



## **RESIDENTIAL CONSTRUCTION INFORMATION PACKET**

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***IVR Inspection Codes and Instructions can be found on the back of your permit.***

2121 Cross Timbers Road, Flower Mound, Texas 75028 / Office: 972.874.6355 / Fax: 972.874.6474  
Physical Address: 1001 Cross Timbers Road, Suite 2330 (The Atrium Building)

**A. PLAN SUBMITTAL REQUIREMENTS**

Please check your deed restrictions and Home Owner's Association requirements before building, as the Town does not regulate them.

1. Design Criteria

TABLE R301.2 (1)

ROOF SNOW LOAD	WIND	SEISMIC DESIGN CATEGORY (f,g)	SUBJECT TO DAMAGE FROM			WINTER DEISGN TEMP (f)	FLOOD HAZARDS (h)
	Speed (e) (mph)		Weathering (a)	Frost line Depth (b)	Termite (c)		
5 lb/ft²	90(3-sec-gust)/75 fastest mile	A	Moderate	6"	Very heavy	22°F	Local code

TABLE R301.2 (1)

ICE SHIELD UNDER-LAYMENT REQUIRED	AIR FREEZING INDEX	MEAN ANNUAL TEMPERATURE
NO	69°F	64.9°F

2. No construction may begin until a building permit has been issued. Please fold all plans (no rolled plans will be accepted). One completed permit application with an original signature must be submitted with the following information:

- a. Three (3) site plans (one must be legal size or smaller) indicating all proposed and existing structures and where those structures are to be placed in relation to property lines. Site plan must also indicate existing infrastructure (manholes, fire hydrants, inlets, cleanouts, etc.) in relation to proposed (if applicable) drive approaches and sidewalk locations.
- b. Two (2) full sets of architectural prints including window sizes, door sizes, and elevation drawings showing exterior wall construction and masonry percentage calculations.

**Mark all options.**

**\*\*\* All required plumbing drawings must be to ¼ or 1/8 scale. \*\*\***

- c. Two (2) foundation drawings (may be 11" x 17"), stamped by a professional engineer licensed by the State of Texas. Correct elevations must be marked.
- d. An original letter (with the correct legal address) from the same engineer that designed and sealed the foundation plans stating that the foundation was designed for the soil conditions on that particular lot. The letter must also state that the foundation design criteria comply with the minimum standards required by the current International Residential Code adopted by the Town.
- e. All brick arches that span more than six (6) feet and brick columns that are more than ten feet (10') in height must be designed by a structural engineer. An original design letter and one copy must accompany the plans.
- f. A \$100.00 plan review fee must be paid at the time the permit application is submitted (this will be applied to the permit fee).
- g. Provide a certificate of compliance using the energy calculation tool found at <http://iccc.tamu.edu/> or documentation showing that EnergyStar will be used.
- h. If septic, a septic application and three copies of the septic plans must be submitted.
- i. If engineered trusses or I-beams are used, two copies of the layout must be submitted.
- j. If the lot is one acre or larger, a tree survey is required. All protected trees over six inches (6") in diameter (at 4.5 feet high) must be on the survey. This tree survey must be done by a certified arborist (International Society of Arboriculture) or by a registered landscape architect. The tree survey must be in compliance with all standards and regulations, pursuant to chapter 94, Vegetation, and Section 94-91 of the Town of Flower Mound Code of Ordinances.

If a lot is less than one acre, a plot plan showing the approximate diameter of the trees and their location in relation to the building pad should be submitted. Preparation by a certified arborist or landscape architect is not required for lots under one acre.

- k. If the bonus room is unfinished, please note on the permit that it was not included in the square footage.
- l. If the house is a model home, it must state this on the permit. If the garage is to be used as a sales office, this must also be noted on the permit.
- m. PLANS AND SPECIFICATIONS SHALL BE DRAWN TO SCALE UPON SUBSTANTIAL PAPER AND SHALL BE OF SUFFICIENT CLARITY TO INDICATE THE LOCATION, NATURE, AND EXTENT OF THE WORK PROPOSED AND SHOW IN DETAIL THAT IT WILL CONFORM TO THE PROVISIONS OF THE CURRENTLY ADOPTED CODES AND ALL RELEVANT LAWS, ORDINANCES, RULES, AND REGULATIONS.
- n. Permit fee is non-refundable.
- o. **Time Limitations Of Applications** – An application for a permit for any proposed work shall be deemed to be abandoned 45 days after the date of filing, if permit has not been pursued in good faith.

