



City of Coppell
Building Inspections Dept.
265 E Parkway Blvd
Coppell, TX 75019

Phone: (972) 304-3500
Fax: (972) 462-5318
Email: inspect@coppelltx.gov

RESIDENTIAL CONSTRUCTION REQUIREMENTS

All residential construction must comply with the 2015 International Codes, with local amendments as specified in the City of Coppell Code of Ordinances, Chapter 15.

Submittal requirements for work being performed in all categories:

- A completed and signed permit application, or digital application completed online through the Citizen Self Service portal;
- All general contractors and subcontractors must be registered with the City, in current standing;
- Plans and supporting documents must be submitted in one of the following forms:
 - One (1) paper copy in 11x17 format (8.5x11 format may be accepted if the level of detail is sufficient); or
 - Digital files and/or scans of documents submitted online through the Citizen Self Service portal. File names should include the address and nature of the plan (example: 123 First St Foundation Plan). Scans must be of sufficient quality for review and construction.
- Additional documents may be required to be submitted if deemed necessary by the Plans Examiner or Building Official.
- All drawings shall be legible, dimensioned, and drawn neatly and to scale.

New Residential:

- One (1) engineered foundation plan stamped/signed by a Texas registered engineer, including construction details
- Original stamped/signed letter from the foundation engineer letter authorizing the plan
- One (1) site/plot plan showing easements and build lines, with building setbacks marked
- Set of elevation drawings with all materials labeled
- Dimensioned floor plans
- Electrical plans
- Energy calculations prepared with RemRate™, Energy Gauge™, IC3, or another

performance software program recognized by RESNET BESTEST to meet the 2015 International Energy Conservation Code

- Engineered shear wall design with details
- Structural framing plans
- Framing plan and specifications for manufactured structural wood products, if used

Additions:

- One (1) set of engineered foundation plans stamped/signed by a Texas registered engineer
- One (1) site plans showing the location of the addition and all dimensions and setbacks from property lines
- Elevation plans with all dimensions, materials labeled, and the slope of the roof
- Floor plan with all adjacent rooms specified
- Electrical plan
- Sketch of the perimeter of the house with the linear dimensions of siding and brick noted, as well as the dimension of all openings around the house with their relative location to siding and brick. This information is required for calculating brick coverage. A minimum of 80% brick coverage is required for each floor. (This step is not required if the addition is 100% masonry.)
- Energy calculations prepared with RemRate™, Energy Gauge™, IC3, or another performance software program recognized by RESNET BESTEST to meet the 2015 International Energy Conservation Code
- If the house is an existing one-story, proposing to add a second story, a Texas registered engineer's evaluation report is required to verify that the existing foundation and framing will support additional loads.

Remodel:

- Existing floor plan with all adjacent rooms specified
- Proposed floor plan
- Electrical plan
- If removing or altering load-bearing walls, beams, or other framing, structural details are required
- Details as needed to specify changes

Call (972) 304-3500 or use the Citizen Self Service portal to schedule inspections. Inspection requests received before 4 pm will be scheduled for the following business day.

Please do not leave a voicemail requesting an inspection after hours. If we receive a voicemail for a next day inspection after hours, it will be scheduled for the day after.

A. GENERAL NOTES

1. Office hours for inspectors are typically from 7:30 to 9:00 a.m. and from 4 to 4:30 p.m. The office telephone number is 972-304-3500. Extenuating circumstances will vary the hours that the inspectors are in the field.
2. Re-inspection fees are due before 4:00 p.m. for a next day inspection.
3. Inspection cancellations, for same day inspections, must be made no later than 8:30 a.m. by contacting our office at 972-304-3500.
4. Trash containment and erosion control must be maintained throughout the construction process. Streets, alleys and drainage systems must be kept clear of mud, dirt and debris. The builder (superintendent) is responsible for the prompt removal of mud, dirt and debris on all streets, alleys and drainage systems, and failure to do so will result in the withholding of additional permits and/or inspections.
5. Instruct subcontractors and their employees to park in such a way that emergency vehicular traffic (i.e. fire trucks and ambulances) will not be obstructed.
6. A re-inspection fee may be assessed for each inspection or re-inspection when such portion of the work for which the inspection is called is not complete, when corrections called for are not made, or access is not given. A **\$50.00 re-inspection fee** may be assessed when:
 - a. Inspection called for is not ready;
 - b. An electrical temporary pole does not have the full address posted;
 - c. No building address is posted;
 - d. City approved plans are not on the job site;
 - e. Trash is on the lot;
 - f. House is locked;
 - g. An inspection is turned down twice for the same item;
 - h. Panel cover is not removed for the electrical final inspection;
 - i. Trash bin is not on-site.

In instances where re-inspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid. Additionally, whenever a fee becomes outstanding for more than seven (7) days, no further inspections will be done for that contractor until fees past due have been paid in full.

