



BUILDING SERVICES

COMMERCIAL INSPECTION GUIDELINES

BUILDING SERVICES STAFF

Ryan Studdard	Building Official	817-743-4115	rstuddard@cityofkeller.com
Payne Randell	Senior Plans Examiner	817-743-4119	prandell@cityofkeller.com
Melinda Hernandez	Code Compliance Officer	817-743-4118	mhernandez@cityofkeller.com
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Brooke Golwitzer	Permit Technician	817-743-4114	bgolwitzer@cityofkeller.com
Denise Doughty	Permit Technician	817-743-4113	ddoughty@cityofkeller.com
Rachel Frazier	Administrative Secretary	817-743-4112	rfrazier@cityofkeller.com

PUBLIC WORKS STAFF

Chad Bartee	City Engineer	817-743-4082	cbartee@cityofkeller.com
Oleksa Bikman	Environmental Specialist	817-743-4092	obikman@cityofkeller.com

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

FIRE DEPARTMENT INSPECTIONS

Debra Crafton	Fire Marshal	817-743-4472	dcrafton@cityofkeller.com
Daniel Hughes	Fire Inspector	817-743-4470	dhughes@cityofkeller.com

GENERAL INFORMATION

- All contractors shall be registered annually with the City of Keller.
- Upon approval of a permit application, you will be contacted and advised of the permit fees.
- Permitted construction work hours:
Weekdays 6:00 am – 7:00 pm, Weekends/Holidays 8:00am – 6:00 pm
- Adopted Codes/Ordinances:
2015 I-Codes (including local amendments), 2014 NEC, Unified Development Code
- No dirt work, grading, and/or earth disturbance may occur without obtaining a permit.
- Inspection results will **not** be given over the phone.
- Trash container shall be on site and of sufficient size for the job site at all times. Community Waste Disposal (CWD) is the exclusive provider for construction dumpsters, roll-offs and waste hauling services. Contact Community Waste Disposal at 817-795-9300.
- Erosion control must be installed properly and maintained at all times.
- Trees shall be protected according to the Tree Preservation Ordinance at all times.

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.
- The building address shall be clearly posted.
- Trash bin with all trash contained, neat/clean job site, erosion control maintained, tree preservation maintained.
- Toilet facilities shall be provided for construction workers and shall be maintained in a sanitary condition.
- Trash container shall be on site and of sufficient size for the job site at all times. Contact Community Waste Disposal at 972-392-9300 to schedule delivery of a trash container.
- Job site shall be cleaned daily.
- Erosion control must be installed properly and maintained at all times.
- Trees shall be protected according to the Tree Preservation Ordinance at all times.

RED TAG ITEMS (Fees may be assessed)

- Failure to meet **ANY** Job Site Requirements.
- Permit packet or approved building plans are not on job site.
- The building is locked or work is otherwise not available for inspection.
- Previous “red tag” items are still outstanding.
- Other violations of city/state ordinances/codes exist on the property.
- All fees must be paid prior to any inspection requests.
- If outstanding fees exist, the inspection will not be scheduled.

REQUESTING INSPECTIONS

- **Project shall be ready before requesting an inspection.**
- Inspections may be requested 24 hours daily by calling 817-743-4120 or online at www.cityofkeller.com and clicking on Building Inspections Online System.
- The General Contractor or company representative shall request inspections.
- Inspections requested after 7:00am will be scheduled the following business day, and all reasonable attempts will be made to perform the inspection.
- Incomplete permit information or inaccurate information may delay the inspection requested.
- **CANCELLATIONS AFTER 7:00 a.m.** shall be called to 817-743-4110. **DO NOT LEAVE A MESSAGE ON VOICEMAIL.**
- Inspections will **NOT** automatically rollover in the event of wet, rainy, or bad weather days. The inspection **must** be rescheduled.
- If outstanding fees exist, the inspection will **NOT** be scheduled.

REQUIRED INSPECTIONS

A “Passed” Rough Grade inspection is required prior to scheduling and receiving a Foundation inspection. A “Passed” Drainage Final inspection is required prior to scheduling and receiving a Building Final inspection. **For wet, rainy, and/or bad weather days, the inspections will NOT automatically roll-over. The inspection must be rescheduled.**

All Job Site Requirements shall be met at each inspection.

1. **Temporary Electric (T-Pole) [Inspection Code 100]:** Must comply with 2014 NEC and the Electric Service Provider requirements.
2. **Rough Grade [Inspection Code 101]:** All Grading plans and 2 original form surveys are required in permit packet. Elevation stakes shall be clearly marked at all corners to show lot elevation. Lot shall be benched with drainage swales in place. City-side sewer cleanout shall be installed according to Public Works detail and left exposed for inspection at Rough Grade. Retaining walls greater than a 1:1 ratio (height: distance from building foundation) shall also be in place. (Retaining walls exceeding 4’ in height require a separate permit)