The telephone number for the Residential Plans Examiner is 972.874.6368.

## **B. GENERAL INSPECTION INFORMATION**

1. **Working Hours** - Standard working hours are between 7:00 a.m. and 7:00 p.m. Monday through Friday and 9:00 a.m. to 5:00 p.m. on weekends. No construction equipment or machinery shall be operated before or after standard daylight hours and within one thousand (1,000) feet of any residence. Work on Sundays or legal holidays shall not be done without the written consent of the Town Building Official except for work done in connection with the care, maintenance, or protection of equipment or already completed work or to correct conditions that are unsafe to the public.
2. No tracked vehicles will be allowed on streets and alleys after a subdivision has been accepted.
3. Instruct subcontractors and their employees to park in such a way that emergency vehicular traffic will not be obstructed, e.g., fire trucks and ambulances.
4. **Lot Grading** - No lot grading is to take place until the building permit has been issued.
5. **Tree Removal** – Before removing any tree over six inches in diameter from a lot, check with the Environmental Services Division to determine if the tree can be removed. A tree removal permit is necessary to remove any specimen, majestic, or historic tree, and any tree over six inches in diameter on the protected list that is not in the buildable area (Sec. 94-183, 94-202, 94-222).
6. **Tree Protection** - Prior to preparing the pad site, protective fencing should be placed around the drip line(s) of all protected trees or group of protected trees located on the property to reduce damage from construction activities – clearing brush within these fenced areas should only be done by hand or mowers. Some pad sites (buildable areas) extend under drip lines - if forms must be placed up to five (5) feet (no closer) from the tree, protective fencing should be placed at the edge of the forms and pad (Sec. 94-241). Lots one acre and larger have an allowed buildable area extending up to 10 feet from the forms (pad site).
7. **Tree Damage Penalties** - Unauthorized tree removal or unauthorized construction activities under the drip line of any protected tree on a site will be subject to penalty per the Town's tree ordinance (Sections 94-156, 94-183, 94-202, and 94-222). Penalties can range from \$2,000 per day for violation of tree protection rules to over \$30,000 for unauthorized removal of a

single specimen tree. The **Environmental Services Division** can be reached at 972.874.6348 or 972.874.6352.

8. **Portable Toilets** – Construction-worker toilet facilities of non-sewer type shall conform to ANSI Z4.3.
9. **Posting of Address** - Building addresses must be posted in a location (see #10 below) that is conspicuous from the street on each lot at all times.
10. **Maintenance of the Construction Site** – Construction or work for which a permit is required shall be subject to inspection, and such work shall remain accessible and exposed for such purposes until approved. Before any inspection is approved, an address shall be posted that can be read from the street; the permit shall be posted including all approved plans; and all rights-of-way, streets, and alleys shall be clean and clear of mud, sand, concrete, and building materials. All trash, construction debris, and construction material on site shall be contained. Please Note: Trash must be collected by the Town's franchised trash service provide. [http://www.flower-mound.com/utilities/trash\\_recycling.php](http://www.flower-mound.com/utilities/trash_recycling.php)
11. **Inspection Requests** - All inspections must be requested by using the Interactive Voice Response System (IVR).

To schedule an inspection, you will need your **5-digit access code**. This code is assigned to each contractor upon registration. This is your ID number to access the IVR system (this can only be given at our office to the person/persons on the registration form after showing proper identification - DO NOT CALL OUR OFFICE FOR THIS NUMBER).

You must know **the last 6 digits of your permit number** in order to request an inspection (the number is located on your permit - DO NOT call our office to request your permit number). In the event that your permit number cannot be located, you must come to our office, show proper identification, and be listed on your company's registration form to pull permits, and a copy of the permit will be printed for you.

A complete list of residential **inspection codes** required for your particular permit is located on the back of your permit.

Please make a copy of these codes for your records, since the permit should be posted at the job site.

The IVR number is **972.874.6123**. Inspections can be requested through the IVR as late as 7:30 a.m. for a same-day inspection. Any inspections called in after 7:30 a.m. will be automatically scheduled for the next inspection day (excluding holidays, week-ends, and in-service days (second Tuesday of each month)). You can also cancel inspections and check inspection results using the IVR system. If you wish to cancel an inspection after the 7:30 a.m. IVR cut-off time, you must do so in person at our office prior to 8:30 a.m. the morning of the inspection. An inspection can be canceled through the IVR as late as 7:30 a.m. or in person at our office between 8:00 a.m. to 8:30 a.m. on the day of inspection.

