BUILDING INSPECTIONS

# RESIDENTIAL CONTRACTOR GUIDELINES
**Revised 08-14-2016**

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**Code Compliance** (Last Updated August 1, 2014)

Construction projects must adhere to the following codes:

- 2012 International Energy Conservation Code, Ordinance #14-47, effective, October 1, 2014 Effective September 1, 2016, State of Texas will adopt Phase 1 of the 2015 IECC.
- 2011 National Electrical Code, Ordinance #14-50, effective, October 1, 2014
- 2012 International Residential Code, Ordinance #14-45, effective, October 1, 2014
- 2012 International Mechanical Code, Ordinance #14-48, effective, October 1, 2014
- 2012 International Plumbing Code, Ordinance #14-46, effective, October 1, 2014
- 2012 International Building Code, Ordinance #14-44, effective, October 1, 2014
- 2012 International Fuel Gas Code, Ordinance #14-49, effective, October 1, 2014
- 2012 International Property Maintenance Code, Ordinance #04-37, October 1, 2014
- 2012 International Fire Code, Ordinance #14-51, October 1, 2014

All adopted Town of Prosper 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. You can access the subdivision and zoning ordinances by going to: **http://www.prospertx.gov**. Click on **Town Departments**, then **Planning**.

## 2012 INTERNATIONAL ENERGY CONSERVATION COMPLIANCE:

**http://www.energyiq-usa.com/texas-adopts-2015-energy-code/**

**All energy related analysis and inspections must be performed by an approved third party firm.**

## ENERGY STAR HOMES:

Requires third party rater plan review and inspection testing by RESNET agency certified for the State of Texas. Both voluntary and mandatory 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 builder's request for final inspection and certificate of occupancy.

To verify compliance with EPA, the Town of Prosper 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.



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## General Information

**Working Hours** – Standard working hours are as follows:

- Mon-Fri: 7:00am to 7:00pm
- Saturday: 8:00am to 5:00pm
- Sunday: 12:00pm to 7:00pm

Work during other hours shall not be done without the written consent of the Building Official except for work done in connection with the care, maintenance or protection of equipment or already completed work or to correct conditions that are unsafe to the public.

1. No tracked vehicles will be allowed on the streets and alleys after a subdivision has been accepted.

2. Instruct subcontractors and their employees to park in such a way that emergency vehicular traffic will not be obstructed, i.e. police cars, fire trucks and ambulances.

3. **Sanitary Facilities** – When permanent sanitary facilities are not available to construction workers, portable chemical toilets must be placed within one-quarter mile of the jobsite and shall conform to ANSI Z4.3. Portable chemical toilets shall be serviced on a regular basis or as deemed necessary by the Building Official.

4. **Posting of Address** – Approved building addresses must be posted on the front of the house in a location that is plainly visible and legible from the street fronting the property, on each lot, at all times during construction. Addresses shall contrast with their background and shall be a minimum of four inches high and a stroke width of one-half of an inch. **Addresses posted on mailboxes shall be secondary to addresses posted on the house.**

5. **Maintenance of the construction site** – Construction or work for which a permit is required shall be subject to inspection and such work shall remain accessible and exposed for such purposes until approved. Before any inspection is approved, an address shall be posted that can be read from the street, the permit shall be posted including all town approved plans. All rights-of-way, to include streets, alleys and sidewalks, shall be clean and clear of mud, sand concrete, and building materials. There shall be no material storage, portable chemical toilets, etc located within the rights-of-way and no closer than two feet (2') from back of curb. Stop work orders may be issued if the builder is in violation of the trash, erosion control and right-of-way rules. **Our inspectors have the right to refuse any inspection due to loose and blowing trash, dirty streets or alleys or right-of-way obstructions.**

   **Required building lot erosion control must be continuously maintained throughout construction process.** Our inspectors may require additional erosion control as deemed necessary. All storm drains and inlet boxes shall be maintained clean and clear of mud, sand, concrete, building materials and any debris. All storm drains and inlet boxes shall be maintained per the approved Storm Water Pollution Prevention Plan (SWPPP) for the development and guidance from the Public Works Director. Each property shall have an orange fence at sides and rear to maintain trash.



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7. **Trash bins –** must be constructed in a manner to sufficiently contain all blowable trash. Trash bins must be continuously maintained throughout the construction process. An address must be posted on the trash bin per #5 above. Trash bins must be onsite beginning with Plumbing Ground Rough and may be removed upon approval of Gas & Electric Release (Utility Release-Permanent Service).

8. **Inspection Requests –** By using eTRAKiT3 you can now schedule, cancel, and view your inspections online by going to our website at http://www.prospertx.gov/business/land-development/building-inspections/ or by following this link http://prosper.trakit.net/eTRAKiT3/ .
Steps for first time users:
   1) Click on "schedule inspections".
   2) Select your company name.
   3) Enter your 5 digit generic password 12345.
   4) Enter your new password.
   5) Confirm your new password.

Please note the new password is for your company. You will need to share this password with anyone who schedules, cancels, or views inspection results or checks a status of a plan review. If you forget your password, you may contact our permit technicians and they will be able to give you your password.

Missing the cut off time will require the inspection to be made on the second business day.

**Inspection Cancellations –** All cancellations must be made prior to 8:30 AM on the day of inspection. You may cancel online until this time. If you run into an issue, send an email directly to the inspector that has your inspection. You may also stop an inspector before he steps onto your property. All inspectors and staff are able to see the emails. Inspections will not be cancelled if the inspector has already been to the jobsite.

9. **After Hours Inspection Request –** will require a completed inspection request form and approval by the Chief Building Inspector or Building Official between the hours of 3:30 PM – 5:00 PM. **Prior approval is needed to assure that an inspector will be available and that the request is warranted.** A fee of $50 per hour, minimum of two hours, is required upon approval and before the inspection will be performed. This must be paid in our office by 4 PM. The only after hour inspection approved shall be for a Final/CO.

10. **Location of permit packets and inspection tickets –** In order to allow for uniformity and the most efficient use of time, permit packets should be on the construction site at the location specified below. Inspection tags will be placed in the permit packet by the inspector once the inspection is completed. The town approved building plans and all previous inspection tags must be available on the job site when an inspection is called for. **R105.7**

    a. **T-pole / Plumbing Rough / Foundation -** The permit packet should be located at the T-pole and/or on the trash bin facing the street, or on builder sign at the street. It must be in a conspicuous location in order for our inspectors to find permit.
    b. **Seconds (Top-Out) to Building Final –** The permit packet should be located at the inside by the front door. *NOTE: Gas & Electric Releases and Building Finals may have packet placed on the kitchen counter*
    c. **Flatwork / Approach –** The permit packet should be located in the approach or repair area.



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11. **Inspector Office Hours –** Every effort will be made to have an inspector available from 8:00 AM – 8:30 AM and 3:30 PM – 5:00 PM each day. Summer hours may be may be an earlier starting time each day. Technical questions regarding an inspection item should be directed to the inspector who made the inspection. Other technical questions should be directed to a building inspector. Do not call the front counter and request technical information or ask if an inspection has been made or if an inspection has passed. You may check your inspection results online. If you are unable to resolve an issue with your inspector, please contact the Chief Building Inspector.

    For general questions only and permit submittal information, you may call the front counter.

12. **Temporary Power –** Because of serious safety concerns, citations may be issued to the job superintendent, electrician, and/or the general or electrical contractor's responsible company officer if temporary power is tied directly into the permanent service panel. Electricians are permitted to test house circuits provided that a licensed electrician is onsite at all times while temporary power is connected to the house. If power is disconnected, the jobsite may be subject to a reinspection fee and a reinspection will have to be called. **Temporary power cords <u>will not</u> be run across public streets.** Any temporary wiring that does not meet these conditions, may be cause for confiscation of wire and disconnection of power.

13. **Reinspection Fees –** A reinspection fee may be assessed and no inspection performed, when any of the following conditions apply:

    a. Inspection called for is not ready. (This could include a first time inspection where a history has developed for deficient items on a continual or repeated basis)
    b. The temporary electric pole does not have the address posted.
    c. No building address posted as specified in #5 above.
    d. Town approved plans are not on the jobsite and located as specified in #9 above.
    e. Blowable trash or trash bin not being maintained or excessive trash on lot.
    f. House is locked or work to be inspected is not accessible. Work being performed on site.
    g. An inspection is failed twice for the same item or habitual calls.
    h. No **original** Form Board Survey (FBS) is on the jobsite when a plumbing rough inspection is requested.
    j. A safety fence is not installed around sewer tap excavations that are four feet deep or more.
    l. Construction materials or portable chemical toilets are located in the Right-of-Way (ROW). They must be behind sidewalk or bar ditch or two feet from back of curb, whichever is greater.
    k. Panel cover is not removed for electric release final inspection or is off at building final.
    l. No air test on gas lines. Test Gauge shall be at gas meter location.
    m. Any deviation from the original approved plans that require a restamp, permit or has had no prior approval.
    n. Missing required paperwork at the respective inspection.
    o. No water in 10 foot head test on frames.
    p. Men working on site.
    q. No brick ties installed on house.



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14. **Reinspection Fees** – are $50 for the first reinspection fee assessed and increase in $25 increments for the second and subsequent fee for the same inspection type. All reinspection fees must be paid prior to the request of any further inspections. If you have not paid your reinspection fee and have requested an inspection for the next day, the inspection will not be scheduled until our software system shows it as being paid. Receipts, showing the fee has been paid, shall be in the permit packet at time of inspection. Reinspection fees not paid may result in the inspection not being made and an additional reinspection fee may be assessed.

