



DEVELOPMENT SERVICES
A Division of Community Development

POOL INSPECTION GUIDELINES

BUILDING SERVICES STAFF

Ryan Studdard	Building Official	817-743-4115	rstuddard@cityofkeller.com
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Melinda Hernandez	Code Compliance	817-743-4118	mhernandez@cityofkeller.com
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Rachel Frazier	Administrative Secretary	817-743-4112	rfrazier@cityofkeller.com
Brooke Golwitzer	Permit Technician	817-743-4114	bgolwitzer@cityofkeller.com
Denise Doughty	Permit Technician	817-743-4113	ddoughty@cityofkeller.com

PUBLIC WORKS STAFF

Dann Weesner	Drainage Inspector	817-743-4080	dweesner@cityofkeller.com
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THIRD PARTY INSPECTIONS
COUNTY WIDE INSPECTIONS

Kevin Davis	Inspector	972-998-6069	kdavis.cwis@gmail.com
Darren Williams	Inspector	817-480-0809	dwilliams.cwis@gmail.com

GENERAL INFORMATION

- All contractors are required to be registered annually with the City of Keller.
- Permitted construction work hours:
Weekdays 6:00 am – 7:00 pm, Weekends/Holidays 8:00am – 6:00 pm
- No dirt work, grading, and/or earth disturbance may occur without obtaining a permit.
- If any portion of pool construction, including deck, is within ten feet (10') to a property line, a licensed professional engineer is required to design the grading plan for the project. A sealed document by the same engineer stating the project has been constructed according to the plans must be placed in the permit packet prior to the Drainage Final inspection.
- Safety Fence and Erosion Control is to be maintained at **all** times.
- Pool drains must be designed and installed in accordance with ANSI/APSP-7.
- Trees shall be protected according to the Tree Preservation at all times.
- 2015 I-Codes – 2014 NEC

JOB SITE REQUIREMENTS

- All work shall be ready to be inspected for the type of inspection requested.
- The permit packet shall be on-site, readily accessible, and in obvious public view by 8:00 a.m.
- City approved plans, all previous inspections performed, and any required paperwork shall be in packet.
- City approved trash container shall be on site and of sufficient size for the job site at all times.
- Job site shall be cleaned daily.

RED TAG ITEMS (Fees may be assessed)

- Failure to meet **ANY** Job Site Requirements.
- The site is not accessible (i.e. dogs in yard, locked gate, no gate, etc.).
- Work is not ready for inspection.
- Previous “red tag” items are still outstanding.
- Other violations of city/state ordinances/codes exist on the property.
- All outstanding fees must be paid prior to any inspection requests.

REQUESTING INSPECTIONS

- The General Contractor or company representative shall request inspections.
- Inspections may be requested calling 817-743-4120 or online at www.cityofkeller.com and clicking on Building Inspections Online System.
- Inspection requests must be received prior to 7 a.m. or will be scheduled for the next business day. Cancellations after 7:00 a.m. of the inspection date shall be called to 817-743-4110 and given to a City representative. **Do not leave a voice message.**
- Specific time for inspection requests cannot be honored.
- Inspection results **WILL NOT** be given over the phone.
- **For wet, rainy, and/or bad weather days, inspections WILL NOT automatically roll-over. The General Contractor or company representative must reschedule the inspection.**

REQUIRED INSPECTIONS, but not limited to

1. **Belly** [*Inspection Code 200*]
2. **Rough Grade** [*Inspection Code 101*]
(*required if stated on permit OR if licensed engineer designed grading plan.*)
2. **Deck** [*Inspection Code 201*] (includes gas line, p-trap – if installed, and electrical)
3. **Drainage Final** [*Inspection Code 108*]
(*required if stated on permit OR if licensed engineer designed grading plan.*)
4. **SPFinal** (*pool cover required over heated portion*) [*Inspection Code 204*]

CITY OF KELLER
BUILDING SERVICES
1100 BEAR CREEK PKWY * P.O. BOX 770 * KELLER, TEXAS 76244
817-743-4110 * Fax 817-743-4123
Inspection Request Line – 817-743-4120
Building Inspections Online System - www.cityofkeller.com