12. **Special Inspection Requests** – Special inspection requests not listed on the IVR system will require a completed application form and must be approved one (1) day prior to the requested inspection. This form is available at our office and on our website (see page 14 of this packet for more information on navigating the website). **Special Inspections** are not available on the 2nd Tuesday of the month. A fee of \$60 and a completed application form are required upon approval of the Special Inspection Request and must be submitted one day in advance of the desired inspection.

13. **After-Hours Inspection Request** – An after-hours inspection request will require a completed application form submitted at the office between 3:30 p.m. and 4:30 p.m. the day of the desired inspection and must be approved by the Assistant Building Official (**prior approval is needed to assure that an inspector will be available and that the request is warranted**). A fee of \$120 is required upon approval.
14. **In-Service Day** - There will be no inspections on the second Tuesday of each month, as the Building Inspections Division will be closed for an In-Service Day. Office matters should be limited to emergencies only on In-Service Day.
15. **Location of Permit Packets and Inspection Tickets** - In order to allow for uniformity and the most efficient use of time, permit packets should be on the construction site at the location specified below. Inspection tickets will be placed inside the permit packet by the inspector once the inspection is completed. The Town-approved building plans must be available on the job site when all inspections are conducted.
  - a. **Pre-Drainage/T-Pole/Plumbing Rough & Foundation** – The permit packet should be located at the address side on the front portion of the lot conspicuous from the street.
  - b. **Top-Out Frame to Building Final** – The permit packet should be taped to the inside of the window closest to the front door that is facing the street.
  - c. **Flatwork** – The permit packet must be located in the approach area.
16. **Office hours** for inspectors are from 7:30 a.m. to 8:30 a.m. and 3:30 p.m. to 4:30 p.m. each day. **Technical questions and questions regarding inspection item corrections must be directed to the inspectors during the above listed office hours. DO NOT CALL THE MAIN OFFICE NUMBER AND REQUEST TECHNICAL INFORMATION OR ASK TO SPEAK WITH AN INSPECTOR - you must call the inspector at the number listed on your inspection report. If you are unable to resolve an issue with your inspector, you may contact that inspector's supervisor.**

**For general questions only and for permit information, you may call the office at 972.874.6355.**
17. **Temporary Power** - Because of serious safety considerations, citations will be issued to the job superintendent, electrician, and/or an officer of the general contractor or electrical contractor if temporary power is tied directly into the permanent breaker box. Electricians are permitted to test house circuits provided that a licensed electrician is on site at all times while power is connected to the house. Any temporary wiring that does not meet these conditions may be cause for confiscation of wire and disconnect of power. If power is disconnected, a permit must be obtained and an inspection must be approved to release power.
18. **Re-inspection Fees** - A re-inspection fee will be assessed and no inspection performed when any of the following conditions apply:
  - a. Inspection called for is not ready (this could include a first-time inspection where a history has developed for deficient items on a continual or repeated basis).
  - b. The temporary electrical pole does not have the address posted.
  - c. No building address posted as specified in #9 above.
  - d. Town-approved plans are not on the job site and located as specified in #15 above.
  - e. Trash on the lot.
  - f. House is locked, or work to be inspected is not otherwise accessible.
  - g. An inspection is disapproved twice for the same item.
  - h. The water or sewer tap is not connected when the plumbing rough is inspected.
  - i. No original form board survey is on the job when a plumbing rough inspection is requested.

- j. A safety fence is not installed around sewer tap excavations that are four feet deep or more.
- k. Water meter box must be in place and not damaged at all times, or the inspection will not be performed
- l. Previous inspection tickets have been removed from the packet.
- m. Construction materials are located within the right-of-way. (See item #10 above.)
- n. Panel cover is not removed for utility final inspection or is off at the building final.
- o. No tree certificate is on the job when a building final inspection is requested.
- p. Any deviation from the original approved plans that requires a permit and does not have approval (see specification in #19 below).

All re-inspection fees must be paid prior to the request of any further inspections. If a re-inspection fee is due on a project and has not yet been paid, the inspection will be canceled.

