



COMMERCIAL CONSTRUCTION INFORMATION PACKET

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Office: (972) 874-6355

A. GENERAL REQUIREMENTS

For a **Shell** or **Commercial Building** permit, five (5) complete sets of plans, with sheets no larger than 42" X 30", must be submitted in order to apply for a permit. If the permit requires a Health Department review, one (1) additional set of plans is required.

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 972-874-6315 to set up this meeting.
 - a. Plans must include a cover sheet that includes the following information:
 - i. Building construction type.
 - ii. Occupancy classification
 - iii. Number of parking spaces required and provided.
 - iv. Proposed "Use," as listed in the Code of Ordinances.
 - v. Total square footage of building.
 - vi. Occupant load (based on the current Code adopted by the Town).
 - vii. Exiting requirements.
 - viii. COMcheck 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. Foundation drawings stamped by a professional engineer licensed by the State of Texas
 - g. 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.
 - h. 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/content/documents/lawsenforcement/archrequiredflowchart.pdf> and http://www.tbpe.state.tx.us/eng_req.htm
 - i. A detailed outdoor lighting design must be submitted and include the following:
 - i. 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
 - ii. Complete lighting plan showing locations and description of every outdoor light fixture, including building-mounted lighting, landscape lighting, and sign lighting.
 - iii. Point method of photometric projected on the site plan illustrating the following:
 1. 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.
 2. Average projected footcandle readings of the parking area.
 3. 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.

- j. A drawing that indicates compliance with the Town's requirements to screen equipment located on a roof.
 - k. **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.
 - l. **Energy Code Requirements** - All buildings must comply with the current Energy Code adopted by the Town. The applicant must provide a COMcheck 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.**
 - m. **Grease Trap/Interceptor** - Provide calculation sheet for establishments that serve food of any type (available in our office or <http://www.flower-mound.com/DocumentCenter/Home/View/514>).
 - n. For commercial and shell buildings a Statement of Special Inspections (form available on the Town's website) must be included at time of permit submittal.
 - o. When a Statement of Special Inspections is required at submittal, a Report of Required Special Inspections (form available on the Town's website) must be submitted before the permit is approved and issued.
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. 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. Contain all trash and debris on site at all times.

Note: Once your building permit is issued and prior to requesting any inspections, you must have a permit release meeting. You will be required to contact the Assistant Building Official to schedule this meeting.

- B. FEES** (Please note this is general information regarding fees and is not intended to be all inclusive. The fees for each permit may vary depending on the scope of the project.)

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 may 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 may 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.

C. GENERAL INSPECTION NOTES

1. All inspections must be requested by using the online inspection scheduling program. To schedule an inspection, go to <http://etrakit.flower-mound.com> and use your contractor login to access your permits. Inspections can be requested as late as 7:30 a.m. for a same-day inspection. Inspections can be scheduled up to 14 days in advance (excluding holidays and weekends). You can also cancel inspections (prior to 7:30 a.m. the day of the scheduled inspection) and check inspection results using the same website.
2. **Additional Inspection Requests** not listed on the online system will require coordination and prior approval by the Town's Assistant Building Official. **After-Hours Inspection Requests** will require prior approval by the Town's Assistant Building Official. After-Hours Inspection requests should be made as much in advance as possible. 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 voicemail. Please leave a message if you connect with voicemail, 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).
 - 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.
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 required inspections for your permit can be found at <http://etrakit.flower-mound.com> using your contractor login.
9. Inclement Weather
 - a. No concrete inspections, plumbing rough inspections, or underground inspections will be made if it has been determined by the Assistant Building Official that it is too wet. No concrete or plumbing rough inspections will be made unless the temperature is at least 38 degrees and rising.
 - b. You may check eTRAKiT 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 on eTRAKiT.**
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's Assistant 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).

D. INSPECTIONS REQUIRED

If a rain or freezing conditions occur, plumbing rough and foundation inspections will be canceled at the discretion of the Assistant Building Official. All canceled inspections must be rescheduled by the contractor. 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 (Permit number starts with COM):

- a. **RELEASE MEETING**
- b. **ELEC UNDERGROUND** (If applicable – this inspection includes but is not limited to conduit burial for pole lights, primary and secondary conduits.)
- c. **PIER** (If applicable – this inspection includes but is not limited to foundation piers, pier caps, parking lot light piers.)
- d. **TEMPORARY POLE** (can be done at any time)
- e. **PLUMBING ROUGH**
- f. **FOUNDATION**
- g. **WALL EXTERIOR** (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.)
- h. **WALL INTERIOR** (Frame, Plumbing Top-out, and Electrical Rough – all must be done at the same time.)
- i. **INSULATION**
- j. **SHEETROCK**
- k. **METAL DUCT** (If applicable - this inspection is to be used prior to wrapping insulation on metal ducts and before requesting a ceiling inspection.)
- l. **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 scheduling the ceiling inspection.)
- m. **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.)
- n. **UTILITY FINAL**
- o. **FLATWORK**
- p. **ALL FINALS** (The Certificate of Occupancy application must be completed with all required signatures.)

