



# COMMERCIAL CONSTRUCTION INFORMATION PACKET

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**Mailing Address:** 2121 Cross Timbers Road, Flower Mound, Texas 75028  
Office: (972) 874-6355 Fax: (972) 874-6474  
**Physical Address:** 1001 Cross Timbers Road, Suite 2330, Flower Mound

## A. GENERAL REQUIREMENTS

For a **Shell** or **Commercial Building** permit, seven (7) complete sets of plans, with sheets no larger than 42" X 30", must be submitted in order to apply for a permit.

For a **Finish Out/Remodel** permit, five (5) complete sets of plans are required.

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

Note: If applicable, asbestos statement on the front of the permit application will need to be initialed.

1. An Engineering pre-construction meeting must be established before the setting of form boards, lot grading, and establishing erosion control. After permission is given in the Engineering pre-construction meeting, the above may be started before the building permit is issued. Contact 972-874-6310 to set up this meeting. Before the building permit is issued, you must have a pre-building meeting. Please call the Plans Review Supervisor (972-874-6367) to schedule this meeting. The permit is released after this meeting.
  - a. Plans must include a cover sheet that includes the following information:
    1. Building construction type.
    2. Occupancy classification.
    3. Number of parking spaces required and provided.
    4. Proposed "Use," as listed in the Code of Ordinances.
    5. Total square footage of building.
    6. Occupant load (based on the current Code adopted by the Town).
    7. Exiting requirements.
    8. Com-Check or Energy Analysis that complies with the current Energy Code adopted by The Town.
  - b. Site plans indicating all proposed structures and where those structures are to be placed in relation to property lines matching those approved by the Town. (Indicate closest points of the structure to the front, the rear, and the sides.)
  - c. A complete floor plan of the structure(s).
  - d. Window and door sizes.
  - e. Elevation drawings showing exterior wall construction.
  - f. Detailed landscape drawings which match the landscape drawings approved by the Planning and Zoning Commission and Town Council.
  - g. Foundation drawings stamped by a professional engineer licensed by the State of Texas
  - h. Original letter 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 building codes adopted by the Town.
  - i. All structural, plumbing, electrical, and mechanical drawings must be stamped by an engineer specializing in that particular field as required by the flow chart of the Texas Architectural/Engineering Act.  
<http://www.tbae.state.tx.us/HOME/archflowchartOct2003.htm> and  
<http://www.tbpe.state.tx.us>
  - j. A detailed outdoor lighting design must be submitted and include the following:
    1. Description of outdoor light fixtures, including component specifics such as lamps, reflectors, angle of cutoff, use of shields, support, and poles. The manufacturer's catalog cut sheets and an electrical plan must also be included.
    2. Complete lighting plan showing locations and description of every outdoor light fixture, including building-mounted lighting, landscape lighting, and sign lighting.
    3. Point method of photometric projected on the site plan illustrating the following:
      - a. Footcandle readings of every ten (10) feet. Small areas may require the average to be computed from positions no greater than five (5) feet apart.
      - b. Average projected footcandle readings of the parking area.
      - c. Average projected footcandle readings of the building entry point.
    4. Foundation and electrical details for light poles shall bear the stamp and signature of the designing professional engineer.