Addresses with outstanding re-inspection fees may be recalled and will be inspected on the next working day provided the re-inspection fee is paid prior to 4:00 p.m. the day before and the contractor re-schedules the inspection prior to 4 p.m.

7. No construction whatsoever may begin until a permit is issued.
8. Building addresses must be posted AT ALL TIMES. The numbers must be a minimum of

four inches (4") in height and easily readable from the street.

9. Addresses must also be posted on all temporary electrical poles. Addresses must be visible from the alley.

B. CONSTRUCTION NOISE

Any construction activity related to the erection, excavation, demolition, alteration, or repair of any building, fence, swimming pool, spa, flatwork, or accessory structure, on or adjacent to a residential district or structure and use as defined in Chapter 12 of the Code of Ordinances, other than between the hours of 7 a.m. and 7 p.m., Monday through Friday, and between the hours of 9 a.m. and 7 p.m. on Saturdays, Sundays and legal holidays, except that the City Manager or designee may issue a written permit to exceed these hours in the case of urgent necessity in the interest of public safety or for other reasons determined by the City Manager or designee to be necessary for the public health, safety or welfare. For purposes of this section, "legal holidays" include New Year's Day (January 1), Memorial Day (observed date), Fourth of July (July 4), Labor Day (observed date), Thanksgiving Day (observed date), and Christmas Day (December 25).

C. TYPES OF INSPECTIONS REQUIRED

Each of the inspections shown below must be done in proper order. If an inspection is called in before a prior required inspection has been made, no inspection will be done. Please note: Concrete or plumbing rough inspections will be cancelled if it is raining or if it has been determined that it is too wet. Inspections for concrete may be cancelled for low temperatures. Contractors will not be contacted in such cases, but are expected to be aware that all weather-related cancellations must be rescheduled, and are not automatically held over to the next day.

Required inspections include, but are not limited to, the following:

1. Plumbing rough
2. Temporary pole
3. Foundation
4. Second (framing, electrical rough, plumbing top-out, mechanical rough, and gas line)
5. Electrical final
6. Water utility/wastewater
7. Building final (includes mechanical, electrical, and plumbing)
8. Flatwork (can be done anytime)

D. RESIDENTIAL INSPECTION REQUIREMENTS

TEMPORARY POLE:

1. Double pole breaker installed for 220-volt plug.
2. Single pole breaker installed for 110-volt plug.
3. Box must be secured to the pole.

4. Pole must be solidly braced.
5. A full-length ground rod must be installed.
6. Citations will be issued to anyone who ties power directly into the house breaker box.
7. Citations will be issued to anyone running power from the T-pole without proper connectors on each end of the cord.
8. Address must be on the T-pole and must be easily readable from the alley.
9. Coupling bushing must be installed at the end of the conduit for the connection to the electric utility.

FOUNDATION: (All foundation plans must be stamped by a structural engineer)

Post Tension:

1. Installation must conform with the engineered plans.
2. The city-stamped post tension foundation plans, detail sheet, and plot plan must be on the job site.
3. A copy of the form board survey must be on the job site. Property pins must be exposed. When required, the original Federal Emergency Management Agency (FEMA) letter must be on site.
4. All cables must be straight and centered in the beams.
5. All copper must be sleeved or taped; painting will not be accepted.
6. Cables that must be re-routed to miss plumbing fixtures must be done with long sweeping curves of the cable.
7. Poly must cover all pad areas. Poly must be laid in place to ensure well-formed beam size or cut at beams. If poly is installed in the bottom of beams, the inspector must be able to verify beam sizes and reinforcement.
8. Chairs must be in place.
9. Tub boxes, cooktop vents, electrical conduit, etc., must be installed.
10. Water pressure must be on and hose bibb with vacuum breaker must be installed to check for pressure on the copper.

GAS:

1. A pressure test must be performed of not less than fifteen (15) psi for fifteen minutes. Welded piping and piping exceeding fourteen inch (14") water column are pressure tested at a minimum of 60 psi.
2. Holes cut for gas lines may only be large enough for the line to penetrate.
3. Gas lines in contact or passing through masonry must be sleeved or taped; painting is not acceptable. Gas lines must not interfere with brick and masonry minimum thickness.

WATER UTILITY:

1. This inspection is performed by the Utilities Operations Division. No other inspection can be made when this inspection is being done.
2. Meter box will be at curb grade or no more than two inches (2") above.
3. Meter box should be cleaned out so that all connections are visible from the inline ball valve (connecting copper to setter) to the discharge side of the meter yoke and all water from box must be removed for inspection.
4. All utilities in front of building structures will be accessible and up to grade; i.e. manholes, sewer main cleanouts, lateral cleanouts (if applicable), valve stacks, and

blowoffs.