Note: 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 (Permit number starts with SH):

- a. **RELEASE MEETING**
- b. **ELEC UNDERGROUND** (If applicable – this inspection includes but is not limited to conduit burial for pole lights, primary and secondary conduits.)
- c. **PIER** (If applicable – this inspection includes but is not limited to foundation piers, pier caps, parking lot light piers.)
- d. **TEMPORARY POLE** (can be done at any time)
- e. **PLUMBING ROUGH**
- f. **FOUNDATION**

- g. **WALL EXTERIOR** (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.)
- h. **WALL INTERIOR** (Frame, Plumbing Top-out, and Electrical Rough – all must be done at the same time.)
- i. **INSULATION**
- j. **SHEETROCK**
- k. **CEILING** (Electrical, Mechanical, Plumbing, and fire suppression system where applicable. All must be done at the same time.)
- l. **UTILITY FINAL** (House Meter)
- m. **FLATWORK**
- n. **ALL FINALS** (the application for Building Final) must be completed with all required signatures.

3. **Interior Finish-Out (Permit number starts with FO):**

- a. **RELEASE MEETING**
- b. **PLUMBING ROUGH**
- c. **FOUNDATION** (Leave Out)
- d. **METAL DUCT** (If applicable - this inspection is to be scheduled prior to wrapping insulation on metal ducts and before requesting a ceiling inspection.)
- e. **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.)
- f. **WALL INTERIOR** (Frame, Plumbing Top-out, and Electrical Rough – all must be done at the same time.)
- g. **INSULATION**
- h. **SHEETROCK**
- i. **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.)
- j. **UTILITY FINAL**
- k. **ALL FINALS** (The Certificate of Occupancy application must be completed prior to requesting inspection.)

Note: 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. If a Statement of Special Inspections and Report of Required Special Inspections were required during the plan review process, a Final Report of Required Special Inspections (form available on the Town's website) must be uploaded to the permit on eTRAKiT, prior to scheduling the final inspection for the project. Additional reports or testing may be necessary before the Final Report of Required Special Inspections 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. **RELEASE MEETING**
2. **TEMPORARY POLE**
 - a. Legible address numbers must be posted on the T-pole. Numbers must be at least four inches (4") in height.
3. **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 water service/distribution lines.
 - d. All hose bibbs must have non-removable vacuum breakers installed at all times.
 - e. The sewer tap must be exposed two feet (2') from either side of the sewer connection.
 - f. Lead solder and fluxes containing lead are not allowed to be used to join potable water lines.
 - g. T&P lines cannot discharge to PVC drain piping or receptor.
 - h. Sewer caps are to be approved permanent type.
 - i. If water service lines and building sewer lines are to be installed by a plumber other than the registered plumber on the approved permit, a separate permit is required to be obtained.
4. **FOUNDATION** (All foundation plans must be stamped by a structural engineer.)
 - a. Post Tension (A pier report from a testing lab must be uploaded to the permit at least 24 hours prior to requesting a foundation inspection.)
 - i. Work completed must conform to the engineered plans.
 - ii. All cables must be straight.
 - iii. All plumbing piping must be sleeved or wrapped where in contact with concrete.
 - iv. Cable ends must be a minimum of six inches (6") below the top of the forms.
 - v. Cable ends must be a minimum of six inches (6") from the corners.
 - vi. The post tension drawing must be on the job with the detail sheet and the site plan (both must be Town-stamped).
 - vii. Cables that must be rerouted to miss plumbing fixtures must be done with long sweeping curves of the cable.
 - viii. Cables that must be rerouted to miss plumbing fixtures must be done with long sweeping curves of the cable.
 - ix. Electrical conduit, and other lines located in the foundation must be installed.
 - x. All gas line sleeves must be installed.
 - xi. Finished floor elevation surveys and engineering letters verifying required piers were installed according to the approved design must be uploaded to the permit prior to requesting the inspection.
 - xii. **No changes can be made to the foundation after inspection approval without requesting another foundation inspection.**
 - xiii. **An approved test must be maintained on the water lines.**
 - b. **Rebar** (A pier report from a testing lab must be uploaded to the permit at least 24 hours prior to requesting a foundation inspection.)
 - i. Work must conform to approved plans.
 - ii. Chairs must be in place.
 - iii. Electrical conduit located in the foundation must be installed.
 - iv. Finished floor elevation surveys and engineering letters verifying required piers were installed according to the approved design must be uploaded to the permit prior to requesting the inspection.