- 19. **Re-stamp** - Any changes in the approved plans are required to be re-stamped before an inspection is scheduled. This includes any variance of the site plan over one foot (1'). Re-stamps are \$40 per hour with a \$40 minimum and may take up to two days to process. Do not schedule an inspection if the re-stamp is not approved and available for the inspector in the permit packet. Failure to comply will result in a re-inspection fee, and no inspection will be conducted.
- 20. **Engineering Letters and Other Required Documents** - Whenever an engineering letter or other document is required, the **original** letter/document must be placed inside the permit packet on the construction site. This will allow the inspector to refer to the letter/document in order to verify compliance with the requirements of the engineer.
- 21. **Safety Compliance** - For the purpose of providing safety on the construction site, the Occupational Safety and Health Administration (OSHA) guidelines shall be followed (see their web site at [www.osha.gov](http://www.osha.gov)).
- 22. **Expiration** – Every permit issued shall become invalid unless the work on the site is commenced within 45 days after its issuance. In addition, every permit issued shall become invalid if work authorized on site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. **Suspended or abandoned** will be defined as an elapsed time of 180 days between any two approved inspections.

**C. INCLEMENT WEATHER**

No concrete, plumbing rough, or underground inspections will be made if it has been determined that it is too wet by the Assistant Building Official. Plumbing rough inspections may be conducted in wet conditions provided that an approved test is in place. When the inspection is requested, the IVR code for Plumbing Rough w/air test must be used.

No concrete or plumbing rough inspections will be made unless the temperature is at least 38 degrees and rising. You may call 972.874.6369 between 8:15 and 8:30 a.m. the morning of the inspection to verify if an inspection has been canceled due to weather.

**During inclement weather, it is the responsibility of the contractor to reschedule all inspections through the IVR.**

**D. RESIDENTIAL INSPECTIONS REQUIRED**

Each of the following inspections must be requested in the listed order. If an inspection is requested before a prior required inspection has been approved, no inspection will be conducted.

**Inspections required are**

1. **Pre-Drainage** - IVR Code 10 (must be scheduled and approved before any other inspection is scheduled – inspected by the Town Engineering Department)
2. **Temporary Pole** - IVR Code 11 (can be scheduled at any time after pre-drainage approval)
3. **Pier** – IVR Code 15 (in lieu of scheduling this inspection, an original engineering letter of approval stating that the design is approved in accordance with the approved plans submitted to the Town of Flower Mound will be accepted)
4. **Plumbing Rough** – IVR Code 13 (no air test) or 14 (with air test) (anytime after pre-drainage)
5. **Electrical Underground** – IVR Code 17 (anytime after pre-drainage)
6. **Foundation** – IVR Code 16 (must have an approved plumbing rough inspection)
7. **Exterior Wall**- IVR Code 56 (if applicable - must be approved prior to covering exterior sheathing and before scheduling Top-Out/Framing inspection)
8. **Metal Duct** – Must be scheduled as a **Special Inspection** - see #12 on page 4 (if applicable - this inspection must be approved before insulating ducts and before scheduling Top-Out/Framing inspection)
9. **Drainage Culvert** – IVR Code 48 (when installing a culvert, you must have an approved drainage culvert inspection before scheduling a flatwork inspection)
10. **Flatwork** – IVR Code 12 (can be scheduled at any time prior to utility final unless a culvert is needed – see drainage culvert inspection above)
11. **Septic Electrical Underground** – IVR Code 22
12. **Top-Out/Framing** – IVR Code 18 (framing, electrical rough, plumbing top-out and mechanical) (must have an approved foundation inspection)
13. **Insulation** – IVR Code 53 (must have an approved top-out inspection)
14. **Sheetrock** – IVR Code 54 (must have an approved insulation inspection)
15. **Utility Final** – IVR Code 20 (must have an approved flatwork and sheetrock inspection)
16. **EHS-Septic Approval** – scheduled with Environmental Services at 972.874.6331
17. **Final Drainage Inspection/Engineering Inspection** – IVR Code 19 (inspected by the Town Engineering Department)
18. **All Finals** – IVR Code 24 (all inspections above that apply must be approved)

**E. INSPECTION REQUIREMENTS**

These are code requirements and/or commonly missed items. For a complete list of requirements, refer to the current Codes as adopted by the Town.

**1. PRE-DRAINAGE**

- a. Lot must be benched and foundation forms boards installed.
- b. Plumbing work **shall not** be started.
- c. All required erosion-control devices must be in place.
- d. This inspection must be approved before any other inspection can be scheduled.
- e. This inspection is conducted by the Engineering Drainage Inspectors. Any questions regarding this inspection should be directed to the Drainage Coordinator at 972.874.6309.
- f. Slopes shall not exceed 3:1 ratio.