5. All submitted lighting plans, including the point method photometrics, shall bear the stamp and signature of the designing professional engineer with an affixed statement that the plans submitted are accurate and designed in compliance with all applicable codes in effect at the time of the submission of plans.
  - k. A drawing that indicates compliance with the Town's requirements to screen equipment located on a roof.
  - l. **Texas Accessibility Standards** - The Building Official must verify architectural barriers registration in excess of \$50,000, to verify that the building or facility has been registered with the Texas Department of Licensing and Regulations.
  - m. **Energy Code Requirements** - All buildings must comply with the current Energy Code adopted by the Town. The applicant must provide a Com-Check that states the proposed project has been designed to meet the current Energy Code or Energy Analysis Report prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. **You must use Flower Mound for the building location.**
  - n. **Grease Trap/Interceptor** - Provide calculation sheet for establishments that serve food of any type (available in our office or on the Town's web site).
2. If stamped plans are lost or changed, an additional plan review fee of \$40.00 per hour, with a minimum charge of \$40.00, will be assessed.
  3. The building permit must be displayed in an obvious place that can be seen by the public. The permit and previous inspection tags must be contained in the zip-lock plastic bag provided by the Town. Construction plans stamped "approved" by the Building Inspection Division must remain on the job site at all times.
  4. No tracked vehicles will be allowed on streets and in alleys that have been accepted by the Town.
  5. 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.
  6. Building addresses must be posted at each lot at all times. Numbers must be a minimum of twelve inches (12") in height and face a public street.
  7. Addresses must be posted on all temporary electrical poles.
  8. A trash container with a minimum dimension of six feet by six feet by four feet high (6' X 6' X 4') is required at all times on the job site. Openings in the walls of the trash container can not be large enough to allow a two inch (2") diameter or larger sphere to pass through.

**B. FEES** (A copy of the Building Permit Fee schedule can be obtained through the Town web site. Please see page 10.)

***Plan review fees will be determined once the permit is submitted. The commercial plan reviewer will notify the applicant when these fees have been calculated, and arrangements will be made at that time for collection.*** These may include Building Plan Review Fee, Outdoor Lighting Plan Review Fee, Food Plan Review Fee, and Commercial Pool Plan Review Fee, if applicable. **Plan review final comment time is 7 to 10 days after the plan review fees are paid.**

1. On **Commercial** and **Shell** buildings, the following fees can apply: Building Plan Review Fee, Building Permit Fee, Lighting Plan Review Fee, Food Plan Review Fee, Drainage Inspection Fee, Water Impact Fee, Sewer Impact Fee, Road Impact Fee, Engineering Inspection Fees, and Food Permit Fees.
2. On **Finish Outs** and **Remodels**, the following fees can apply: Building Plan Review Fee, Building Permit Fee, Lighting Plan Review Fee, Food Permit Fees, and Food Plan Review Fee.

## C. GENERAL INSPECTION NOTES

1. 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 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 also 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 get 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. 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 scheduled automatically for the next inspection day (excluding holidays, weekends, and in-service days, which are the 2nd Tuesday of each month). Inspection codes used for commercial permits are listed on the back of your permit. Please make a copy of these for your records, since the permit should be posted at the job site. 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.
2. **Special Inspection Requests** not listed on the IVR system will require a completed application form and must be approved one day prior to the requested inspection. This form is available at our office and on our web site (see page 10 of this packet for more information on navigating the web site). **Special Inspection Requests** are not available on the second Tuesday of the month. A fee of \$60 is required upon approval of the Special Inspection Request and must be submitted one day in advance of the desired inspection. **After-Hours Inspection Requests** 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 dollars is required upon approval.
3. 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. **The office telephone numbers for the commercial inspectors are 972-874-6365 and 972-874-6361.** Refer all construction-related questions to the commercial inspectors at the above numbers during their in-office hours. Both numbers are equipped with voice mail. Please leave a message if you connect with voice mail, and your call will be returned as soon as possible.
4. A reinspection fee will be assessed, and no inspection will be performed when:
  - 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. No address posted at the temporary electrical pole.
  - c. No building address posted.
  - d. Town-approved plans are not on the job site.
  - e. Trash on lot.
  - f. Building is locked or work to be inspected is not otherwise accessible.
  - g. An inspection is disapproved twice for the same item.
  - h. The previous inspection ticket has been removed from the place it was left by the inspector; or
  - i. Trash bin not on site.
5. Town-approved (stamped by Building Inspections) building plans must be available on the job site when all inspections are conducted.
6. Inspectors do not have 4-wheel drive vehicles; therefore, access must be provided to the job site at all times.
7. If the design of the building or the engineered foundation is changed, the revised drawings must be resubmitted for approval before the inspection is performed.