5. Fire hydrants (if applicable) must be intact and operational.
6. Cleanouts and valve stack tops must have concrete pads intact with no cracks.
7. Manhole rings should be grouted inside and out. Manhole rings should have no cracks and be centered over manhole cone with rainpan and chimney seal in place (if applicable).
8. If applicable, the storm sewer inlet must be cleaned of all debris and dirt.
9. If applicable, the meter valve must be clean and free of water and at finish grade.
10. If applicable, double check box (if double check is connected to discharge side of meter) must be cleaned so that all fittings on the double check can be inspected.

BUILDING FINAL:

1. Irrigation double check assembly must be ready for inspection, and backflow tester's form submitted to the Building Inspections Department. An irrigation permit must be applied for and issued.
2. Submit completed and signed Envelope Compliance Certificate, per the 2015 International Energy Conservation Code.
3. Electrical meter must be installed.
4. All receptacles must be wired properly and all light fixtures properly installed.
5. All GFCIs must be installed and working properly.
6. Permanent address must be installed on front and rear of house with numbers in contrasting color to background.
7. A solid floor twenty-four inches (24") wide must be installed from attic openings to equipment in attic. A 30-inch working platform is required at the equipment.
8. All gas lines must be connected and in operable condition.
9. A permanent electrical outlet and lighting fixture controlled by a switch located at the required attic opening must be provided at or near the equipment.
10. A light fixture or a switched receptacle must be installed in each room.
11. All plumbing fixtures must be installed. Dishwasher waste line must be connected to a deck-mounted air gap or must rise and be securely fastened to the underside of the sink rim or counter.
12. All hose bibb vacuum breakers must be installed.
13. Sewer cleanouts cut to grade.
14. Street, alley, and all flatwork must be clean and clear of mud and debris.
15. PVC vent stacks must be painted.
16. Chimneys must extend at least two feet (2') above any point on the roof within ten feet (10') of the chimneys.
17. Circuits must be labeled on breaker box.
18. Combustion air vents must be installed in the top and bottom 12-inch portion of closets enclosing gas appliances. Each vent must total a minimum of 100 square inches.
19. Hot water must correspond to the left side of fittings on plumbing fixtures.
20. Water heaters must be installed per the 2015 International Plumbing Code.
21. Unions must be installed within twelve inches (12") of regulating equipment, water heaters, conditioning tanks, or other similar equipment.
22. Yard must be clear of debris and final grade done.
23. Smoke detectors must be installed in each sleeping area and in all areas leading to sleeping areas; all detectors are to be tied together and have battery back-up.

24. Safety glass must be installed as required in 2015 International Residential Code.
25. A fire separation must not have open areas between the house and an attached garage, except as listed:
 - a. Doors to the dwelling must be solid core 1-3/8-inch wood or honeycomb core steel doors, not less than 1-3/8 inches thick or 20-minute fire-rated.
 - b. Construction on the garage side must not be less than 1/2-inch drywall or equal.
26. All utilities must be installed and in working condition.

FLATWORK:

1. All flatwork must be inspected. This includes all walkways, driveways, and patios.
2. All flatwork must be reinforced with steel and doweled into existing pavement, i.e. streets, sidewalks and driveways. City walks are required to have a minimum of 3/8-inch rebar at twenty-four inches (24") on center transversely and eighteen (18") on center longitudinally with 1/2-inch redwood expansion joints at 40', 0", on center. Other flatwork may have minimum #10 wire mesh with 6 x 6 squares.
3. Alley approaches must have a depth of six inches (6") and be reinforced with #3 bars eighteen (18") on center to the property line. Alley approaches must have a turn radius of five feet (5'). The alley must be dowelled eighteen inches (18") on center. Do not install an expansion joint at the alley. An expansion joint will be required at the property line.
4. Street approaches must have a depth of six inches (6") and be reinforced with #3 bars eighteen inches (18") on center to the property line. A turn radius of five feet (5') is required. The street must be dowelled eighteen inches (18") on center or existing street steel may be used. An expansion joint will be required at the sidewalk. Do not install an expansion joint at the street.
5. Expansion joints must be installed at all existing concrete (except streets and alleys).
6. Decorative concrete may be installed only on private property. Any concrete work done within a street or alley easement must be completed with a broom brush finish.
7. If more than three (3) flatwork inspections are requested (excluding re-inspections), a re-inspection fee will be assessed for each inspection thereafter.
8. All conduit sleeves are to be placed in the subgrade before placement of concrete.
9. All saw cuts of existing paving are to be a full depth cut.
10. Rolldown and ADA (Americans with Disabilities Act) ramps must be provided at all driveways.
11. All paving located in an easement or public right-of-way must be stabilized by lime, cement, or an alternative approved by the City.

The above requirements are only a general list of building, electrical, plumbing, and mechanical code regulations.

Revised January 2019