



BUILDING SERVICES

COMMERCIAL INSPECTION GUIDELINES

BUILDING SERVICES

Justin Wilkins	Building Official	817-743-4119	jwilkins@cityofkeller.com
Carlos Gutierrez	Plans Examiner	817-743-4115	cgutierrez@cityofkeller.com
Vicki Chavez	Permit Technician	817-743-4113	vchavez@cityofkeller.com
Linda Mumtaz	Permit Technician	817-743-4114	lmumtaz@cityofkeller.com

PUBLIC WORKS

Chad Bartee	City Engineer	817-743-4082	cbartee@cityofkeller.com
Dann Weesner	Construction Inspector	817-743-4084	dweesner@cityofkeller.com
James Byerly	Construction Inspector	817-743-4085	jbyerly@cityofkeller.com
Jeremy Sutton	Construction Inspector	817-743-4086	jsutton@cityofkeller.com
Tyler Spence	Environmental Specialist	817-753-4094	tspence@cityofkeller.com

FIRE DEPARTMENT

Debra Crafton	Fire Marshal	817-743-4472	dcrafton@cityofkeller.com
David Simmons	Fire Inspector	817-743-4470	drsimmons@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 8:00 am-6:00 pm
- **Adopted Codes/Ordinances: Unified Development code, 2021 I-Codes, 2020 NEC, 2018 IECC**
- 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 and readily accessible. City approved plans, all previous inspections performed, and any required paperwork shall be in packet.
- The building address shall be clearly posted.
- Toilet facilities shall be provided for construction workers and shall be maintained in a sanitary condition.
- Job site shall be cleaned daily.

FAILED INSPECTIONS (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 scheduling any inspection.
- 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 online at www.cityofkeller.com by clicking on Building Inspections Online System.
- The General Contractor or company representative shall request inspections.
- Inspections requested after 7:00 am 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.
- **ANY INSPECTION CANCELLATIONS:** Shall be emailed to buildingservices@cityofkeller.com with the address and permit number. Failure to cancel the inspection can result with a reinspection fee.
- 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

For wet, rainy, and/or bad weather days, the inspection 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):** Must comply with the 2020 NEC and the Electric Service Provider requirements.
2. **Rough Grade:** All Grading plans and two 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 ration (height: distance from building foundation) shall also be in place. (Retaining walls exceeding 4’ in height require a separate permit).
3. **Plumbing Rough:** Must comply with 2021 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 lb. increments on water. (An air test is not allowed on plastic water piping used for water service.)

4. **Yard Sewer:** 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:** Downdraft vent – 3, 4, and 5 may be called together.
6. **Underground Fire Sprinkler Line:** Call 817-743-4470 to schedule the inspection with the Fire Inspector.
7. **Grade Beam:** Only if required.
8. **Foundation:** One certified form board survey shall be in permit packet. Inspector will take this to the City for verification of building setbacks or may be submitted to Building Services at buildingservices@cityofkeller.com.
9. **All Seconds:**
 - 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.
10. **Brick Ties:** Must be inspected before covering with masonry finish.
11. **Above Ceiling:** 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 inspections at this time.
12. **Fire Wall (if applicable):** 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.
13. **Approach and Sidewalk:** Inspections may be made at any time before Building.
14. **Permanent Power:** Electric and/or gas systems shall be declared reasonably safe by the inspector.
15. **Mechanical/Electrical/Plumbing Final:** 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.
16. **Drainage Final:** 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.
17. **Public Works Final:** Contact the assigned Public Works inspector to schedule.
18. **Fire Final:** Call 817-743-4470 to schedule the inspection with the Fire Inspector.
19. **(CSI) Customer Service Inspection [Conducted by a Third-Party CSI Inspector]:**
CSI Certificates shall be submitted to www.sctrackingsolutions.com.
20. **Energy Final:** Provide result of 3rd party energy inspection to buildingservices@cityofkeller.com.
21. **Site Final:** Inspection of site to confirm that all approved site plan items are complete.
22. **Building Final:**
 - Final grading must be complete.
 - 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 Works Department.

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 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.