



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

Phone: (972) 304-3500
Fax: (972) 462-5318

COMMERCIAL CONSTRUCTION REQUIREMENTS

Submittal requirements for work being performed in all categories:

- A completed and signed permit application.
- All general contractors and subcontractors must be registered with the City.

New Buildings/Shells:

Two (2) complete sets of prints including:

- Site plan
- Foundation and details
- Floor plans, including egress plan
- Elevations
- Electrical, plumbing, and HVAC plans, engineered and stamped
- Structural details

Please note: Three complete sets of prints are needed if the project involves a food service establishment. The additional set is forwarded to the Environmental Health Department for review.

- The completed Project Registration Form (required by Texas Department of Licensing and Regulation), verifying that the accessibility (handicap) review process is underway, for projects exceeding \$50,000.
 - A completed Asbestos Survey or declaration that no reportable amount of Asbestos Containing Material is present for renovation or demolition projects.
 - Add 65% of the building permit fee for plan review fee, to be paid when plans submitted for review. (This fee is in addition to the permit fee.)
 - For trash removal, please note that the City of Coppel contracts with Republic Services. For information regarding dumpster regulations, please contact Republic Services at 972-304-3555.
- **Prior to C.O. or Final inspection, the general contractor is required to provide as-built drawings in PDF format.**

Interior finish-out:

Two (2) complete sets of prints, including:

- Location plan.
- Floor plans, including egress plan
- Electrical, plumbing and HVAC plans, engineered and stamped.
- The completed Project Registration Form (required by Texas Department of Licensing

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and Regulation), verifying that the accessibility (handicap) review process is underway, for projects exceeding \$50,000.

- A completed Asbestos Survey or declaration that no reportable amount of Asbestos Containing Material is present for renovation or demolition projects.
- Add 65% of the building permit for plan review fee, to be paid when plans are brought in for review. (This fee is in addition to the permit fee.)

- **Prior to C.O. or Final inspection, the general contractor is required to provide as-built drawings in PDF format.**

Please refer to the "New Buildings/Shells" section, listed above, for requirements concerning food establishments.

A. GENERAL NOTES

1. All inspection requests must be made on-line or called in to the front desk. The number is (972) 304-3500. **Please do not leave messages requesting inspections.** Next day inspections will be performed for all online requests made before midnight and for all inspections phoned in before 5 p.m. each weekday. **Please limit the number of calls made to request inspections. Online request is the preferred method.**
2. Office hours for inspectors will usually be from 8:00 to 9:30 a.m. and from 4:00 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.
3. For trash removal, please note that the City of Coppell contracts with Republic Services For information regarding dumpster regulations, please contact Republic Services at 972-304-3555.
4. A re-inspection fee will be assessed when:
 - a. Inspection called for is not ready;
 - b. No building address posted;
 - c. City approved plans are not on the job site;
 - d. Trash bin is not on site;
 - e. Blowing trash;
 - f. Building is locked;
 - g. The same inspections, if turned down twice, for the same item;
 - h. Panel cover is not removed on electrical final; and
 - i. Red tag has been removed from place left by inspector.
5. Re-inspection fees are \$50.00.
6. Building addresses must be posted at all times. Numbers must be a minimum of four inches (4") in height, and able to be seen from the street.

7. Addresses must be posted on all temporary electrical poles.
8. City approved building plans must be available on the job site when all inspections are conducted.
9. Each job trailer must have a separate permit in order to be placed on the site.
10. Construction signs must be permitted before they are erected.

B. TYPES OF INSPECTIONS REQUIRED

No concrete inspections will be made unless the temperature is 38 degrees or above and rising. All inspections held back because they do not meet this requirement must be recalled by the contractor.

To expedite the inspection process, please call in as many inspections as possible at any one time. On large jobs, phasing of inspections may be arranged.

Required inspections are:

C. PLUMBING ROUGH: (Per 2015 International Plumbing Code)

1. Five foot (5') head of water on stack farthest from sewer tap.
2. All fixtures must be stack-vented, including floor drains, unless unable to stack vent because of structural conditions and prior approval is granted by the Building Official.
3. Floor drains must have trap primers or approved trap sealing mechanisms.