8. Inspection Types – A listing of the 2-digit inspection codes for your permit can be found on the back of your yellow permit copy. Please copy and give this list to the person that will be scheduling inspections, as the permit will need to be posted at the job site.
9. Inclement Weather
  - a. No concrete inspections, plumbing rough inspections, or underground inspections will be made if it has been determined that it is too wet by a Senior Inspector. Plumbing rough inspections may be conducted in wet conditions provided that there is an approved test per code. When the inspection is requested, the IVR code for Plumbing Rough with air test must be used. No concrete or plumbing rough inspections will be made unless the temperature is at least 38 degrees and rising.
  - b. You may call (972-874-6361 or 6365) between 8:15 a.m. and 8:30 a.m. the morning of the inspection to verify if an inspection has been canceled due to weather.
  - c. **During inclement weather, it is the responsibility of the contractor to reschedule all inspections through the IVR system.**
10. Working Hours:
  - a. Working hours for areas of construction that pertain to Building Inspections are defined as 7:00 a.m. to 7:00 p.m. Monday through Friday and 9:00 a.m. to 5:00 p.m. on weekends. Any exception to these hours must be requested in writing a least three working days before the work is to begin and be approved by the Town Building Official.
  - b. Working hours for outside engineering work are defined so that 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 Engineer 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.
11. Safety:
  - a. 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)).

#### **D. INSPECTIONS REQUIRED**

If a rain or freezing conditions occur, plumbing rough and foundation inspections will be canceled at the discretion of the senior inspector. All canceled inspections must be recalled. If the job is not ready because of a weather condition from the previous day, you must cancel the inspection. If the inspection is not canceled, we will assume that the job has been made ready for inspection. If the job is clearly not ready, a reinspection fee will be assessed.

Inspections required for building construction types are outlined below:

1. **Free-standing buildings:**
  - a. Temporary Pole (can be done at any time)
  - b. Plumbing Rough
  - c. Foundation
  - d. Exterior Wall (If applicable - this inspection includes but is not limited to tilt wall, exterior sheathing, and brick ties, and must have all plumbing, electrical, mechanical, and angle iron, etc., in place at this inspection.)
  - e. Interior Wall (All Engineering/Structural Steel Reports are required prior to inspection.)
  - f. Insulation
  - g. Sheetrock
  - h. Metal Duct (If applicable - this inspection is to be used prior to wrapping insulation on metal ducts and before requesting a ceiling inspection.)