- v. **No changes can be made to the foundation after inspection approval without requesting another foundation inspection.**
- vi. All plumbing drain lines must run through beams at a ninety degree (90) angle.
- vii. An approved test must be maintained on the water lines.
- c. **Leave-Out Inspection** (Interior finish-out construction only)
 - i. Plumbing rough must be inspected and approved.
 - ii. Rebar must be drilled into existing concrete per Town-approved plans.
 - iii. Moisture barrier must be installed.
 - iv. All under-floor electrical must be installed.
- 5. **WALL EXTERIOR**
 - a. Exterior sheathing, vapor barriers, rigid insulation, brick ties, lath, etc. must be installed as required by code and any manufacturer's installation instructions.
 - b. There may be multiple Wall Exterior inspections depending on the approved design.
- 6. **WALL INTERIOR**
 - a. **Plumbing**
 - i. 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.
 - ii. Shield plates must be nailed on top and bottom plates. Shield plates must be not less than 0.0575 inches (16 gauge).
 - iii. Lead solder and fluxes containing lead are prohibited materials to be used in potable water pipes.
 - iv. Press fittings on metal gas piping is prohibited.
 - v. Air admittance valves are not allowed.
 - vi. All drain, waste and vent piping shall be tested at this inspection.
 - vii. All water piping shall be tested at this inspection.
 - b. **Electrical Rough**
 - i. Aluminum or copper-clad aluminum conductors are permitted only on #2 or larger.
 - ii. 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. All metal boxes shall be bonded at this inspection.
 - c. **Framing** (If applicable, a structural steel report must be uploaded to the permit at least 24 hours prior to requesting the inspection.)
 - i. **Wood Stud Framing**
 - 1. 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.
 - ii. **Metal Stud Framing**
 - 1. Studs must be screwed to the top and bottom track.
 - 2. Required fire-rated wall assemblies (fire walls) must exactly match the specifications of the UL, FM, or other testing agency.
- 7. **CEILING**
 - a. **Mechanical**
 - i. 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.
 - ii. Condensate drain lines located on a roof must be copper or UV protected and supported per currently adopted code. Traps located on the roof must be protected from freezing and must discharge to the sanitary sewer.
 - iii. Exhaust ducts must terminate at the outside of the building.
 - iv. Metal ducts must be insulated where applicable.
 - v. Registers and return air grills must be dropped into ceiling grids where drop-in ceilings exist.
 - vi. All gas vents must extend through roof with proper flashing.
 - b. **Electrical**
 - i. All wiring must be made up in all electrical junction boxes with junction box covers installed.
 - ii. All temporary lighting must be removed.

- c. **Plumbing**
 - i. All plumbing and gas vents must extend through the roof and be properly flashed.
 - ii. Plumbing water line valves not adjacent to the fixture or appliance served shall be identified.
- 8. **INSULATION**
 - a. This inspection must be scheduled and approved by the Town's inspector prior to covering any required insulation. No third party inspection reports will be accepted.
 - b. Installation must comply with approved plans and the most current International Energy Conservation Code adopted by the Town.
- 9. **SHEETROCK**
 - a. This inspection must be scheduled and approved by the Town's inspector prior to covering the nails or screws.
 - b. Must comply with the most current Building Codes adopted by the Town.
- 10. **UTILITY FINAL**
 - a. All wires must be capped and covered or fixtures installed.
 - b. Covers must be off of electrical panels 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. Press system type gas fittings are prohibited.
 - f. After the utility inspection is approved, a Pre-CO Meeting may need to be scheduled by the contractor. Contact the Assistant Building Official, 972-874-6369, to schedule this meeting.
- 11. **ALL FINALS**
 - a. ADA parking signage (including proper penalty language) must be installed where required.
 - b. Signage and labels required to be installed, i.e. electrical panels, disconnects, restroom indicators, etc., must be installed.
 - c. The electrical and gas meter must be installed.
 - d. A permanent address must be installed on the front and rear of the building with numbers of contrasting color to background.
 - e. All hose bibbs must be frost-proof with integral vacuum breakers.
 - f. Sewer cleanouts must be cut to grade with approved permanent cap.
 - g. Street, alley, and all flatwork must be clean and clear of mud and debris.
 - h. Parking areas must be properly striped.
 - i. Fire lanes must be properly striped.
 - j. Accessible parking spaces must be properly marked with signs and painting.
 - k. All landscape work must conform to the approved landscape plan. Trees and shrubs must not be damaged or dead.
 - l. Circuits must be labeled in the electrical panel.
 - m. 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.
 - n. An original certified letter for the outdoor lighting from the design professional must be submitted stating that the exterior lighting meets Town Ordinance 98, Division (6), Subdivision II.
- 12. **FLATWORK**
 - a. This is a pre-pour inspection and should be scheduled to receive an inspection for flatwork within 5' of the building
- 13. **SITE CONCRETE**
 - a. This is a pre-pour inspection and should be scheduled to receive an inspection of all parking areas, Town sidewalks, and drive approaches.

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.

Fire Department – 972-847-6270
Environmental Services – 972-874-6340
Engineering Department – 972-874-6315
Commercial Plans Examiner - 972-874-6366
Commercial Plans Examiner - 972-874-6364
Building Inspections Main Line - 972-874-6355

Town Web Site: www.flower-mound.com

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

Permit Information and Inspection Scheduling: <http://etrakit.flower-mound.com>

TOWN OF FLOWER MOUND
BUILDING INSPECTIONS DIVISION
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Flower Mound, TX 75028