**2. TEMPORARY POWER POLE**

- a. Pole is to be braced, secure, and stable.
- b. The licensed electrician can test house circuits using the power source from the temporary power pole to prepare for utility final and/or all final inspections **only** and provided all circuits are disconnected prior to the licensed electrician's leaving the site.
- c. Citations will be issued to anyone energizing power from the T-pole without proper connectors on each end of the cord and if that person is not authorized to make such connections.

### 3. **PLUMBING ROUGH**

An **original** form board survey stamped by a licensed surveyor must be located on the construction site and inside the permit packet at the time of inspection. The survey must verify that all property line setback requirements are met.

Upon approval of the plumbing rough inspection, the open ditches shall be immediately covered prior to any further inspections.

#### a. **Water Lines**

- 1. One hose bibb with a non-removable vacuum breaker must be installed in the water line to check the pressure on the copper.
- 2. Copper lines must be sleeved or taped; painting will not be accepted.
- 3. All hot water lines must be insulated with .50 insulation.
- 4. The water meter must be installed when the inspection is called in, or there will be a re-inspection fee.
- 5. The water meter must be installed correctly with the arrow pointing toward the house.
- 6. Water meter number must be the same as the number assigned for that lot.
- 7. Cover must be removed from the water meter box when a plumbing rough inspection is requested.
- 8. The water meter should be in place with all valves open to allow for testing of the lines at Town water pressure. If Town water is not available, an approved test is required. An approved test does not have any water in the lines.

#### b. **Sanitary Sewer**

- 1. Five-foot (5') head of water measured at the last stack in the house. The measurement will be taken from ground level. Stacks that are too high are subject to receiving a disapproval tag. The water test must include the sewer yard line. A screw-type test ball must be installed at the sewer tap.
- 2. The sewer tap must be exposed two feet (2') from either side of sewer connection. (This means that two feet (2') of the Town's green lateral line adjacent to the tie-in must be exposed at the time of inspection.)
- 3. Air admittance valves are not allowed.
- 4. Sewer must be connected to the Town's sanitary sewer system.
- 5. An approved test can be supplemented in lieu of a water test. An approved test does not have any water in the lines.

### 4. **FOUNDATION** (All foundation plans must be stamped by a structural engineer)

**You must have an approved plumbing rough inspection prior to scheduling a foundation inspection.**

- a. All work must conform with the engineered plans with no additions or subtractions to the approved plans. (If changes are made, they must be re-engineered and re-submitted for Town approval – a \$40 re-stamp fee will apply.)
- b. All copper must be sleeved or taped; painting will not be accepted.
- c. Cable ends must be a minimum of six inches (6") below the top of the forms.
- d. Cable ends must be a minimum of six inches (6") from the corners.
- e. Cable insulation must cover the cable to within three inches (3") of the cable ends.
- f. Cables that must be re-routed to miss plumbing fixtures must be done with long sweeping curves of the cable.
- g. Electrical conduit located in the foundation must be installed.
- h. Air ducts must be installed.
- i. When gas lines are approved to be installed in areas of the foundation, they must be properly sleeved.
- j. When required, original finished floor elevation surveys and engineering letters verifying required piers were installed according to the design must be on the job site at this inspection.
- k. No changes can be made to the foundation after inspection approval without a plan re-stamp and requesting another foundation inspection.
- l. Poly must cover all pad areas only. Poly is to be cut or not installed in beams.
- m. A water test with Town pressure or other approved test must be maintained on the water supply lines.
- n. All tub boxes must be installed.
- o. Sewer and water lines must run at 90-degree angles to grade beams.
- p. Water heater temperature and pressure relief lines cannot be composed of PVC material and cannot be installed in the foundation.

**5. EXTERIOR WALL**

- a. If applicable, sheathing must be attached per Code, and electrical, plumbing, and mechanical located in exterior wall must be installed.

**6. METAL DUCT INSPECTION**

- a. If applicable, metal ducts shall be screwed, taped, and inspected before insulation. **See #12 on page 4.**

**7. TOP-OUT/FRAME** (You must have an approved foundation inspection prior to scheduling a top-out/frame inspection.)

**a. Plumbing Top-Out**

**1. Water**

- a. All copper lines must be braced.
- b. All water lines in unheated areas must be insulated with a minimum of ¾" pipe insulation.
- c. Hot water lines (100-180 degrees F) must have .50 insulation unless in attic, which requires .75 insulation
- d. Frost-proof hose bibbs with integral vacuum breakers must be installed.
- e. The Town's water pressure or other approved means must be applied.

