

Inspection Procedures



300 Greenville Hwy Mineola, TX 75773 903.569.2535 903.569.8186 fax www.mineola.com

Procedures

1. New construction projects must have a building permit before any mechanical, electrical, or plumbing permits shall be issued.
2. Structural and framing inspections will be made after the mechanical, electrical, and plumbing inspections have been made without any insulation installed. Foam insulation and/or wall insulation will all be inspected at the same time. The framing to foundation anchors inspection will be made at the time of the plumbing top-out.
3. Inspections must be called in the day before they are needed. Emergency situations will be handled as needed. If an inspection is cancelled after 8 AM on the day of the inspection, a trip fee may be charged. If an inspection is requested and the inspector arrives on a site that is not ready for inspection, a re-inspection fee may be assessed.
4. It will be the responsibility of the Contractor to see that a **permanent address** is in place before a building Final inspection is made.
5. All construction projects must receive a **Final Inspection** and a **Certificate of Occupancy** issued prior to anyone occupying any space. It is the General Contractor responsibility to make ready and call for a final inspection. Utilities could be disconnected on commercial buildings that do not have a final inspection. Residential utilities will not be released until a final inspection is performed and approved. Pull string on property lines from pins before calling for a foundation inspection.

Order of Inspections

Footing & Foundation Inspection

1. Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job. Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

This includes all trade slab rough-ins. All trade inspections are to be called in by the appropriate trade contractor. Slab inspection is done after the vapor barrier & steel is in place. Termite treatment & tag shall be completed and posted as required.

2. In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to further vertical construction, the elevation certification required in Section 1612.5 shall be submitted to the *building official*.

Framing Inspection

1. Framing inspections shall be made after the roof deck or sheathing, all framing, fireblocking and bracing are in place. All pipes, chimneys and vents to be concealed are completed and *approved*. The rough electrical, plumbing, heating wires, pipes and ducts are inspected and *approved*.
2. Mechanical, Electrical, and Plumbing inspections are called in by the contractors of each trade before the framing inspection is performed.
3. At this time make sure all plates, corners, holes and electrical boxes are filled with appropriate sealing measures.
4. Duct blaster test shall also be done prior to framing inspection.

Lath and Gypsum Board Inspection

1. Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

Exception: Gypsum board that is not part of a fire-resistance-rated assembly or a shear assembly.

2. All fire walls are to be inspected before they are covered by ceilings.

Fire and Smoke-resistant penetrations

1. Protection of joints and penetrations in fire-resistance-rated assemblies, *smoke barriers* and smoke partitions shall not be concealed from view until inspected and *approved*.

Energy Efficiency Inspection

1. Inspections shall be made to determine compliance with **International Energy Conservation Code (IECC)** and shall include, but not be limited to, inspections for: envelope insulation *R*- and *U*-values, fenestration *U*-value, duct system *R*-value, and HVAC and water-heating equipment efficiency.

Other Inspections

1. In addition to the inspections specified above, the *building official* is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building inspections.

Final Inspection

1. The final inspection shall be made after all work required by the building *permit* is completed.

Inspection Requests

1. It shall be the duty of the holder of the building *permit* or their duly authorized agent to notify the *building official* when work is ready for inspection. It shall be the duty of the *permit* holder to provide access to and means for inspections of such work that are required by this code.

Trade Inspections

Mechanical

Slab
Rough
Duct Leakage Test
Final

Electrical

Slab
Rough Wall
Rough Ceiling
Final
Temp Power

Plumbing

Slab
Rough Wall
Rough Ceiling
Final
Gas Test

Roofing

Deck
Underlayment
Ice & Water Shield
Final

Irrigation

Rough
Backflow Test
Final

Security

Rough Wall
Rough Ceiling
Response Test
Final

Fire Alarm

Rough Wall
Rough Ceiling
FM Test
Final

Fire Sprinkler

Rough Wall
Rough Ceiling
FM Test
Final

Dirt / Excavation

Geotechnical
Slope & Drainage
Final

Paving

Sub-grade compaction
Slope & Drainage
Density
Final

Concrete

Footing
Foundation
VB & Steel
Slump Report
Final