



## Residential Inspection Requirements for New Single Family Homes

### 1. Temporary Power Pole:

- Post address on pole so it is easily read from street
- Attach permit packet on pole in weather tight container
- 8ft. ground rod driven flush to grade
- Minimum #6 grounding electrode conductor(ground wire)
- T-pole minimum #8 copper feeder wire
- All outlets GFCI protected
- Keep lot and streets clean at all phases of construction

### 2. Plumbing Rough/ Form Board Survey:

- Post address on the form visible from the street
- T-pole must have proper bracing
- Permit pack and plans posted in a conspicuous location
- A form board survey is required
- Portable toilet within 5 houses of same builder
- Trash bin in place at all times
- Erosion control on the lot and effective
- Minimum of 3/4" water line to first fixture group
- Water meter must be installed and water lines pressurized or a 50 psi. air test on water service to meter box in freezing temperatures only
- Gas yard service line must be installed and air tested at min. 3 psi. Use certified diaphragm gage
- The lateral City sewer client must be installed and located on City property, the right of way. Building drain must be installed from house to City sewer tap with no vertical stack, and be inspected by Kaufman Public Works Department. A 4 inch sewer is required.
- No inspection will be made in rainy/inclement weather.
- When the ground is wet or damp, an air test on the PVC drainage may be done at 5 psi gauge. If this is not done during wet/damp earth you may be assessed a re-inspection fee. The water in the ditch must be pumped out, in order for an air test to be done.

### 3. Foundation/Engineers Report(provided to Development Services):

- Post address on the form visible from the street
- Permit pack and plans posted in a conspicuous location
- An Engineers Foundation Report is required
- T-pole must have proper bracing
- Termite treatment (If subterranean method is used)
- Trash bin in place at all times
- Erosion control on lot and effective

- Portable toilet within 5 houses of same builder.
- Engineers report of inspection on site or provided to Development Services Department

**4. Frame, Mechanical, Electrical, Plumbing, Brick Ties:**

- Post address on house visible from the street
- Post permit pack and plans inside the house in a conspicuous location
- Erosion control on lot
- T-pole must have proper bracing
- House must have roofing shingles, windows, and doors(temporary doors minimum) installed
- All trades must be ready for inspection (MEP)
- Termite treatment ( treating walls and plates)
- Identify all home run locations by marking an adjacent framing member
- Portable toilet within 5 houses of same builder
- Test gas system at 3 psi. minimum, use certified diaphragm gage

**5. Flatwork:**

- Post address on form or house visible from the street
- Post permit pack in a conspicuous location easily seen at the inspection area
- T-pole must have proper bracing
- Trash bin in place at all times
- Erosion control on lot
- Portable toilet within 5 houses of same builder
- Flatwork may be at any stage prior to building final

**6. Temporary Utility:**

- Permanent address must be on house visible from street and alley (min. of 4"high numbers)
- Post permit pack and plans inside the house in a conspicuous location
- T-pole must have proper bracing
- Erosion control on lot and effective
- Third party energy inspection pre-drywall energy report
- Trash bin in place at all times
- 3 psi. minimum on low pressure gas systems
- Electrical panel must be labeled
- Arc fault and GFCI breakers to current adopted IRC requirements
- No exposed electrical wiring
- All metal electrical boxes must be bonded
- Two means of grounding for electric panel
- Portable toilet within 5 houses of same builder

**7. Final Building:**

- Must have electric and gas meters set
- Post permit pack and plans inside house in a conspicuous location
- Third party inspector's final energy inspection report
- Vacant lots adjacent to and behind house must be clean

- Termite treatment compliance form
- Portable toilet removed from lot
- Trash bin removed
- Grass planted or other City approved erosion control measures in place
- Trees required by zoning or subdivision planted on lot
- Grading survey meeting City approved drainage plan (not required in Prairie Creek, Phase 2 or Harmony Estates (Melody Circle))

**Inspections and Re-Inspections:**

- a. Do not do any work or request any inspections on lots that do not have an approved building permit.
- b. All inspection requests must be made by the general contractor, not any of the sub-contractors.
- c. Inspection requests shall be made through <https://www.MyGov.us> .
  - a. **Each** contractor must be registered through <https://www.MyGov.us>.
  - b. MyGov assigns each contractor an account number. To activate the account go to [https://MyGov.us/create\\_login\\_next.php?cityid=797](https://MyGov.us/create_login_next.php?cityid=797) and setup a username and password.
  - c. The registered general contractor can then login and request an inspection on specific addresses. If you need assistance using this method, City Staff will be happy to assist you.
  - d. Email and phone requests will still be accepted through July 2016.
- d. You will receive one initial inspection and one re-inspection under your permit fees.
- e. Each and every inspection above two initial inspections will receive a re-inspection fee of \$80.00.
- f. When it is obvious to the inspector that no progress has been made on any steps 1-6 of the various inspection procedures, there will be a fee assessed of \$80.00. Inspections will cease until the re-inspection fee is paid.
- g. Without permit packs available to inspector at or in the inspection area, you may not receive an inspection and may be subject to re-inspection fee.

**Canceling a Requested Inspection:**

- a. When you need to cancel an inspection for any reason use MyGov to cancel the inspection. All requests to cancel through MyGov must be made by 8:00 am.

**Subdivision and Property Maintenance:**

- a. When the streets are muddy, debris in the street, loose debris on the lot, loud music by contractors, or lack of erosion control on the subject lot, you may not receive an inspection and may be assessed a re-inspection fee.

**Contacting Development Services After Hours:**

- a. Only in the case of an emergency (life or death) situation do you need to contact any member of the Development Services Staff before 8:00 am, nor after 5:00 pm, you will not receive a reply.