15. **Restamp/Plan Review Fees –** Any changes in the approved set of plans are required to be restamped before an inspection is scheduled. This also applies to a restamp due to a lost permit packet. Restamp/Plan Review fees are $50 per hour with a one hour minimum and may take up to five business days to process. Do not schedule an inspection if the restamp has not been approved, in the permit packet, and available to the inspector.

16. **Engineering letters and other required documents –** Whenever an engineering letter or other document is required, it shall be placed at the front of the inside of the permit packet on the jobsite. This will allow the inspector to refer to the letter or document in order to verify compliance with the document requirements. As soon as practical the **original** document should be submitted to the Building Inspections office, directly to the inspector who did the inspection, to be included with the permit files.

17. **Safety Compliance –** For the purpose of providing safety on the construction site, the Occupational Safety and Health Administration (OSHA) guidelines shall be followed. Please check their website at www.osha.gov.

18. **Expiration –** Every permit issued shall become invalid unless the work on the site is commenced within 180 days, unless otherwise specified, after its issuance. Every permit shall become invalid if work authorized onsite by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. **Suspended or abandoned** will be defined as an elapsed time of 180 days between any two approved inspections. In addition, any approved permit applications that have not been picked up and paid for within 180 days of approval shall become invalid and disposed of. A $50 plan review fee will be assessed and the contractor will have to resubmit a new complete permit application when they are ready to proceed with the project.

## Inclement Weather

No concrete, plumbing rough inspections or underground inspections will be made if it has been determined that it is too wet by the Chief Building Inspector or Building Official. Plumbing rough inspections may be conducted in wet conditions provided that an approved hydrostatic test is in place.
**Local Policy**

No concrete or plumbing rough inspections will be made unless the temperature is at least 38 degrees and rising by 8:30 AM the morning of the inspection.

**During inclement weather it is the responsibility of the contractor to reschedule all cancelled inspections, after checking their jobsites.**



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## HELPFUL REQUIREMENTS ON REQUIRED INSPECTIONS:

*Listed after each helpful requirement is the relevant 2012 I-Code, 2011 NEC or Prosper ordinance code section.*

### ITEMS COMMON TO EVERY INSPECTION:

- No permit packet/plans **R105.7**
- No address **R319.1**
- Pay fees **R108.1**
- Not ready **R109.3**

### T -POLE:

This may be called in separately, but we would prefer this be called with the Plumbing Ground Rough if possible. No trash bin required to be on site if only a T pole inspection.

1. Address and permit posted. **R319.1**
2. 220V and 120V receptacles shall have ground fault protection on all 20 and 30 amp circuits. **E3902.3**
3. Pole must be braced and grounded. **E3904.3**
4. Plugs and breakers in weather proof enclosure. **E4002.8 Damp locations.**
5. Ground rod and proper ground bond connector installed. **E3607.6**

### PLUMBING GROUND ROUGH:

When you are ready for your plumbing ground rough inspection, call in as follows:

**(Trash bin with address must be on site for rough inspection) Yard sewer holes deeper than four feet shall be completely protected by an orange snow fence that will keep the general public from falling into the hole. Red or yellow tape is not allowed for protection of yard sewer holes. 2012 IRC codes do not allow air tests on DWV systems. No air tests will be performed. Hydro tests are permitted. Water meter must be set before the plumbing rough inspection will be performed.**

**Please note: PEX will be allowed under slab. Main water line coming into the house shall be 1 ¼" in size, and all branch lines running to bathroom groups shall be a minimum 1" in size. Local Policy.**

**When you are ready, call in as follows;**

**Plumbing Rough**

**Plumbing Rough shall include**
**Water meter inspection**
**Yard sewer inspection**
**Form Board Survey**



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**1. Form board survey will be picked up at this inspection. Failure to have Form Board Survey in packet shall be subject to disapproval, no inspection, and a reinspection fee assessed.** ***(Required Paperwork)***

2. Address and permit posted on trash bin. **R319.1**
**(Public Works <u>will not</u> set your water meter without an address posted on the lot!)**

3. Plumbing water, gas, sanitary systems on test. Water meter must be installed and water to building shall be turned on. **P2503, P2503.5.1, P2503.7**

4. No short sweep fittings permitted under 3 inch diameter. **P3005.1**

5. Plumbing must be exposed for inspection. **P2503.2**

6. Minimum ¾ inch water service with cut-off valve. **P2903.7**

7. Hose bibb with tamper proof vacuum breaker installed. **P2902.4.3**

8. All in-slab water piping must be copper piping and properly brazed. **P2904.13**

9. Copper lines must be sleeved, taped, or painted where exposed to concrete. **P2603.3**

10. All building sewers (yard lines) shall be minimum 4" with a 4" double or two way cleanout. **P3005.2.7**

11. Approved adapter fitting at change in material. **P3003.18.4**

12. All underground PVC and copper shall be bedded with sand or clean soil. **P2605.1 (2)**

13. Orange fencing to be secured completely around yard sewer holes over 4 ft. in depth. **Local Policy**

14. Copper or PEX is allowed under slab. **Local policy**

15. Minimum depth of services twelve inches (12"). **P2603.5**

16. Proper sanitary drainage. **P3005.3**

17. Island/foot vent not properly installed. **P3112**

18. Trap arm too long/excessive fall. **P3105.1, P3105.2, Table P3105.1**

19. Sanitary not properly vented. **P3101.2**

20. Water service pipes, water distribution pipes and the necessary connecting pipes, fittings, control valves, faucets and appurtenances used to dispense water intended for human ingestion shall be evaluated and listed as conforming to the requirements of NSF 61. **P2609.5**

21. Pressure Reducing Valve (PRV) must be located outside of slab with valve to service or inside garage**.** **All new SFD require PRV's installed on site.** PRV shall be installed on house side of water meter or in a conspicuous location in the garage. **P2903.3.1 Local Policy**

22. House service shutoff valve required. **P2903.9.1**

23. Water service not sleeved over sanitary ditch. **P2905.4.2 Exp**

24. Flux used does not comply with ASTM B 813. **P2904.14**

25. Required city side sanitary sewer cleanout must comply with Public Works specifications. **Local policy**



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**FOUNDATION:**

Currently foundation inspections are performed by the engineering firm (3rd party) that designed your foundation. Piers installed per plans/passed pier inspection (3rd party). You must obtain an approved/passed (Green) tag for your foundation from the 3rd party inspection firm, and then you shall call in for your foundation inspection from the Building Inspections Department. Do not call for an inspection if you do not have your approved/passed (Green) tag on the jobsite. Anchorage shall be in place before pouring per Section 403.1.6. Yard sewer holes shall be filled before foundation inspection shall be performed. **Inspection tags can not have any items listed for correction.** (Exception: Clean out beams or clean cave-ins) All foundations greater than one hundred sixty square feet (160 sqft) shall be an engineered design. **Yard sewer holes shall be filled in or no inspection will be performed and shall be subject to reinspection fee. Local Policy. Orange snow fence shall be installed on both side and rear of entire lot to contain trash. Failure to have in place shall result in no inspection being performed.**

When you are ready for your foundation inspection, call in as follows: We will also check your electrical underground and trash fencing, if you have underground mechanical, please note this on your request.

**Foundation**

1. Address and permit posted. **R319.1**
2. Post tension or other engineered plans must be on jobsite at time of inspection. **R105.7**
3. Minimum 3.5" depth on concrete (**or per engineered design**).
4. Beam width and depth must comply with approved engineer designs. **R403.1**
5. Chairs must be under reinforced steel and cables. **Per engineer plans**
6. Exposed copper must be sleeved and protected. **G2415.11 (404.11)**
7. Forms must be adequately braced, with brick ledge installed if applicable. **Per engineer plans**
8. Block-outs for tubs and showers must be in place. **Per engineer plans**
9. Must have approved engineer inspection report on site. **Local Policy**
10. Beams clear of debris and water. **Per engineer plans**
11. Cables and rebar placed per plans. **Per engineer plans**
12. Cable ends secured. **Per engineer plans**
13. Cable ends taped. **Per engineer plans**
14. Cables chaired off plumbing. **Per engineer plans**
15. Cables properly routed and spaced off bottom of beams. **Per engineer plans**



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16. Plumbing sleeved and wrapped properly. **P2603.4**

17. String lines installed. **Per engineer plans**

18. Missing/repair poly on interior pads. **R506.2.3**

19. Underground duct system clearances. **M1601.1.2**

20. Rough grading for positive drainage away from slab must be done after concrete placement and removal of forms. **Per engineer plans**

21. Contractor must submit "pre-pour" letter from the designing engineering firm. Letter must have address, lot number, block number, subdivision & phase, and engineer seal. Letter must be on site at the framing inspection. The letter will be filed with the project documentation. **Local policy**

22. Electrical Underground must be installed at time of inspection, if on approved plans, must match approved plans. **Local Policy**

## FLATWORK/APPROACH

When you are ready for your flatwork/approach inspection, call in as follows: Some lots do not have sidewalks, just call for approach. These inspections can be called in at any time from foundation on to before final inspection.

**Flatwork**
**Approach**
**(Per town specified standards)**

1. Town sidewalks shall be minimum 4' wide with ¼ "per foot slope from property line to street.

2. Expansion joints installed where abutting existing concrete and not to exceed 20 feet on center.

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, (including sod) and meters and fittings must be fully accessible.