**2. Drain Lines**

A top-out water test is required for all plumbing located above the first floor.

3. **Gas Lines**

- a. **Black Pipe Gas Lines:** There must be an approved test installed, and the test must be located outside of the house at the utility meter connection. Except for immediate termination at the utility meter connection, gas lines located between exterior veneer and outside sheathing must be factory mill wrapped.
- b. **CSST Gas Lines:** Approved tests must be installed. When medium pressure is provided by the utility provider, the test from the utility gas meter connection to the regulator must be installed on the outside of the house at the utility gas meter connection (to test the medium pressure side), and from the regulator, another test must be located at the fireplace (to test the low pressure side). If the CSST gas piping system is installed with all low pressure provided by the utility provider, the test must be installed on the outside of the house at the utility gas meter connection. **You must verify with the utility provider for information pertaining to the pressures supplied.**

4. **Vents**

- a. Air admittance valves are not allowed.

b. **Electrical Rough**

1. Service entrance conductors cannot exceed 3' from the meter connection to the first means of disconnect.
2. Type AC cable (BX) is not allowed within the Town of Flower Mound.
3. Aluminum or copper-clad conductors are permitted only on #2 or larger.

c. **Mechanical Rough**

1. If applicable, metal ducts shall be insulated.
2. Air conditioning (AC) duct insulation must be a minimum of R-5.
3. AC joints and seams must be sealed by approved mastic or tape with a (UL181A) listing. Duct tape is not approved.
4. All AC lines (fluid temp. range 40-55 degrees F) must have .75 insulation.
5. AC ducts inside the building but outside conditioned area require a vapor retardant of 0.05 perm or aluminum foil of 2 mils.
6. Bath exhaust fan ducts must extend to the outside.
7. Where a water closet is separated from the shower area by a door, an exhaust fan is required in both the water closet area and the main bath area.
8. Dryer vents are limited to a maximum length of twenty-five feet (25'). The twenty-five foot (25') length includes two (2) ninety-degree (90°) fittings. Additional fittings over and above the two (2) allowed would reduce the maximum length of the vent by two feet (2') for every ninety-degree (90°) fitting (or combination of fittings that total 90°). Dryer vent connections must be taped and not screwed.

d. **Framing**

1. Exterior bottom plates must be secured to the foundation by L-bolts (washers and nuts must be tight) or other approved ICC methods.

2. Joists over four feet (4') in length must be pressure blocked on one side only with nails driven from the joist into the pressure block – or a joist hanger must be used.
3. All lumber must be grade-stamped. Unstamped lumber is unacceptable as a structural framing member.
4. Where air handling units and water heaters are supported by ceiling joists, those joists will be calculated as floor joists. Where air handling units and water heaters are supported by rafters, those rafters will be calculated as rafters supporting a drywall ceiling.
5. Stairway treads are to be at least six inches (6") at the inside of each winder. Twelve inches out from the inside winder, a full run equal to the step run of the straight stairs is required. All narrow sides of winding stairs must be on the same side.
6. A structural engineer's design is required when wood members are used to permanently support masonry. Gables that cantilever in excess of six feet (6') over a roofline also require a structural engineer's design.
7. Masonry fireplaces must be completed to a point one foot (1') above the damper.
8. All penetrations in top plates must be sealed. Small penetrations may be poly-sealed.
9. Caulk or seal top and bottom plates, brick opening, and windows, etc.
10. Seal all floor/ceiling penetrations (e.g., tub trap openings at second floor).
11. Covered porches and patios must be inspected to verify proper structural framing prior to installing fascia material.
12. All brick wall ties must be installed.
13. Check all fenestration for labeling of SHGC/NFRC, and labeling must remain intact for the inspection. All fenestration must be NFRC (National Fenestration Council)-certified.
14. All recessed lighting must be rated airtight or be enclosed within a sealed box constructed from .50-inch gypsum board or other airtight assembly.
15. A system must be in place to ensure a one-inch air space between all ceiling/roof assemblies.
16. Use the span header chart in the current IRC as adopted by the Town for ceiling joists used to support the roof load.

8. **INSULATION** You must have an approved top-out/framing inspection prior to scheduling an insulation inspection, and the approved "Residential Energy Code Review Sheet" must be in the packet for an inspection. Failure to have the approved "Residential Energy Code Review Sheet" at the time of inspection will result in a \$60 re-inspection fee.