3. **Plumbing Rough [Inspection Code 102]:** Must comply with 2009 IPC. Water service and sewer service lines shall be in place and connected. City-side sewer cleanout shall be installed according to Public Works detail and left exposed for inspection at Rough Grade. All piping shall be bedded properly. The test riser shall be a 10-foot water column; or an air test may be used with a minimum of 5 lbs of pressure using a gauge in 1/10 lb increments on drainage or 50 lbs of pressure using a gauge in 1 lb increments on water. (An air test is not allowed on plastic water piping used for water service.)
4. **Yard Sewer [Inspection Code 316]:** The drainage system that extends from the end of the building sewer to the public sewer shall be inspected by the building inspector.
5. **Electric Underground / Mechanical Underground [Inspection Code 321]:** Downdraft vent. 3, 4, and 5 may be called together.
6. **Underground Fire Sprinkler Line [Call 817-743-4080 for inspection]:** Contact Public Works Utility Construction Inspector for this inspection.
7. **Foundation [Inspection Code 103]:** One certified form board survey shall be in permit packet. Inspector will take this to the City for verification of building setbacks.
8. **All Seconds [Inspection Code 104]:**
 - a. **Mechanical Rough/Electrical Rough/Plumbing Top-Out:** A gas pressure test and DWV water test is required. Grounding system in place.
 - b. **Framing:**
 - Structure is dried-in including roof covering.
 - All framing, fire blocking, bracing, rodent proofing and exterior sheathing is in place and windows and doors are installed.
 - Exterior sheathing shall be completely sealed and brick ties installed.
 - All studs and joists must conform to the maximum allowed for cutting, notching, and boring.
 - Wall bracing shall be installed as designed and specified.
 - Building envelope is sealed in accordance with energy code plans.
9. **Above Ceiling [Inspection Code 300]:** This inspection may be skipped if ceiling is to be dry-walled and ceiling structure and MEPs are inspected with the frame. All electrical plumbing, mechanical, and framing above ceiling must be complete and ready for inspection at this time.
10. **Fire Wall (if applicable) [Inspection Code 306]:** To be made after drywall is in place on fire-rated walls prior to applying any finish. Any penetrations must be sealed with fire caulk or other approved method. Plastic electrical boxes are not allowed unless listed for such use. Drywall inspections are only required on fire-rated walls.
11. **Approach and Sidewalk [Inspection Code 106]:** Inspection may be made at any time before Building Final.
12. **Permanent Power [Inspection Code 107]:** Electric and/or gas systems shall be declared reasonably safe by the inspector.
13. **Mechanical/Electrical/Plumbing Final [Inspection Code 324]:** This inspection is not required but may be requested if general contractor desire to final MEP prior to Building Final. Otherwise MEP will be inspected as a part of Building Final.
14. **Drainage Final [Inspection Code 108]:** Landscaping, sod (or acceptable erosion control device), and drains shall be in place. All areas of City Right of Way shall be clean. The street, drive approach, sidewalks, storm drain inlets, manholes, water valves, handicap ramps, water meters/boxes and sanitary sewer cleanouts in the Right of Way shall be inspected.
16. **Fire Final: [Call 817-743-4472 to schedule inspection]:** Contact fire marshal's office to schedule inspection.

CSI will need to be completed before final inspection can be scheduled.

Energy inspection results will need to be submitted before final inspection can be scheduled.

17. **Building Final [Inspection Code 109]:**
 - Final grading must be completed.
 - Water, electricity and gas shall be on at this time to verify proper operation of outlets and equipment.
 - The permanent address must be posted on the building.
 - Street, alley, and all flatwork must be clear of mud and debris.
 - The site must be clear of debris and trash.

- All backflow prevention devices shall be in place, tested, and test reports submitted to Public Work Department.
- All remaining insulation to be in place.
- Air conditioning equipment and pad shall be set.
- A light fixture shall be in place at all exits.
- All exterior outlets are required to be GFCI protected.

18. **Site Final [Inspection Code 350]:**

- This inspection is scheduled through the automated system.
- Building Final, Public Works Final, and Fire Department Final must be completed before requesting this inspection.
- Site layout, landscaping and construction shall be in accordance with the approved site plan and applicable ordinances.
- No light pole shall exceed 20' in total height or as approved by city council on site plan.
- The maximum height of mounting pedestals shall not exceed 30".
- Gates for dumpster enclosure shall be solid metal unless otherwise approved on the site plan.

CERTIFICATE OF OCCUPANCY

A passing Building Final inspection does not constitute a certificate of occupancy. Only when all building, Public Works, Fire Department, and site issues are complete will a certificate of occupancy be issued. **The City of Keller does not issue temporary certificates of occupancy except in the most extreme and exigent circumstances.** Absolutely no temporary or conditional certificate of occupancy will be issued when life safety or hazardous conditions exist.

The building or space may not be occupied without the consent of the City of Keller. Citations will be issued if building is open for business without a certificate of occupancy.

MISCELLANEOUS INFORMATION

- Trash container shall be on site and of sufficient size for the job site at all times. Contact Community Waste Disposal at 817-795-9300.
- Job site shall be cleaned daily.
- Erosion control must be installed properly and maintained at all times.
- Trees shall be protected according to the Tree Preservation Ordinance at all times.

CITY OF KELLER
BUILDING SERVICES
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www.cityofkeller.com