7. Water meters may not be located in any flat work.

8. Handicap ramps must conform to the Texas Accessibility Standards (T.A.S.).

9. All fire hydrant and water main line valve stacks must be clearly located and level with final grade.

10. Minimum five foot (5') driveway turning radius.

11. Flatwork area must be dry, no standing water.

12. Four inch (4") expansion joint required at town sidewalk to street.

13. Six inch (6") expansion joint required at approach to street.



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14. Smooth dowels installed at expansion boards, dowels shall have plastic caps.

15. Maximum of one inch (1") of sand with chairs installed under rebar.

## Sheathing/Nail Pattern:

This inspection is required for all structures that are "wrapped" using materials such as "Tyvek" and/or felt paper for water-resistive barrier (R703.2) and weather-resistant siding attachment and minimum thickness (703.4). This inspection must be inspected and approved before the Seconds/Top Out inspection shall be performed. Contractors must pass this inspection before your Seconds/2nds inspection will be scheduled/performed.

If using T Ply, follow manufacturer specifications. Local Policy
Wood structural panels, install with nails at 6 inches on center on edges, 12 inches on center on intermediate supports (interior locations), Table R602.3.(1).
All hold downs from concrete to structural members shall be nailed off, Local Policy

**SECONDS INSPECTION:**
When you are ready for your seconds (top-out) inspection, call in as follows:

2nds, SECONDS INSPECTION

We will continue to do
Framing
Electrical rough
Plumbing top out
Mechanical rough
Fireplace
Gas pressure test

This is being changed to make it simpler for builders to schedule their own inspections on ETrakit.

### 2nds/Frame

No partial inspections are performed unless prior approval is obtained from the Chief Building Inspector or Building Official. All trades are inspected at one time. Have your packet inside the front door for inspection. **Have your foundation "pre-pour" engineering letter inside the packet for the inspector to pick up. All permits approved in 2015 shall require a 3rd party inspection or engineering firm to approval structural elements of house. Letter shall indicate 2012 codes to match adopted codes by town. 2nds inspection will not be approved before we receive this letter from engineering firm on structural elements of the house as designed. This may be included on the same letter as the pre-pour letter or may be separate if done by a different approved inspector. Have this paperwork at the front of your packet for your inspector.** ***(Required Paperwork)***



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## FRAMING:

1. All windows/construction doors shall be installed. **R613.2**
2. Windows flashed. **R703.8**
3. Wind bracing. **R602.10.3, Table R602.10.1**
4. Nail OSB wind bracing 6" entire perimeter. **Table R602.3 (1)**
5. Sealed or flashed horizontal OSB seams. **R703.8**
6. Brick ties must be in place where applicable. **R703.7.4.1**
7. Poly on brick ledge. **R703.7.5**
8. Triple green rafters at brick on wood. **R703.7.2.2**
9. All holes and penetrations in exterior sheathing sealed. **N1102.4.1**
10. All holes between floors sealed. **R 502.12**
11. All penetrations through slab sealed. **Local Policy**
12. Slab bolts, nuts & washers installed correctly. **R403.1.6**
13. Interior plates anchored at thirty six inches (36"). **R403.1.6**
14. Chases draft stopped out of attic/floor space. **R602.8, R502.12**
15. Fire blocking installed. **R602.8**
16. Fireplace flue boxed in attic. **(Figure M1306)**
17. Solid block OSB wind bracing seams. **R602.10**
18. Over bored/notched stud/top plate/ joist/ rafter properly repaired. **R602.6**, **R602.6.1 (Figures R602.6 (1) R602.6 (2) R602.6.1)**
19. 2"x 6" studs at horizontal plumbing. **R602.6**
20. Attic access required. **R807**
21. Joist properly supported, j hanger/pressure block. **R502.6.2**
22. Hangers properly web stiffened on LPI/TJI joist. **Manufacturer's specification**
23. Double studs under double joist. **R601.2**
24. Add support under water heaters. **R501.2**
25. Roll block floating beam. **R502.7.1**
26. OSB both sides of rafter splice/properly brace rafter splice. **R802.3**
27. Lateral restraint of joists. **R502.7**
28. Treated wood on slab. **R317.1.2**
29. Add support stairs stringers. **Local Policy**
30. Stairs, landings, handrails, and guardrails must comply with the 2012 IRC. **R311**
31. Tempered glass at hazardous locations. **R308.4**



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32. Proper joist and rafter spans. **Tables R802.4 (1&2), R802.5 (1-9)**

33. Bond roof penetrations/gas pipe/manifold. **G2411.1 (310.1)**

34. Adequate air hock/soffitt vents. **R806.1, R806.2**

35. Check clearances on exterior siding (i.e. Hardi Plank) to shingles. **Manufacturer specifications.**

36. Vaulted ceilings baffled. **R806.3**

37. Roof deck protected on zero lot line side. **R302.1**

38. Glass block one hour rated on zero side. **R302.1**

39. Penetrations on zero side. **R302.3**

40. Bored engineered lumber. **R502.8.2**

41. U-factors for glazing in dwellings other than **Energy Star** shall conform to **Tables 502.2.4(1)** through **502.2.4(9) IRC Table N1102.1**: *climate t is .65 or less *The lower the number the better the window*

42. SHGC for windows in dwellings other than **Energy Star** shall not exceed 0.40 –R502.1.5 **IRC N1102.2**

43. Exterior joints, seams or penetrations in building envelope shall be sealed (the sheathing, broken windows or doors and the roof must be water proofed prior to installing insulation). **R701.2**

44. Valleys, hips, and ridges must be no less than 2" nominal thickness and not less in depth than the end cut of the rafters. **R802.3**

45. Purlins must be at least the same size as the rafter, with struts 4 feet on center. **R802.5.1**

46. 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. **R502.13, R602.8**

47. Metal fireplaces shall be installed according to manufactures specifications.

48. Soffit areas uncovered until framing approval. **Local policy**

49. Lintels are required to be installed on rakes above rooflines above five square feet in area. Lintel sizes shall meet **R703.7.2.1** and **Table R703.7.3** of the 2012 IRC for allowable spans.

50. Install joist hangers where required. **R502.10**

51. Fully support bottom sill plate. **R602.3.4**

52. Rafters below ridge boards. **R804.3.3.1**

53. Install ledger blocks where required. **R611.8.2**

54. Install permanent support post for porches. **Local Policy**

55. Protect untreated wood. **R317.1.2**

## PLUMBING TOP-OUT:

1. Waste/vent not properly supported. **P2605**

2. Leak on waste/vent ten feet (10') of head. **P2503.4**

3. Trap arm too long/excessive grade. **P3105**

4. Proper grade on waste/vent. **P3005.3, P3104.2**



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5. Accessibility to cleanouts. **P3005.2.5**

6. Cleanout on island and foot vent required. **P3112.3**

7. No low dry venting. **P3104.3**

8. Test entire system, hot and cold tied together. **P2503.6**

9. Reaming of copper pipe. **P2607**

10. Gas test required on entire system/wrong measurement. **G2417.4**

11. Identification of CSST piping (medium pressure warning tag). **G2412.5**

12. Reaming of gas piping. **P2414.7**

13. Swing joints not allowed. **G2415.3**

14. Gas breakers at manifold. **G2420**

15. Approved shower pans must be water tested. **P2503.5.1**

16. Tubs must be tested to overflow. **P2503.5.2**

17. Water heater ignition source not less than eighteen inches (18”). **P2801.6**

18. B-vent horizontal not greater than 75% of vertical rise. **G2427.6.4**

19. Proper clearance from combustibles and B-vents. **G2427.6.1**

20. Water heater T&P and pan line cannot terminate in concrete. **P2803.6.1**

21. Pan drain required at water heater. **P2801.5**

22. Gas vents shall terminate no less than eight feet (8’) of vertical wall or two feet (2’) above roof. **G2427.6.5**

23. Minimum five feet (5’) rise on gas vents. **M1804.2.3**

24. Combustion air for confined locations. **M1702**

25. Unions for water heater connections. **P2904.17**

26. Support horizontal runs of all PVC at four foot (4’) intervals. **Table P2605.1**

27. Stack vent all plumbing where possible. Flat venting will not be permitted. (No studor vents allowed without written approval from the Building Official). **P3005.4.1**

28. Integral vacuum breakers required on all hose bibbs. **P2902.2.5**

29. Install shield plates for all plumbing where required. **P2603.2.1**

30. Install commode flanges correctly (corrosion resistant screws required). **P2705.1**

## ROUGH GAS:

1. Black pipe must have 15 psi air pressure on a 30 lbs air test gauge.

2. When using Corrugated Stainless Steel Tubing (CSST), yellow gas pipe, you must have a medium pressure test outside at the gas meter, 60 psi on a 100 lb test gauge, with a low pressure side in the kitchen or back porch, 15 psi on a 30 lb test gauge.