- a. All penetrations in top and bottom plate and penetrations in the exterior weather barrier must be sealed to prevent any unwanted transfer of air.
- b. Insulation R-values must be equal to or greater than the R-values indicated on the approved plans and must fit properly with no voids or missing pieces.
- c. Vapor barriers are exempted in this area.
- d. Insulation at roof/ceiling assemblies requires one-inch cross ventilation.
- e. Insulation must be installed under all walkways and floored areas.

9. **SHEETROCK** (You must have an approved insulation inspection prior to scheduling a sheetrock inspection.)

- a. 5/8" type-X fire rock must be installed underneath stairs.
- b. All green rock or other approved material must be installed in wet or damp areas.
- c. All lighting outlets, switches, and plugs must be sealed airtight.

- d. All plumbing and mechanical penetrations must be sealed airtight.
- e. Nail patterns must match Code requirements.
- f. All gaps in sheetrock must be of a size Code allows.

**10. FLATWORK** (Town sidewalks, drive approaches, and driveways)

- a. Engineering Services must be contacted to obtain information regarding culvert pipes that are required when a driveway extends over a drainage ditch. In addition to Building Inspections approval, a Drainage Culvert inspection must be scheduled on the IVR (code 48) and approved before you can schedule a flatwork inspection. This inspection is performed by the **Engineering Drainage Coordinators** at **972.874.6309**. If the property has a culvert, no pour can be conducted without approval from Building Inspections and Engineering.
- b. The only flatwork inspected by the Town is Town sidewalks, driveway approaches, and driveways.
- c. All flatwork must be reinforced with steel. Town walks are required to have a minimum of three-eighths inch (3/8") rebar at eighteen inches (18") on center transversely and eighteen inches (18") on center longitudinally with expansion joints at twenty feet (20') on center.
- d. Approaches off of alleys must have a depth of six inches (6") and be reinforced with #3 bars eighteen inches (18") on center to the property line. Alley approaches must have a turn radius of six feet (6'). The alley must be doweled eighteen inches (18") on center with #3 bars that extend at least six inches (6") into the alley. **Do not** install an expansion joint at the alley. An expansion joint will be required at the property line.
- e. Approaches off of a street must have a depth of six inches (6") and be reinforced with #3 bars eighteen inches (18") on center to the property line. Curb cuts shall follow engineer stamped ST-4. The street must be doweled eighteen inches (18") on center with #4 engineer-stamped ST-6 bars that extend at least six inches (6") into the street. An expansion joint will be required at the sidewalk. **Do not** install an expansion joint at the street. All driveways **must** use horizontal (sloped) saw cut.
- f. Expansion joints must be installed at all existing concrete (except streets and alleys).
- g. All lead walks to back of curb need expansion joints. Decorative concrete may be installed only on private property. Any concrete work done within a street or alley easement must be completed with a brush finish.
- h. The minimum width for a driveway is twelve feet (12').
- i. The minimum length of a driveway is twenty feet (20') from the property line to the garage.
- j. The minimum distance from the driveway to a street intersection is thirty-five feet (35').
- k. Driveways must be a minimum of two feet (2') from the side property line.

**11. UTILITY FINAL** (You must have an approved flatwork and sheetrock inspection prior to scheduling a utility inspection.)

- a. All wires must be capped and covered, or fixtures must be installed.
- b. The cover must be off of the breaker box.
- c. The meter base must be bonded to the main panel box.
- d. **Black Pipe Gas Lines:** There must be an approved test installed, and the test must be located outside of the house at the utility meter connection.
- e. **CSST Gas Lines:** Approved tests must be installed. When medium pressure is provided by the utility provider, the test from the utility gas meter connection to the regulator must be installed on the outside of the house at the utility gas meter connection (to test the medium pressure side), and from the regulator, another test must be located at the fireplace (to test the low pressure side). If the CSST gas piping system is installed with all low pressure provided by the utility provider, the test must be

installed on the outside of the house at the utility gas meter connection. **You must verify with the utility provider for information pertaining to the pressures supplied.**

- f. Gas stops at each appliance must be properly secured.
- g. All gas lines must be connected. Gas stops and caps must be installed on any gas line for future use.
- h. All light fixtures located within thirty-six inches (36") horizontally and within eight feet (8') vertically of the lip of a bathtub or shower must be waterproof.
- i. All masonry must be complete before requesting a Utility Final.
- j. Where a water closet is separated from the shower area by a door, a separate bath fan is required in the water closet area and the shower area.
- k. Water heaters must have heat traps (hot and cold side).