FOUNDATION AND PIERS:

Post Tension:

1. Everything must conform to the engineered plans.
2. The post tension drawing must be on the job with the detail sheet and the plot plan.

Rebar:

1. Plan must be approved by a structural engineer and available on job site.
2. All concrete leave-outs must be inspected.

SECONDS:

Plumbing Top-Out: (Per 2015 International Plumbing Code)

Electrical Rough: (Per 2014 National Electrical Code)

1. A ground must be connected to the cold water piping. A supplemental ground must also be supplied.
2. The minimum size service that will be accepted is 100 amps.
3. Where a panel or disconnect device is tapped more than one time, approved lugs shall be provided.
4. Armored cable (bx) shall not be used or installed in the city as a wiring method unless a full-size grounding conductor is used.

Mechanical Rough: (Per 2015 International Mechanical Code)

1. Air conditioning condensate drains must be tied into a wet trap.
2. In attic coils, a secondary drain must be installed with the condensate line discharging at approved location.

3. Condensate drains must be installed with an air break.
4. Horizontal runs on water heater and furnace flue vents must not exceed seventy-five percent (75%) of the height of the vent.
5. Bath exhaust fan ducts must extend to outside air.

Gas Line:

1. A low pressure test must be performed of not less than fifteen (15) psi for 15 minutes.
2. A medium pressure test must be performed of not less than sixty (60) psi for 30 minutes.

Framing: (Per 2015 International Building Code)

1. Metal studs must be screwed on both sides at top and bottom plate.
2. Bottom plate must be mechanically attached to floor.

Energy: (Per 2015 International Energy Conservation Code)

Note: Inspection must be performed by a Certified Energy Code inspector or by a City Building Inspector, if job does not require energy compliance.

ABOVE CEILING ROUGH-INS

**Above Ceiling inspection is done by Fire Marshal (Sprinkler and smoke control, etc.) and Commercial Building Inspector (MEP)*

ELECTRICAL FINAL: (Service release with approval)

1. Cover must be off of breaker box.
2. Grounds installed, cold water and building steel clamps are to be tight.
3. Required receptacles/switches installed.

Note: Service may be provided on certain commercial projects before completion of rough-ins at the discretion of the CBO. Electrical Room must be physically isolated and access controlled by electrician for this to be considered.

WATER UTILITY/SEWER FINAL: (Except lease space finish-out jobs)

Note: Inspection performed by Engineering Department

FLATWORK:

Note: Inspection performed by Engineering Department.

COMMERCIAL INSPECTION REQUIREMENTS: SPECIAL INSPECTIONS:

Special inspections as required by chapter 17 of the IBC will require engineer's reports of deficiencies and corrections to be submitted to the Building Inspector and a letter of compliance from the Engineer of Record at the completion of the job.

PREREQUISITE DOCUMENTATION FOR FINAL/CO

1. As Built Drawings in Electronic Format and Auto-Cad if possible
2. Form Board Survey (Surveyor)
3. Pre-pour Inspection Certification (Stamped letter from engineer)
4. Termite Treatment Certification
5. Shear wall/structural Inspection Certification (Stamped letter from engineer)
6. Energy Final Inspection Certification (Third party)
7. TCEQ Customer Service Inspection (Lead / Cross Connection Check Certification) (Plumber)
8. Backflow Certification (Plumber)
9. Landscape sprinkler system (Licensed Irrigator or Plumber)
10. Final Survey (Drainage)
11. Sign off from Planning, Engineering, Fire, Environmental Health and Parks depending on scope of project.

BUILDING FINAL (C.O.):

1. Approval by the Engineering Department.
2. Approval by the Planning Department.
3. Approval by the Parks and Recreation Department.
4. Approval by the Fire Marshal.
5. Approval by the Building Inspections Department.

Applicable codes:

2014 National Electric Code	2015 International Mechanical Code
2015 International Building Code	2015 International Plumbing Code
2015 International Energy Code	2015 International Property Maintenance Code
2015 International Fire Code	2015 International Fuel Gas Code

Note: See City of Coppell Local Amendments at:

https://www.municode.com/library/tx/coppell/codes/code_of_ordinances?nodeId=CO_CH15OTCOAD