3. Test pressure measurement shall require a calibrated diaphragm test gauge. **G2417.**



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## MECHANICAL ROUGH:

1. Return plenum properly sealed. **M1601**

2. Fresh air intake/gravity and volume damper. **R1006.1**

3. Restricted A/C ducts. **M1601**

4. Exhaust vent terminations 36" minimum from openings into building. **M1804.2.6**

5. Chimney capped. **R1003.9.1**

6.. Piping and fittings for refrigerant vapor (suction) lines shall be insulated with insulation having a thermal resistivity of at least R-4 and having external surface permeance not exceeding 0.05 perm [2.87 ng/(s · m2 · Pa)] when tested in accordance with ASTM
E 96. **M1411.5**

7. Minimum duct insulation to be in compliance with one of the State of Texas ESL Residential Duct Trade Offs (**R-6 insulation**)

8. Flex duct to be supported every 12' horizontally. Bending radius must not restrict air flow. Splice collars are required at duct splices (manufacturer specifications). **M1502.4.2**

9. Mastic seal all seams and connections of ductwork and equipment. **M1601.4.1**, **IECC503.3.3.4** (Duct Tape not approved for air tight sealing)

10. Main condensate drains to be tied into a wet drain. Secondary drains to discharged to an obvious location (over doors, windows, patios, etc.). **M1411.3**

11. All exhaust fans to be vented outside of the building. **R806**

12. Dryer vent maximum length is 35' with no more than 2 bends. When extra bends are installed, the maximum developed length shall be reduced 2.5' for each 45 degree bend and 5' for each 90 degree bend (booster fan may be required). **M1502.4.4.1**

13. Dryer duct to be minimum 4" diameter and shall not be reduced in its developed length. **M1502.4.1**

14. A minimum 24" wide by 30" high unobstructed, solid catwalk is required from the point of attic entry to the attic furnace service panels and filters. **M1305.1.3, R807.1 Attic access.**

15. The "Line of Travel" distance between the attic entry point and the attic furnace access panels shall not exceed twenty feet (20'). **M1305.1.3, Exceptions:**
1. The passageway is not required where the level service space is present when the access is open, and the *appliance* can be serviced and removed through the required opening.
2. Where the passageway is unobstructed and not less than 6 feet high (1929 mm) and 22 inches (559 mm) wide for its entire length, the passageway shall not be limited in length.

16. A 30 x 30" level work platform and 30" clear work are required in front of attic furnace access and filters. **M1305.1.3**

17. Air conditioning condensers are to be level and firmly supported three inches (3") above adjoining grade. **M1401 and M1305.1.4.1**

18. Gas flue pipes (B-Vent) shall not terminate within eight feet (8') of any vertical wall or similar structure on the roof. **G2427.6.3 (503.6.4)**



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19. Gas flue pipes (B-vent) shall have a minimum clearance of one inch (1") from combustibles. **M1306.2**

20. Only materials with a flame spread index greater than two hundred (200) shall be allowed in the Return Air duct system (Protect all wiring, electrical boxes, PVC, OSB, etc). **M1601.1 #6**

21. Return air intake must be a minimum of ten feet (10') from fireplace opening. **M1602.5, Exception #3**

22. Updraft/Downdraft requirements for range vents. **M1503.2, Exceptions #1-5**

23. Do not install Jenair duct within twelve inches (12") of grade. **M1804.2.6-4**

24. Fireblocking for fireplaces is required at each floor level. **M1801.9, R602.8**

25. Combustion air is required for gas water heaters in compartments. **M1701.1**

## ELECTRICAL ROUGH:

1. Number of circuits in panel. **NEC 408.54**

2. Two (2) - 20 amp circuits in kitchen. **E3703.2, NEC 210**

3. Proper stapling at boxes. **NEC 334.17**

4. Check box fill. **E3905.12, NEC 314.16**

5. Check required outlets. **E3901-3902, NEC 210.52**

6. Sleeve romex run through brick. **E3802.3.2, NEC 314.12(B)**

7. Sleeve romex in return air plenums. **NEC 300.22 ABC**

8. Cold Water Ground (CWG) location (within five feet of entrance), if using copper water lines. **E3608.1.1, NEC 250.68C**

9. Minimum 12-2 with ground. **E3306.3 Local Policy**

10. No Aluminum wire. **#6 or larger only. Local Policy**

11. Check flue and gas lines for bonding. **E3609**

12. Laundry circuit can't leave utility. **E3703.3, NEC 210.11**

13. Check arc fault circuits. **E3902, NEC 210.12**

14. AC service disconnects must be outside building (disconnects must be labeled to match panel box). **, NEC 440.14**

15. Smoke detectors and carbon monoxide detectors installed. **R314, R315**

16. Outlet at stair landing. **E3901, NEC210.52A (2)**

17. I.C. rated cans. **E4003.5, NEC 410.11**

18. Fan rated boxes with bond screw. **E3905.8, NEC 422.18**

19. Correct attic lighting. **E3903.4, NEC 210.70**

20. No wire under or on attic decking (catwalk). **E3802.2.1, NEC320.23**

21. Ground at metal boxes (stingers). **E3905.2, NEC 250.148**

22. Heating & Air Conditioning equipment outlets. **NEC 210.63**



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23. Kitchen Island wiring must be rated for wet location. **NEC 334.12**

**FIREPLACE:**

1. All fireplaces shall be installed in conformance with **Chapter 10** (Chimneys and Fireplaces), 2012 International Residential Code.

## Four foot (4') Brick:

All structures with a masonry veneer will be required to have a four foot (4') brick inspection after Seconds/Top Out inspection approval is obtained. Every 3rd brick must be left open for inspection and walls ties shall be installed per Section R703 of the 2012 International Residential Code or Section 1405 of the 2012 International Building Code (IBC). Masons are not to proceed any more than four feet (4') until obtaining inspection approval from the Inspections Division. Expansion joints shall be spaced at not more than 25 feet on center, per town ordinances.

**INSULATION:**

Currently Energy Rough and Energy Final inspections are performed by an approved 3rd party provider. Reschecks will be accepted under the 2012 codes, if the following conditions are met. Starting September 1, 2016, Texas shall start enforcing the 2015 IECC Energy Codes. Please make sure your 3rd party energy contractors know this. Minimum R-38 blown in insulation for all attics is required. 3rd party plans examiners/inspectors may also use the code compliance calculator at http://iccc.tamu.edu/. All energy analysis must include the ICC Certification number by the certified plans examiner and/or inspector. You must obtain an approved/passed (Green) tag for your Energy Rough and Energy Final inspections from the approved 3rd party inspection firm. Both inspection tags are to be in the permit packet at time of Building Final inspection. Do not call for a Building Final inspection if you do not have your approved/passed (Green) tags on the jobsite. **Inspection tags can not have any items listed for correction.** Do not request insulation inspections from the Town of Prosper.

1. All insulation in walls, ceilings, ductwork, and windows shall comply with Town of Prosper for the 2012 International Energy Conservation Code or Energy-Star

## Drywall Inspection:

This inspection is required to verify correct nailing patterns and completion of drywall in the house, **prior** to tape and bed. Bathrooms (wet areas) will be inspected for approved materials and correct nailing patterns at the time of the inspection. All installations must comply with Section 702 of the 2012 International Residential Codes. **NOTE: "Green gypsum board is no longer allowed to be used as backer behind tub and shower walls.**



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## GAS & ELECTRIC RELEASE (UTILITY RELEASE-PERMANENT SERVICE)

Call in for Gas and Electrical Release once you are ready for inspection. All systems shall have required testing completed including but not limited to all tubs being completely installed and water tested before gas and electrical release is approved. Electrical must have neutrals identified, grounding electrode conductor (GEC) to ground rod installed, have Cold Water Ground identified on the electrical service panel and have Cold Water Ground open for inspection. Cold water ground plate cover to be identified as "Cold Water Ground" or "CWG" in permanent marker. Panel boxes shall be open for inspection of wiring. Two means of grounding will be required for all homes. If you do not have a cold water ground, you must have a UFER ground and a secondary ground (ground rod) to meet 2011 NEC codes. **No inspection will be performed unless permanent address has been installed on the front of the house.**

**Water Test on Master Bath:** If installing a tub in the master bathroom and it has not had a water test up to this inspection, the plumber shall have the tub set, a temperature mixing valve installed, the tub box grouted and if a hydro massage type tub with motor is installed, a dedicated device GFCI protector shall be installed, no GFCI outlets will be acceptable, must be 2 button type. Tub shall be filled to overflow to check for leaks.

## GAS RELEASE:

If all black gas pipe for gas inspection, we must have 15 psi on a 30 lb gauge. **Local Policy** Have all gas lines installed with stop-cocks, shut-off valves installed.

If you have corrugated stainless steel tubing (CSST) gas line installed, yellow gas pipe, you must have a medium pressure test outside at the gas meter, 60 psi on a 100 lb gauge, with a low pressure side in the kitchen or back porch, 15 psi on a 30 lb gauge.

A GEC shall be attached to the CSST fitting at the meter location and a bonding wire shall be attached to a GEC on the ground rod. The bonding wire will be allowed to be attached to an existing ground rod if the gas meter location is located next to the electrical service entrance of the house. If the gas meter location is installed on the opposite side of the house, a ground rod shall be installed and the bonding wire shall be attached to a GEC at the ground rod. Please note that the corrugated stainless steel portion of the gas piping system shall not be used as the bonding attachment under any circumstance.