## 12. **FINAL DRAINAGE / ENGINEERING INSPECTION**

- a. Dirt work and required sod installation must be completed.
- b. In areas where sod is not installed, installation of erosion-control devices will be required in all disturbed areas.
- c. Drainage must be in accordance with the subdivision drainage plan.
- d. This inspection is conducted by the Engineering Drainage Inspectors. Any questions regarding this inspection should be directed to the Drainage Coordinator **at 972.874.6324. DO NOT CALL THE BUILDING INSPECTIONS DEPARTMENT FOR RESULTS OF THIS INSPECTION!**
- e. All Public Utilities will be inspected.
  - 1. Sidewalks, meter, street, fire hydrants, valves, drive approach, lead walks, and detector pad on sewer

## 13. **BUILDING FINAL (All Finals)** (You must have a final drainage/engineering inspection prior to scheduling an all finals inspection.)

### a. **General**

- 1. Electrical and gas meters must be installed. If the building final is requested and the inspection conducted prior to the installation of the electric or gas service meter, a re-inspection fee will be assessed.
- 2. The Jacuzzi access panel must be removed for inspection.
- 3. An original notarized tree certification form must be located on the construction site inside the permit packet. This form is available at our office and on the Town's web site (see page 14 of this packet). It must show a minimum of three (3) trees with a caliper width (at six inches above ground level) of two and one half (2 ½) to three (3) inches and at least six feet (6') in height provided on each residential lot. At least one tree must be in the front yard, unless the subdivision requirements indicate otherwise. All special tree requirements for that subdivision must be met. To receive credit for existing trees greater than six inches diameter at 4.5 feet high, per Section 94-128, contact **Environmental Services** at **972.874.6352**.
- 4. Final approval of the **septic system** (if present) must be obtained from the **Environmental Services Division (972.874.6340)** prior to requesting the building final inspection.
- 5. All work is to be complete. No contractors should be on the site working at the time of the inspection.
- 6. If an Energy Star home option is chosen, an address-specific certificate must be inside packet at the All Finals Inspection.

b. **Plumbing**

1. Any drain or water line that is installed for future use or expansion must have permanent caps.
2. Heat traps must be installed or built into all water heating appliances.
3. Sewer clean-outs must be cut to grade and installed with an approved cap.
4. Air admittance valves are not allowed.

c. **Electrical**

1. Electrical outlets located in garages that are not GFCI-protected must be single receptacles and labeled "SPECIAL APPLIANCE USE ONLY."
2. All bedroom outlets are to be protected by arc-fault circuit interrupters.

d. **Mechanical**

1. Where a water closet is separated from the shower area by a door, an exhaust fan is required in both the water closet area and the main bath area.
2. Thermostatic controls shall be capable of being set locally or remotely. The minimum temperature range shall be 55-85 degrees F.
3. All air conditioning and heating equipment must reflect the correct size and rating per the approved plans.

e. **Building**

1. A solid core door must be installed between the garage and living area.
2. Weather-stripping must be installed on all doors, windows, and attic access.
3. Attic access door, hatch, or pull-down stair must be insulated.
4. Attic insulation must have correct R-value (blown insulation requires a certification label by the installer and depth markers every 300 square feet). These labels must face the attic access.
5. Yard must be clear of debris and final grade completed.
6. A permanent address must be installed and visible from the street and alley. The address numbers must be a minimum of three (3) inches in height.
7. All construction debris must be removed and disposed of or relocated to an approved site.
8. Street, alley, and all flatwork must be clean and clear of mud and debris.

**Contacts and Additional Information:**

**These requirements are only a general list of building, electrical, plumbing, and mechanical Code regulations and/or commonly missed items. To view current Ordinances and Amendments adopted by the Town, refer to the Town's web site at [www.flower-mound.com](http://www.flower-mound.com).**

**To navigate the web site, click Departments, and choose Building Inspections from the drop-down list. From the menu on the right-hand side of the Building Inspections page, choose "Building Information" to access forms and information packets.**

Town of Flower Mound  
Building Inspections Division  
**Physical Address:** 1001 Cross Timbers Road, Suite 2330  
**Mailing Address:** 2121 Cross Timbers Road  
Flower Mound, TX 75028

Phone: 972.874.6355 Fax: 972.874.6474 Inspection (IVR) Line: 972.874.6123