- i. Grease Duct-Hood (If applicable - this inspection must have a certificate of approval from a certified welder, or a light test must be set up at the time the inspection is to be performed. This inspection must be approved prior to ceiling inspection.)
  - j. Ceiling (Electrical, Mechanical, Plumbing, and fire suppression system where applicable. The insulation must be installed on the metal ducts where applicable. All must be done at the same time.)
  - k. Utility Final
  - l. Building Final (The Certificate of Occupancy application must be completed with all required signatures.)
  - m. Before a Certificate of Occupancy can be issued, the Certificate of Occupancy application must have all required signatures and must be submitted by the builder to the Building Inspections Division.
2. **Shell Buildings:**
- a. Temporary Pole (can be done at any time)
  - b. Plumbing Rough
  - c. Foundation
  - d. Exterior Wall (If applicable - this inspection includes tilt wall, exterior sheathing, and brick ties, and must have all plumbing, electrical, mechanical, and angle iron, etc., in place at this inspection.)
  - e. Interior Wall (Frame, Plumbing Top-out, Electrical Rough – all must be done at the same time. All Engineering/ Structural Steel Reports are required prior to inspection.)
  - f. House Meter
  - g. All Building Final (the application for Building Final) must be completed with all required signatures.
3. **Interior Finish-Out:**
- a. Plumbing Rough
  - b. Leave Out (Use foundation inspection code.)
  - c. Metal Duct (If applicable - this inspection is to be used prior to wrapping insulation on metal ducts and before requesting a ceiling inspection.)
  - d. Grease Duct-Hood (If applicable - this inspection must have a certificate of approval from a certified welder, or a light test must be set up at the time the inspection is to be performed. This inspection must be approved prior to ceiling inspection.)
  - e. Interior Wall
  - f. Insulation
  - g. Sheetrock
  - h. Ceiling (Electrical, Mechanical, Plumbing - the insulation must be installed on the metal ducts where applicable. All must be approved at the same time. The Fire Suppression System inspection is inspected by the Fire Department (where applicable) and must be approved before covering the ceiling.)
  - i. Utility Final
  - j. Building Final (The Certificate of Occupancy application must be completed prior to requesting inspection.)
  - k. Before a Certificate of Occupancy can be issued, all required signatures must be on the Certificate of Occupancy application and submitted by the builder to the Building Inspections Department.
4. **Additional Inspections:**
- a. Certain types of additional inspections may also be required. Additional inspections must be performed by a qualified testing lab or professional engineer. Reports from the special inspector must be submitted to the Commercial Building Inspector for review. Additional reports or testing may be necessary before the additional inspection report can be approved by the Commercial Building Inspector.
  - b. Items **requiring** special inspection include, but are not limited to:

Structural Steel - reports must verify that the structural steel has been installed in accordance with the engineered design. Also, the reports must verify that all connections have been made correctly (i.e., welds, bolts, etc.).

- c. Items that **may** utilize a special inspector in place of a Flower Mound inspector include:  
Piers - reports must verify the depth, diameter, and conditions of the pier hole.
- d. Other additional inspections or engineered plans or documents may be required by the Building Official as outlined in the Town-adopted building code.
- e. Where applicable, an approved lighting photometric letter with letterhead of the designer or other approved representative of the designer must be submitted and state that all of the exterior lighting is in compliance with all Town ordinances before the final building inspection will be approved.

## **E. INSPECTION REQUIREMENTS**

### **1. TEMPORARY POWER POLE**

- a. Legible address numbers must be posted on the T-pole. Numbers must be at least four inches (4") in height.

### **2. PLUMBING ROUGH**

- a. Five foot (5') head of water on last stack in the building.
- b. A full size double clean outs must be installed.
- c. A hose bibb must be installed in the water line to check the pressure on the copper.
- d. All hose bibbs must have non-removable vacuum breakers installed at all times.
- e. Copper lines are not allowed to touch each other.
- f. Copper lines must be sleeved or taped; painting will not be accepted.
- g. The water meter and meter box must be installed, not damaged, and maintained throughout all inspection requests. The cover must be removed from the water meter box when the plumbing rough inspection is requested. Failure to have the water meter installed prior to beginning work on the site may result in the assessment of a reinspection fee. Also, the contractor may have criminal charges filed against him for theft of service.
- h. The water meter must be installed correctly with the arrow pointing toward the building.
- i. The water meter number must be the same as the number assigned for that lot.
- j. The sewer tap must be exposed two feet (2') from either side of the sewer connection.
- k. Lead solder and fluxes containing lead are not allowed to be used to join potable water lines.
- l. T&P (pop-off) lines can not be run in foundation and must be terminated outside or at an approved location. T&P lines cannot discharge to PVC drain piping or receptor.
- m. Sewer caps are to be approved permanent type.

### **3. FOUNDATION** (All foundation plans must be stamped by a structural engineer.) An original form board survey must be at the construction site at the time of inspection. The survey must verify that all property line setback requirements are met.