1. Low pressure systems shall be air tested at 15 psi on a 30 lb gauge. Medium pressure systems shall be air tested at 60 psi on a 100 lb test gauge. **G2417**
2. All gas supply openings shall have valves; any unused openings shall have a valve and a cap. **G2420**
3. Test pressure measurement shall require a calibrated diaphragm test gauge. **G2417.4**



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## ELECTRIC RELEASE:

1. Receptacles out of wall/not plated. **E4002.5, NEC 405-406**

2. Remove panel cover for inspection. **E3403, NEC 80.19(f)**

3. Identify Cold Water Ground (CWG) location in panel. **Local Policy**

4. Mark neutral with phase tape. **NEC 200.6, E3407.1**

5. Neutral double lugged. **NEC 110.14, 408.41, E3406.10**

6. Main bonding jumper. **E3609.2, NEC 250.28**

7. Isolate ground and neutral in sub-panel. **NEC 250.4**

8. Loose connection in panel. **E3404.7, NEC 110.14**

9. Sufficient workspace and clearances. **E3405.1, NEC 110.26**

10. Air Conditioning condenser fusing. **E3702.11, NEC 440.22**

11. Connect/tighten supplemental/CWG ground. **E3611.4, NEC 250.8**

12. Expose Cold Water Ground (CWG). **R109.1.2**

13. CWG not within 5' of slab. **E3611.4, NEC 250.68 (c)**

14. Overcut conductors at meter. **NEC110.7**

15. Clean panel/busses. **E3404.7, NEC 110.12**

16. Outlet covers missing. **E4002.5, NEC 405-406**

17. Ground hydromassage tub motor with # 8 solid. **E4209.4, NEC 680.71**

18. Properly size ground in sub-panel. **NEC 250.122**

19. Properly connect A/C disconnect. **E3404.8, NEC 440.14**

20. Air Conditioning application and selection (protective device rating not to exceed the manufacturer's values). **NEC 440.22**

21. Protection of ground clamps and fittings. **NEC 250.50-250.68**

22. AC service disconnects must be outside building (disconnects must be labeled to match panel box). **NEC 440.14**

23. Smoke alarms are installed. **R314-315**

**NOTE: If installing PEX under slab, electricians shall install UFER ground at service entrance to house. Electricians shall identify location of UFER ground on panelbox door at G & E inspection.**

## Temporary Heat

Temporary power will only be allowed for temporary heating purposes and subject to the following conditions.

1. Letter written by the Master Electrician (registered with the town) stating that he will be responsible for safety of the jobsite throughout the temporary heat period.



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2. Minimum 120 volt GFCI receptacle at the laundry room.

3. If 240 volt receptacle is desired, it must be GFCI protected and located at the laundry room.

4. Only the two circuits identified above and circuits pertaining to HVAC equipment are allowed to be connected in the panel box.

5. All outlets properly wire-nutted and blank face plates installed on any/all outlet openings.

## Public Works Inspection:

A Public Works Inspection must be **passed (approved)** before requesting a Building Final inspection. No Building Final inspection shall be performed until Public Works Inspection approval is obtained.

**Public Works Inspection Requests –** All inspections must be requested by 4:00 PM for **NEXT DAY** inspection. Inspections may be called into Public Works at **972.347.9969** or faxed into the Public Works Fax at **972.347.3579** or emailed to **public_works@prospertx.gov**. Do not email a Public Works inspection request to the Building Inspections Department. Inspection requests are not accepted more than one business day in advance. Official time will be accounted for based on time kept by the Public Works office computer or fax (when received). Missing the cut off time will require the inspection to be made on the second business day.

**Public Works Inspection Cancellations –** All Public Works inspection cancellations should be made by calling the Public Works office at **972.347.9969** or Utility Billing at Town Hall at **972.346.2640**. Contractors should make every effort to speak directly with a Public Works or Utility Billing employee to confirm a cancellation. Inspections will not be cancelled if the inspector has already been to the jobsite.

*Any Public Works emergency may delay an inspection being performed. Contact the Public Works Department or Utility Billing if you have questions concerning a Public Works inspection request.*

Public Works Inspectors look for the following items during their inspection:

**Cracks or Chips**
Curbs, Sidewalks, Drive approach, Sidewalks and streets clean of all excess debris

**Trip Hazards**
Expansion joints, Valve stacks, Manhole lids

**Appearance**
Sod in place, Meter box level and no damage, Meter box at grade and not missing parts, Clean around water meter and angle stop, Address is correct and posted on house (address on mailbox is secondary to house posting), Storm drains in working order.

**Damaged or Missing Services**
Water meter is working, Valve lids are clean of all excess concrete and not damaged, Valve stack is clear of all debris, dirt and is not crooked or offset, Valve stack directly above valve, Water and sewer valve correctly marked on curb, Fire hydrant is not damaged or missing parts, Fire hydrant splash pad is not damaged or missing and is to grade, Sanitary sewer cleanout has concrete pad (12” x 12”) and is not damaged and is to grade, Storm sewer drain boxes are clear of all debris and dirt, Light poles are not damaged or missing parts.



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## BUILDING FINAL (CERTIFICATE OF OCCUPANCY):

When you are ready for your Building Final inspection, call in as follows:

**Building Final**

**Building Final will include the following inspections**
**Building Final**
**Plumbing Final**
**Electrical Final**
**Mechanical Final**
**Fence Final (if applicable)**
**Irrigation Final (DCA/backflow) (if applicable)**

We will pick up all paperwork at time of Building Final. The first item (**bolded**) under each final inspection type is the required paperwork. No furniture or personal belongings may be brought in or stored in the residential occupancy until written approval (passed Building Final) is obtained.

## PLUMBING FINAL:

**1. Customer Service Inspection (CSI) letter, see our website or come in and pick up a copy, signed by licensed plumber or state licensed plumbing inspector, with license number and name included. The individual performing the CSI must have the proper endorsement or license (Texas State Board of Plumbing Examiners-Water Supply Protection Specialist or Texas Commission on Environmental Quality-Customer Service Inspector).** ***(Required Paperwork)***

2. Water meter and valve boxes must be set to grade and cleaned out so connections and valves are visible. All box and stack lids in place and undamaged. **Local Policy**

3. Water heaters must be working. All houses must have hot water in order to pass Building Final. **P2801.1 Required**

4. Gas excessive flow valve/meter/appliances installed. **G2420**

5. Gas valves to appliances – missing/plug/not accessible gas completed to appliances. **G2417.6.2, G2420.1.2, G2420.1.3**

6. Hard pipe gas thru cabinet/partition. **G2422.1.2**

7. Caulk all fixtures. **P2705.1**

8. Slip joints at tub concealed. **P2705.1**

9. Leak at fixtures/fixtures missing. **P2705.1, P2503.5.2**

10. Outside plumbing protected from freezing. **P2603.5**

11. Plumbing vents too close to intake air. **P3103.5**

12. No gas pressure warning tags at both ends of service. **G2412.5**



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13. Fire caulk fireplace at log lighter manufacture requires refractory to be sealed at log lighter penetration appliance vents too short. **G2427.6.5**

14. Improper combustion air. **G2407**

15. Extend clean outs past masonry. **P2606.1**

16. Top/pan drain lines. **P2801.5.2, P2801.5.1, P2801.5.2**

17. Fixture cross connect. **P2902**

18. Mil-wrap/paint exposed gas piping. **G2415.8, G2415.8.2**

19. Island fixture venting/clean outs. **P3112.1, P3112.3**

20. Secure all Class B vents. **G2427.6.9**

21. Plumbing fixtures shall be provided with an adequate supply of potable water to flush and keep the fixtures in a clean and sanitary condition without danger of backflow or cross-contamination. Section **P2701**

## ELECTRICAL FINAL:

1. GFCI's must be operable at all installations. **R109.1.6**

2. All receptacles, switches, and fixtures must be in place or blanked off. Plate covers shall be on. **E4002.5, NEC 405-406**

3. All arc-fault breakers/circuits for bedrooms shall be installed and operable. **E3902.12, NEC 210.12**

4. Ground hydromassage tub motor with # 8 solid. (Access to tub motors) **E4209.4, NEC 680.71-680.74**

5. Hydromassage tub motor must be secured. **E3404.8, NEC 110.13**

6. Cold water ground location identified at the electrical service panel, ground open and exposed for inspection and plate cover identified as "Cold Water Ground" or "CWG" in permanent marker. **Local Policy**

7. Receptacles out of wall/not plated. **E4002.5, NEC 405-406**

8. Identify Cold Water Ground (CWG) location in panel. **Local Policy**

9. Air Conditioning condenser fusing. **E3702.11, NEC 440.22**

10. Connect/tighten supplemental/CWG ground. **E3611.4, NEC 250.8**

11. Expose Cold Water Ground (CWG). **R109.1.2**

12. Protection of ground clamps and fittings. **NEC 250.50-250.68**

13. Outlet covers missing. **E4002.5, NEC 405-406**

14. Properly connect A/C disconnect. **E3304.8, NEC 440.14**

15. Air Conditioning application and selection (protective device rating not to exceed the manufacturer's values). **NEC 440.22**

16. AC service disconnects must be outside building (disconnects must be labeled to match panel box). **NEC 440.14**

17. Smoke detectors and carbon monoxide detectors installed. **R313-314**



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18. Three way switch at stairway lighting. **E3903, NEC 210.70**

19. Closet light clearance from shelves. **NEC 410.16**

20. Identification of disconnecting means. **E3404.11, NEC 110.22**

## MECHANICAL FINAL:

1. Air Conditioning unit must be operable (if installed). **Local policy**

2. Furnace units shall be operable. **M1401**

3 Air conditioning condensers are to be level and firmly supported three inches (3") above adjoining grade (if installed). **M1401 and M1305.1.4.1**

4. Gas meter installed/gas appliances operable. **G2401 (101), G2420**

5. HVAC units start up and work properly. **M1401**

6. Range downdraft exhaust complete. **M1503**

7. Microwave exhaust vent complete. **M1503**

8 Gas flue pipes (B-vent) shall have a minimum clearance of one inch (1") from combustibles. **M1306.2**

9. Dryer vents require a cover and backdraft damper. **M1502.3**

10. Dryer vent size and length shall be determined by the dryer manufacturer specifications. **M1502.4.4.2**

11. A minimum 24" wide by 30" high unobstructed, solid catwalk is required from the point of attic entry to the attic furnace service panels and filters. **M1305.1.3**

