| Proper height restriction for front yards or certain corner lots | CZO | Use Districts |
| Proper requirements for pool enclosure | 2012 IBC | 3109 |
| Proper location for visibility | Visibility Ord | Ord 1325 as amended |

# Retaining Wall Inspection Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Retaining walls which do not require a permit are not inspected | 2012 IBC | 105.2 |
| Inspect based on engineered approval plans for retaining walls requiring permit | 2012 IBC | 110.3.8<br>110.3.9 |

# Pre-C/O Meeting Checklist

**This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.**

| CODE ITEM | CODE | SECTION |
|---|---|---|
| Two year Maintenance Bond on CoC form | GDS | |
| As-built plans of city maintained utilities submitted as follows:<br>▪ 2 sets of blue lines or black lines ( 22" x 34")<br>▪ 1 TIFF 300dpi monochrome | | |
| Inspection by Public Works documented on Letter of Notification | | |
| 10” address numbers to be posted on the building | CoC Policy | |
| # 9900 Site drainage/paving grade letter (contractor’s engineer’s letter) | Policy | |
| # 4010 Electrical work final | 2011 NEC | |
| # 4020 Plumbing work final | 2012 IPC | |
| # 4030 HVAC work final | 2012 IMC | |
| # 4022 Backflow prevention certification final | 2012 IPC | |
| # 4035 Landscape/screening wall final or contractor’s letter of completion date required | CZO | |
| # 4037 Zoning/S.U.P./P.D. final | CZO | |
| # 4041 Sign final | CSC | |
| # 5050 R.O.W. infrastructure final (Letter of Notification) | GDS | |
| # 4002 Fire marshal final initiated by project inspector | 2012 IFC | |
| # 4040 Building/energy final | 2012 IBC | |

**Note:**

- **Leave contractor a list of all items that are incomplete, and date**
- **Log the uncompleted items in the computer on the project permit under the 7500 inspection**