- a. **Post Tension** (A pier report from a testing lab must be submitted as least 24 hours prior to requesting a foundation inspection.)
  - 1. Everything must conform to the engineered plans.
  - 2. All cables must be straight.
  - 3. All copper must be sleeved or taped; painting will not be accepted.
  - 4. Cable ends must be a minimum of six inches (6") below the top of the forms.
  - 5. Cable ends must be a minimum of six inches (6") from the corners.
  - 6. The post tension drawing must be on the job with the detail sheet and the plot plan (both must be Town-stamped).
  - 7. Cables that must be rerouted to miss plumbing fixtures must be done with long sweeping curves of the cable.
  - 8. Electrical conduit, other lines, or chases (e.g., Jenn Aire ducts) located in the

- foundation must be installed.
9. All gas line sleeves must be installed.
  10. Original finished floor elevation surveys and engineering letters verifying required piers were installed according to design must be submitted prior to requesting the inspection.
  11. **No changes can be made to the foundation after inspection approval without requesting another foundation inspection.**
  12. An approved test must be maintained on the water lines.
- b. **Rebar** (A pier report from a testing lab must be submitted at least 24 hours prior to requesting a foundation inspection.)
1. Work must conform to approved plans.
  2. Chairs must be in place.
  3. Electrical conduit and ducts located in the foundation must be installed.
  4. Original finished floor elevation surveys and engineering letters verifying required piers were installed according to design must be submitted prior to requesting the inspection.
  5. **No changes can be made to the foundation after inspection approval without requesting another foundation inspection.**
  6. All plumbing drain lines must run through beams at a ninety degree (90°) angle.
  7. An approved test must be maintained on the water lines.
4. **LEAVE-OUT INSPECTION** (Interior finish-out construction only)
- a. Plumbing rough must be inspected and approved.
  - b. Rebar must be drilled into existing concrete per Town-approved plans.
  - c. Moisture barrier must be installed.
  - d. All under-floor electrical and duct components must be installed.
5. **EXTERIOR WALL INSPECTION**
- a. Wall ties and lintels must be in place.
  - b. Plumbing, Electrical, and Mechanical stub-outs on exterior wall must be in place.
  - c. Engineer Letters and Structural Steel Reports are required prior to inspection.
  - d. Exterior sheathing must be secured as required by code.
6. **INTERIOR WALL INSPECTION**
- a. **Plumbing**
    1. All water heaters must have a drip pan, drain line, and terminate in an approved location. T&P lines cannot terminate in PVC drains or receptors.
    2. Frost-proof hose bibbs with integral vacuum breakers must be installed.
    3. For wood frame construction, plumbing straps must be nailed on top and bottom plates. Straps must be .038 inches thick.
    4. Lead solder and fluxes containing lead are prohibited materials to be used in potable water pipes.
    5. An approved test on gas piping is required, and the test must be at the location of the utility meter.
    6. Gas lines located between bricks and studs must be factory mill wrapped pipe.
  - b. **Electrical Rough**
    1. Type AC cable (BX) is not allowed within the Town of Flower Mound.
    2. Aluminum or copper-clad aluminum conductors are permitted only on #2 or larger.
    3. If service entrance conductors are more than three feet (3') in length, a disconnect must be provided at the outside of the structure and next to the electrical meter.
  - c. **Framing** (If applicable, a structural steel report must be turned in at least 24 hours prior to requesting the inspection.)

1. **Wood Stud Framing**
  - a. Where air handling units, water heaters, or storage areas are supported by ceiling joists, those joists will be calculated as floor joists. Where air handling units are supported by rafters, those rafters will be calculated as rafters supporting a drywall ceiling.
  - b. Brick wall ties and lintels must be installed.
2. **Metal Stud Framing**
  - a. Studs must be screwed to the top and bottom track.
  - b. Required fire-rated wall assemblies (fire walls) must exactly match the specifications of the UL, FM, or other testing agency.