12. A 30 x 30" level work platform and 30" clear work are required in front of attic furnace access and filters. **M1305.1.3**

13. Mastic seal all seams and connections of ductwork and equipment. **M1601.3**, (Duct Tape not approved for air tight sealing)

14. Support horizontal runs of all PVC at four foot (4') intervals (Condensate lines). **Table P2605.1**

15. Verify auxiliary and secondary drain systems on cooling or evaporator coils (A/C). **M1411.3.1**

16. Check all HVAC ducts for proper identification of insulation and sealing. **M1601.2, M1601.3**

17. Check that spark arrestor is installed at chimney. **R1001**

18. Eighteen inch (18") single wall clearance required on water heaters (garage installation). **Table G2427.7.7**

19. Check gas flue pipes (B-vent) termination caps are installed. **G2427.6.3**

20. Verify bathroom fans are properly working. **M1506**

## ENERGY FINAL:

**1. Energy Rough & Final inspection tags (or letters). They must include the 3rd party inspector's ICC # on each inspection tag or letter.** ***(Required Paperwork)*** **Local policy**

2. Blown insulation must be in place with certification paperwork at attic entrance. **N1101.16 (R316.5.3)**



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3. Weather stripping must be installed at all exterior doors and attic pull downs. **N1102.4.1.2 (R402.4.1.2)**

## BUILDING FINAL:

**1. Final grade survey shall include lot, block, subdivision & phase, and address, including elevations and arrows to show direction of flow.** ***(Required paperwork)*** **R401.3**

**2. Termite affidavit, notarized, shall include lot, block, subdivision & phase, and address.** ***(Required Paperwork)*** **Local Policy**

**3. Public Works inspection approval must be in Trakit software system before a building final will be scheduled.** ***(Required Paperwork)*** **Local Policy**

4. Address numbers – Approved building addresses must be posted **on the front of the house** in a location that is plainly visible and legible from the street fronting the property. Addresses shall contrast with their background and shall be a minimum of four inches high and a stroke width of one-half of an inch. Addresses posted on mailboxes shall be secondary to addresses posted on the house. **R319, IFC 505.1, Local policy**

5. Final grade, positive drainage, swale location, and sod must be in place. (positive drainage away from foundation) (Exception: Sod and landscaping do not have to be installed if the town is under a water restriction prohibiting installation) **R401.3**

6. No cracked or broken sidewalks or approaches (Public Right-of-Ways only). **Local policy**

7. House must be move-in ready, lot, street, and sidewalk must be clean from debris and mud. **Local policy**

8. Attic access through 'scuttle holes" that do not require a pull down ladder. **R807**

9. Windows must be free of cracks or breaks. Window screens must be installed. **R308, Local policy**

10. Check for landings outside of required exit doors. **R311.3**

11. Trees installed per Planned Development requirements (neighborhood specific). **Local policy**

12. Weep holes at brick ledge and window lintels. **R703.7.6**

13. Caulk brick expansion joints. Seal penetration in brick. **R703.1**

14. Final stair check. Tread depth. **R311.7.5.2 Treads**

15. Check handrails on stairs. **R311.7.8**

16. Safety glass installed in hazardous locations. **R308**

17. Stairway handrail/guardrail to code. **R311.7.8.1 Height**

18. Opening protection from private garage. **R309.1**

19. Exit doors operable from inside without a key or special knowledge. **R310.1.4**

20. Final grade 4" below brick. **R404**



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**Final Paperwork listed below.**

- ☐ Public Works Approval (Public Works approval is required prior to Building Inspections scheduling Final Inspection)
- ☐ Termite Affidavit (Affidavit shall be notarized including lot, block, subdivision, phase, and address)
- ☐ Energy Final Inspection (Rough/Pre-drywall and Final inspection approval paperwork or letter stating that the house has passed both inspections and meets the minimum requirements of the Town of Prosper. Paperwork shall include the 3rd party inspector's ICC# and/or appropriate credentials on each inspection report or letter)
- ☐ Irrigation Backflow Prevention Assembly Test and Report with the irrigation permit (Town approved form and original paperwork). The test report must be signed by a licensed backflow tester with the company name and license number clearly legible. It must include the irrigation or plumbing permit number, not the house permit number.
- ☐ Customer Service Inspection (CSI) letter – The individual performing the CSI must have the proper endorsement or license. A Texas State Board of Plumbing Examiners-Water Supply Protection Specialist (WSPS) or Texas Commission on Environmental Quality-Customer Service Inspector (CSI) endorsement and signature shall be on the Paperwork.
- ☐ Final Grade Survey (Shall include lot, block, subdivision, phase, and address including elevations with arrows showing the direction of flow)
- ☐ Green Built North Texas 3.0 paperwork, 3 signatures required.
- ☐ Fence Permit (if fence has been built in conjunction with the house)
- ☐ Irrigation Permit (if irrigation is installed with the house)
- ☐ Fire Sprinkler Inspection Approval (if required)

## FENCE FINAL: (if applicable)

**1. The Fence Permit must be obtained by the fence contractor prior to construction. A copy of the permit shall also be located in the permit packet. *(Required Paperwork) All permits after January 1, 2016, fences will be included in house permit.***

2. Fence shall be complete (if applicable). **Local policy**

3. Ensure fence does not exceed four feet in height past front building line. **Local policy (zoning code)**

4. No visibility issues on a Key Lot. **Local policy (zoning code)**.



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**IRRIGATION (DCA) FINAL: (if applicable)**

**1. Backflow Prevention Assembly Test and Report, for irrigation, shall be on the town approved form and original. See our website or come in and pick up a copy. Test report must be signed by a licensed backflow tester with their company name and license number clearly legible. It must include the Irrigation or Plumbing Permit number, not the house permit number. The Irrigation Permit shall also be located with the test report.** ***(Required Paperwork)***

2. DCA valve box and lid in good condition, located immediately behind water meter on customer's side (behind sidewalk or bar ditch) of property line. **Local policy**

*Properties utilizing a private irrigation water well will have different requirements.*

3. Area around DCA clean and clear of dirt and debris. Gravel at bottom of valve box. **Local policy**

4. Rain/freeze sensor for irrigation system installed. **Water Conservation Plan-Appendix E**

## SUMMARY

This guideline has been prepared to assist the builder and his or her field supervisors. Builders are encouraged to share the content of this guideline with their administrative staff, architects, engineers, subcontractors, third party raters, trades, and material suppliers.

Periodically, the Town of Prosper intends to update this guideline to reflect building code changes, newly adopted ordinances, and any other information pertinent to residential construction. All contractors currently building residential structures within the Town of Prosper will be responsible for obtaining the most current publication available. Please stop by the Building Inspections Department for most current addition.

This guideline is not a full disclosure of all codes and ordinances. It is only a supplement to help our residential contractors and our residents.



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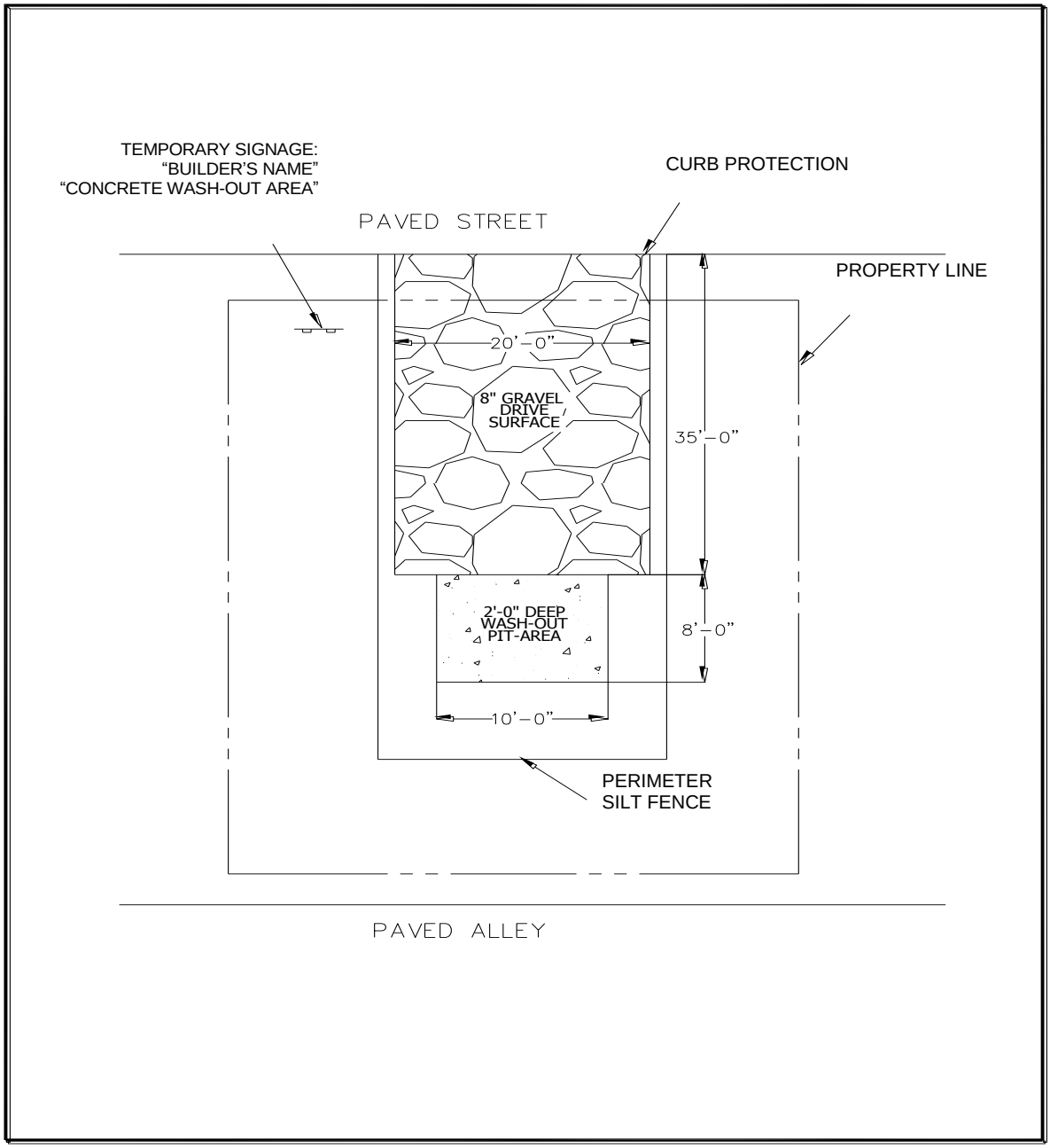
# BUILDERS DESIGNATED SUBDIVISION WASH-OUT PIT