## 7. **CEILING INSPECTION**

- a. **Mechanical**
  1. Where air-conditioning condensate drain pans are located in an attic, a secondary drain must be installed with the condensate line discharging into an obvious and approved location.
  2. Condensate drain lines located on a roof must be copper. Traps located on the roof must be protected from freezing.
  3. Bath fan exhaust ducts must terminate at the outside of the building.
  4. Metal ducts must be insulated where applicable.
  5. Registers and return air grills must be dropped into ceiling grids where drop-in ceilings exist.
  6. All gas vents must extend through roof with proper flashing.
- b. **Electrical**
  1. All wiring must be made up in all electrical junction boxes with junction box covers installed.
  2. All temporary lighting must be removed.
- c. **Plumbing**
  1. All plumbing and gas vents must extend through the roof and properly flashed.

## 8. **INSULATION**

- a. Must comply with approved plans and the most current International Energy Conservation Code adopted by the Town.

## 9. **SHEETROCK**

- a. Must comply with the most current Building Codes adopted by the Town.

## 10. **UTILITY FINAL** (Inspection approval allows for release of utility meters.)

- a. All wires must be capped and covered or fixtures installed.
- b. Covers must be off of breaker box and disconnects. All fuses must be installed.
- c. An approved test on gas piping is required, and the test must be at the location of the utility meter.
- d. All open gas lines and shut-off valves must be capped. A shut-off valve does not eliminate the requirement to cap the line.
- e. After the utility inspection is approved, a Pre-CO Meeting must be scheduled within five (5) days by the contractor. Contact the Assistant Building Official, 972-874-6369, to schedule this meeting.

## 11. **BUILDING FINAL**

- a. The electrical and gas meter must be installed.
- b. A permanent address must be installed on the front and rear of the building with numbers of contrasting color to background.
- c. All ceiling insulation must be installed where applicable.
- d. All hose bibbs must be frost-proof with integral vacuum breakers.
- e. Sewer cleanouts must be cut to grade with approved permanent cap.
- f. Street, alley, and all flatwork must be clean and clear of mud and debris.

- g. Parking areas must be properly striped. Fire lanes must be properly striped. Accessible parking spaces must be properly marked with signs and painting.
  - h. All landscape work must conform to the approved landscape plan. Trees and shrubs must not be damaged or dead.
  - i. Circuits must be labeled with ink or typewriter in the breaker box.
  - j. Yard must be clear of debris and final grade completed.
  - k. Prior to the issuance of a Certificate of Occupancy, all affected departments must sign off on the project in order to verify compliance with their respective requirements. The Certificate of Occupancy application (blue card – included in your permit packet at the time of issuance) should be displayed at the job site.
  - l. An original certified letter for the outdoor lighting from the design professional must be submitted stating that the lights meet Town Ordinance 98, Division (6), Subdivision II.
12. **FLATWORK** (Town sidewalks, parking lots, and drive approaches only)
- a. All parking areas, Town sidewalks, and drive approaches are inspected by the Engineering Department. Please contact the Engineering inspection staff to arrange for inspections.

**F. CONTACTS AND ADDITIONAL INFORMATION**

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

**Fire Department – 972-847-6270**  
**Environmental Services – 972-874-6340**  
**Engineering Department – 972-874-6310**  
**Commercial Plans Examiner - 972-874-6366**  
**Building Inspections Main Line - 972-874-6355**

**Town Web Site: [www.flower-mound.com](http://www.flower-mound.com)**

To navigate the web site, click Departments, and choose Building Inspections. Forms and information packets are available under “Building Information.”

**Physical Address**  
TOWN OF FLOWER MOUND  
BUILDING INSPECTIONS DIVISION  
1001 Cross Timbers Rd., Suite 2330  
Flower Mound  
Phone 972-874-6355 Fax 972-874-6474  
Inspection Line 972-874-6123

**Mailing Address**  
TOWN OF FLOWER MOUND  
BUILDING INSPECTIONS DIVISION  
2121 Cross Timbers Road  
Flower Mound, TX 75028