1. Necessary compliance with EPA requirements will require each builder to direct transit ready-mix concrete trucks to a designated wash out area.
2. This area will be on a centrally located lot that is owned, maintained, and returned back to building pad state at the near completion of a subdivision built out.
3. Waste concrete from the site of the washout pit will require legal disposal.
4. It is the building contractor's responsibility to direct the concrete truck drivers to the designated wash out area for his subdivision.
5. Street, alleyway or vacant lot washout is strictly prohibited.



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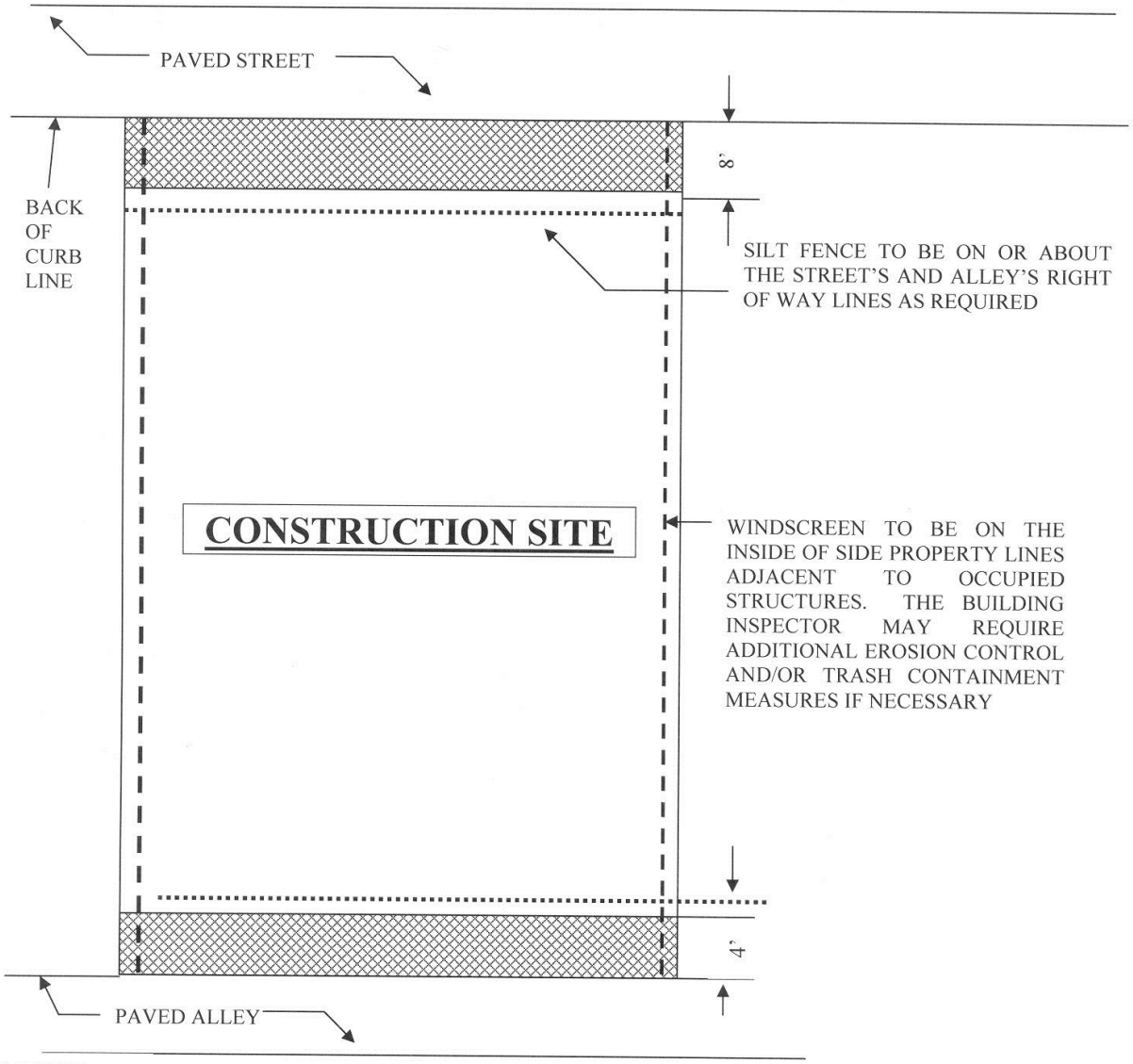
# BUILDING LOT EROSION & DEBRIS CONTAINMENT PLAN




**LEGEND:**

CURLEX OR EQUAL GROUND COVER

4' HIGH WINDSCREEN FENCE

2' HIGH SILT FENCE (WHERE REQUIRED BY SLOPE CONDITIONS)

**NOTE:** AREAS COVERED WITH CURLEX MUST BE CLEAR OF OBSTRUCTION AND CONSTRUCTION MATERIALS AT ALL TIMES AND CONSTANTLY MAINTAINED IN GOOD CLEAR ORDER FOR THE ENTIRE DURATION OF CONSTRUCTION ON THE LOT. THERE SHALL BE NO MATERIAL STORAGE, PORTABLE CHEMICAL TOILETS, ETC LOCATED WITHIN THE RIGHTS-OF-WAY AND NO CLOSER THAN TEN FEET (10') FROM BACK OF CURB.



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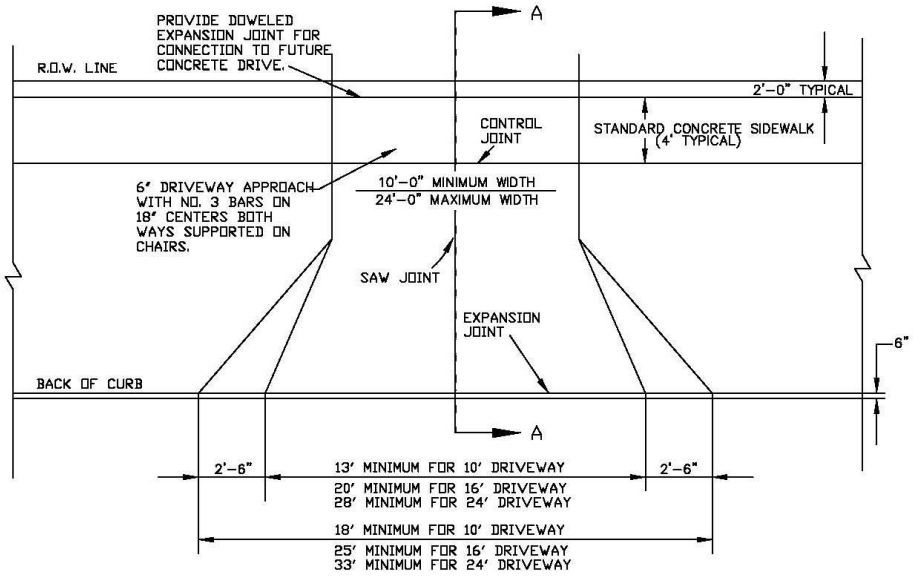
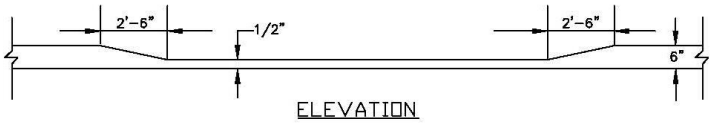
# RESIDENTIAL DRIVE APPROACH DETAIL

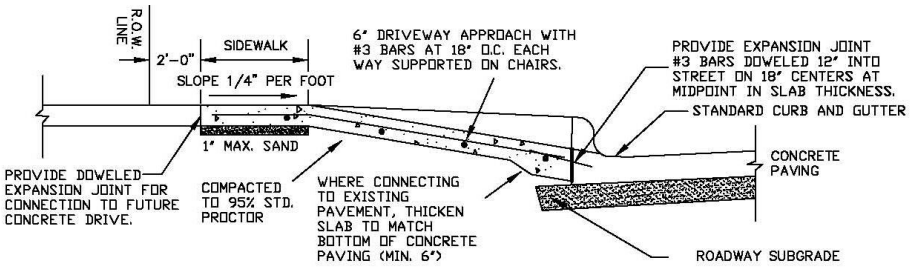



NOTE:
EXISTING CURB AND GUTTER, IF ANY, MUST BE SAWED AS DIRECTED BY THE TOWN OF PROSPER. HORIZONTAL CURB CUT SHALL BE MADE AT AN ELEVATION OF 1/2" ABOVE THE EXISTING GUTTER WITH A MINIMUM LENGTH AS SHOWN. THE TRADITIONAL SAW CUT SHALL HAVE A RUN OF 2'-6" AND SHALL RISE TO MEET THE EXISTING TOP OF CURB. ALL EXPOSED EDGES SHALL BE GROUND TO A 1/4" RADIUS. SAW CUTTING SHALL BE PERFORMED WITH A RIDE-ON SAW EQUIPPED WITH A DIAMOND SAW BLADE.

PLAN




ELEVATION




SECTION A-A

N.T.S.

NOTE:
1. SIDEWALK SECTION THRU DRIVEWAY SHALL BE POURED SAME THICKNESS AS DRIVEWAY APPROACH.
(EXISTING SIDEWALK, IF ANY, SHALL BE REMOVED AND REPLACED)

**THIS WORK SHALL NOT DISRUPT THE DESIGN FLOWLINE OF THE EXISTING GUTTER.

RESIDENTIAL APPOACH (CONCRETE PAVING)

TOWN OF PROSPER, TEXAS

| | |
|---|---|
| DATE: 11/10/06 | |
| DRAWN BY: HTW | |
| APPROVED BY: HTW | |



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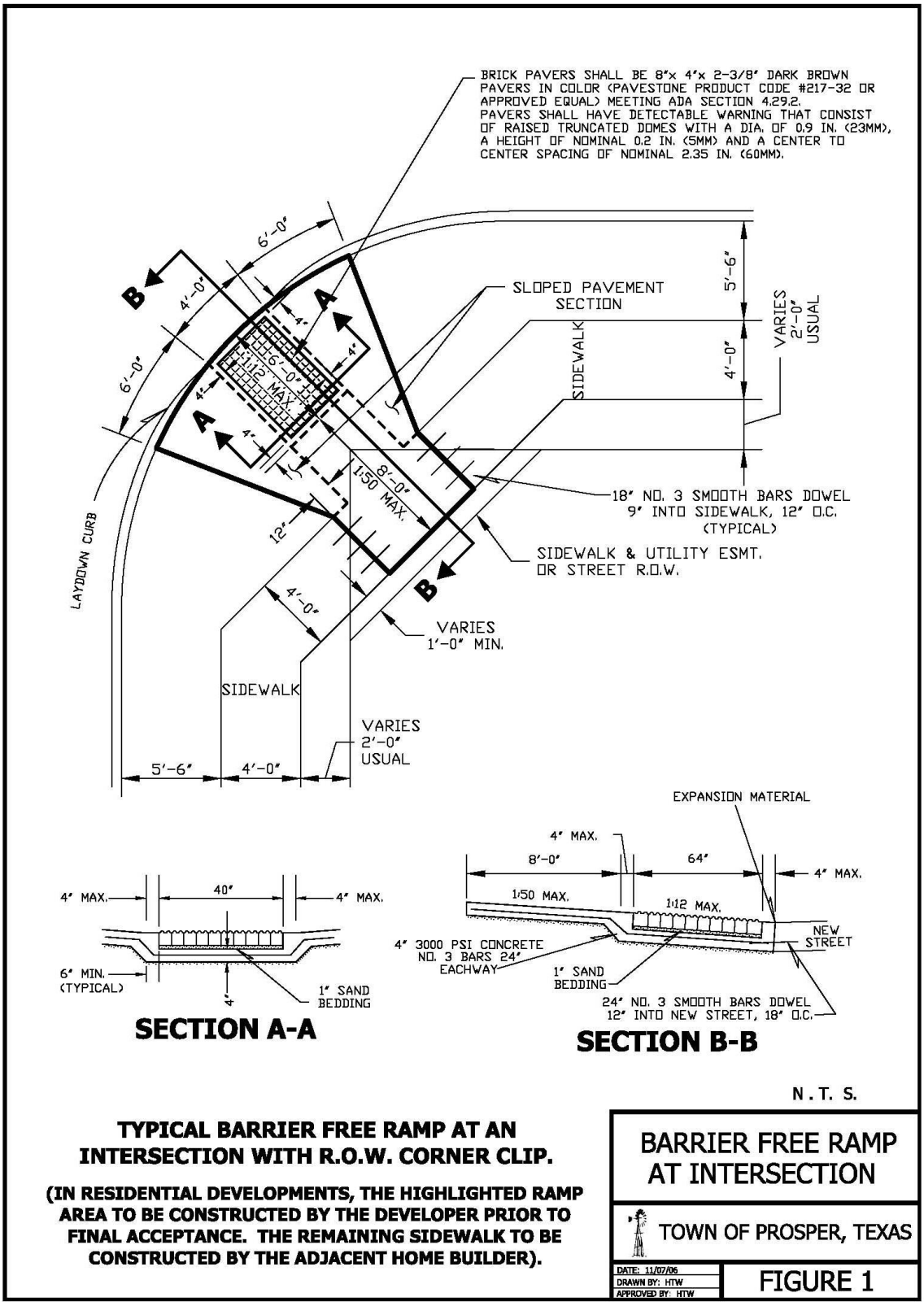
# BARRIER FREE RAMP AT INTERSECTION



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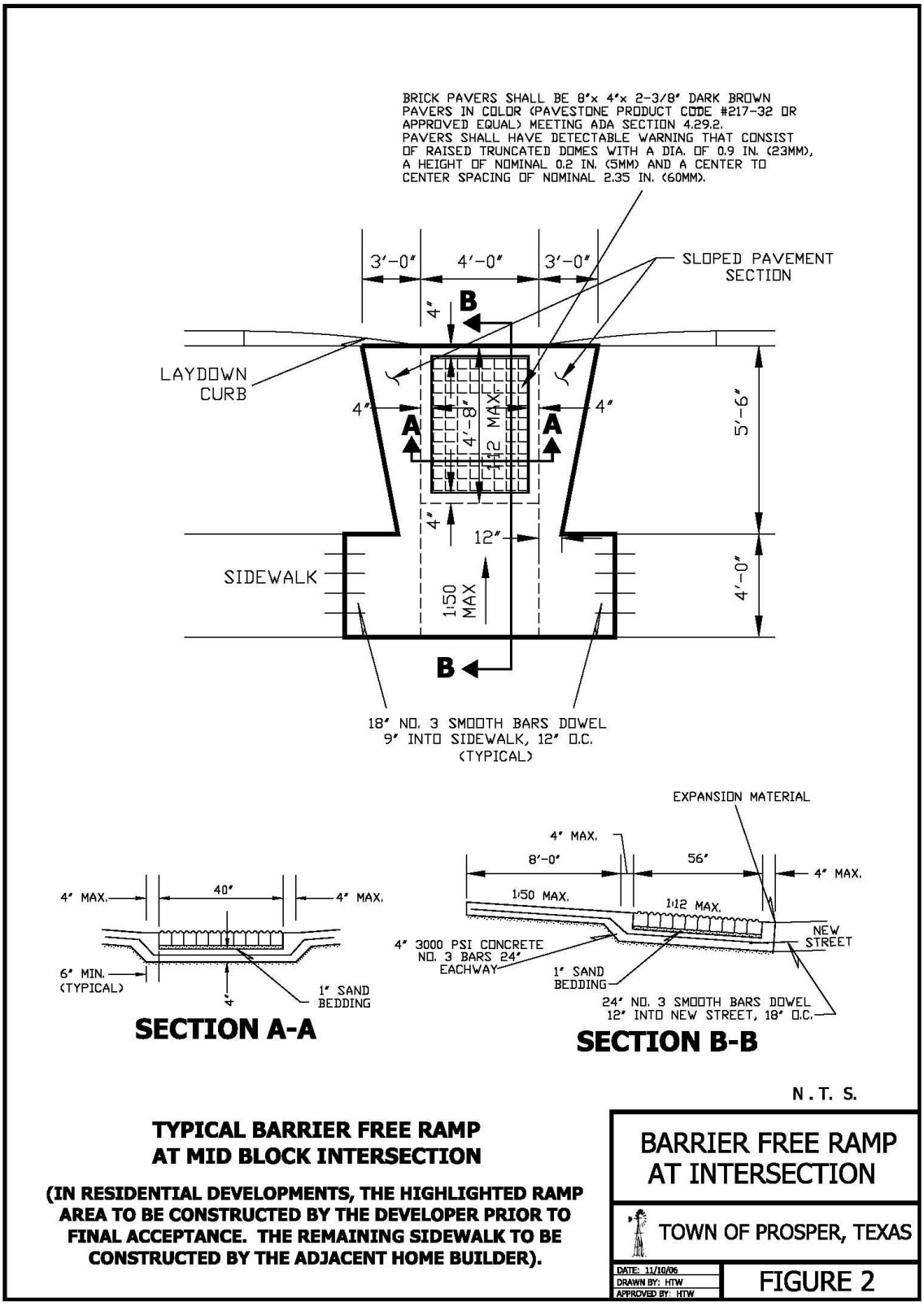
# BARRIER FREE RAMP AT MID-BLOCK INTERSECTION



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