



## RESIDENTIAL - INSPECTION CHECKLIST & GUIDE

### BUSINESS HOURS

Building Inspections' office hours are 8am-5pm, M-F, excluding City-approved holidays. Please contact a Representative at (972) 292-5301 or email [bicsr@friscotexas.gov](mailto:bicsr@friscotexas.gov) if you have building-related questions.

### INSPECTION REQUESTS

Field documents must be submitted prior to scheduling an inspection. For information, review the [Field Document Submittal Guide](#).

- **INTERNET / ON-LINE INSPECTION REQUEST(S):** On-line services requires creating a password prior to requesting inspections via the internet. Cut-off time for internet / on-line requests is **7am the day of the requested inspection**. If you need assistance, please call 972-292-5301 or email [bicsr@friscotexas.gov](mailto:bicsr@friscotexas.gov).

To access the [on-line inspection request\(s\)](#) feature a Builder will need to do the following:

- **Select** 'Contractor' from the drop-down menu list
- **Enter** Company's registration number as the User Name
- **Enter** the Builder's password, **Select** 'Login',
- **Search** by Permit Number, Site APN (Tax Parcel Number), or Site Address.
- **Select** the 'Schedule' on the Dashboard Menu, under 'My Active Permits' Inspection column, then select '**Request**' under the inspection tab.
- **Select** the Inspection Type, along with any remarks and enter an email address. After all inspections have been requested, **submit** the request.
- The Inspection request confirmation will be sent via email to the email address provided.

**Important:** The inspection request features (above) do not accept voice messages to inspectors. Builders with concerns are required to contact the assigned building inspector who initialed and/or issued a Red Tag. To contact a building inspector, please reference the [contact list](#).

### CANCELTION REQUESTS & CONTACT INFORMATION

To cancel a requested inspection, please contact the assigned building inspector via their cell phone. You may also elect to contact a Chief Inspector or Customer Service at 972-292-5301.

### ASSESSED FEE(S)

Each 'Not Acceptable' notice is assessed a \$30.00 re-inspection fee for failed residential inspections. Inspections will be suspended when a Builder has \$120 (or more) accrued in unpaid re-inspection fees. Inspections will resume when the fee(s) are paid.

### CHALLENGES / DISPUTES

Please coordinate first with the inspector who completed your inspection. If there is a concern that requires additional attention, please contact the Chief Building, Electrical, Mechanical & Plumbing Inspectors.

### BUILDING CODES & BUILDING – RELATED ORDINANCES

All residential construction must adhere to the following building-related codes, including local amendments. Below is a list of the building codes for reference. The codes are also available by visiting the City's website at [www.friscotexas.gov/building](http://www.friscotexas.gov/building) then select "Adopted Codes" (located on the left-hand side of the webpage).

CODES / ORDINANCE(S)	ORDINANCE NUMBER
2021 International Residential Code®, with local amendments	2022-11-58
2021 International Building Code®, with local amendments	2022-11-59
2021 International Mechanical Code®, with local amendments	2022-11-56
2021 International Plumbing Code®, with local amendments	2022-11-55
2021 International Fuel / Gas code®, with local amendments	2022-11-53
2021 International Energy Conservation Code®	2022-11-57
2021 International Property Maintenance Code®, with local amendments	2022-11-52
2020 National Electrical Code®, with local amendments	2022-11-54
Erosion Control Ordinance	89-04-02
Nuisance / Site Maintenance Ordinance	01-09-62
City of Frisco Zoning Ordinance	11-04-09
City of Frisco Subdivision Regulation Ordinance	12-06-42
Stormwater Discharge Ordinance	11-11-52

\*All applicable subsequent supplements to the International Codes will apply.

\*ACI Manual of concrete practice ACI-318.

\*Book of ASTM Standards, Volume 04.02, Concrete and Aggregates.

\*Post Tension Institute Construction & Maintenance Practices.

\*All applicable City of Frisco adopted ordinances.

## BUILDING / JOB SITE REQUIREMENTS

Nuisance Ordinance 01-09-62 and Erosion Control Ordinance 89-04-02 provides maintenance requirements for a Builder's job site. Below is a list of requirements of a job site under construction.

- On-site construction noise disturbance is permitted between 7am until 10pm.
- Water meter box must be set to grade level and exposed before the Public Works Department will install the water meter. The water meter box cannot be located in sidewalk or driveway paving. The water meter box must remain exposed through the Building Final / CO Inspection. **Frisco Public Works Department's telephone number is (972)292-5800.**
- Construction debris and mud must be kept out of street and alleys, including adjacent properties. This includes 'blowing' debris. Building Inspectors may place a 'Stop Work Order' at the job site, as well as refuse inspections. Trash receptacles/containers on each job site are required and must be emptied and/or replaced when filled.
- No construction items, landscape, piles of sand/dirt/bricks, etc. may be located within any street, alley or other right-of-way.
- Construction-related materials must be stored / placed ten (10) feet from back of curb to ensure all materials are on the job site and out of the right-of-way.
- On-site, portable sanitation facilities must be provided at time of initial construction activities and must be serviced. One (1) sanitation facility per five (5) building sites is required and must not exceed 200 feet walking distance between each sanitation facility.
- Site identification (address) including the lot and block information must be visible from the street (not alley).
- Erosion control for each job site shall be required and must be maintained throughout the construction process. Building Inspectors may require additional erosion control.
- A clean, cleared, and safe path to the job site/inspection is required at all times.
- The builder will ensure a 'concrete wash out area' is centrally located within the same subdivision on a parcel that they own and maintain. The Builder will direct their concrete supplier's truck driver to the builder-designated 'concrete wash-out area' to comply with Environmental Protection Agency (EPA) standards. The Builder will ensure the designated 'concrete wash out area' lot is maintained and will ensure the parcel is returned to a future building site near completion of the subdivision's build out. (See 'Builders Designated Subdivision Wash-out Pit' drawing for minimum requirements.)

## INSPECTION SEQUENCE & TYPES

The required inspection types and the order the inspections are to be completed are important, unless otherwise stated herein. Every job site must be inspected daily by the builder to ensure all debris is contained.

Blowing debris and trash not contained at a job site will result with denied inspections. A ‘**Stop Work Order**’ will be issued for repeat offenses and/or if the job site is not compliant.

**The approved Placard must be posted at the job site in plain view.**

The following list of inspections are required ‘in order’ for residential construction to be compliant and complete.

<b>1</b>	T-pole	<b>8</b>	Drywall
<b>2</b>	Plumbing rough-in	<b>9</b>	Brick ties / wall ties
<b>3</b>	Slab: Pass Eng. insp. prior	<b>10</b>	Electrical final
<b>4</b>	Flatwork	<b>11</b>	Plumbing/Mechanical final
<b>5</b>	Plumbing Top Out and Mechanical Rough	<b>12</b>	Utility Inspection (call 972-292-5800 to cancel)
<b>6</b>	2nds framing: Pass Eng. Insp. prior	<b>13</b>	Certificate of Occupancy (CO) Building final
<b>7</b>	Insulation; pass 3 <sup>rd</sup> party Energy insp. prior		

**REFERENCE LOCATIONS**

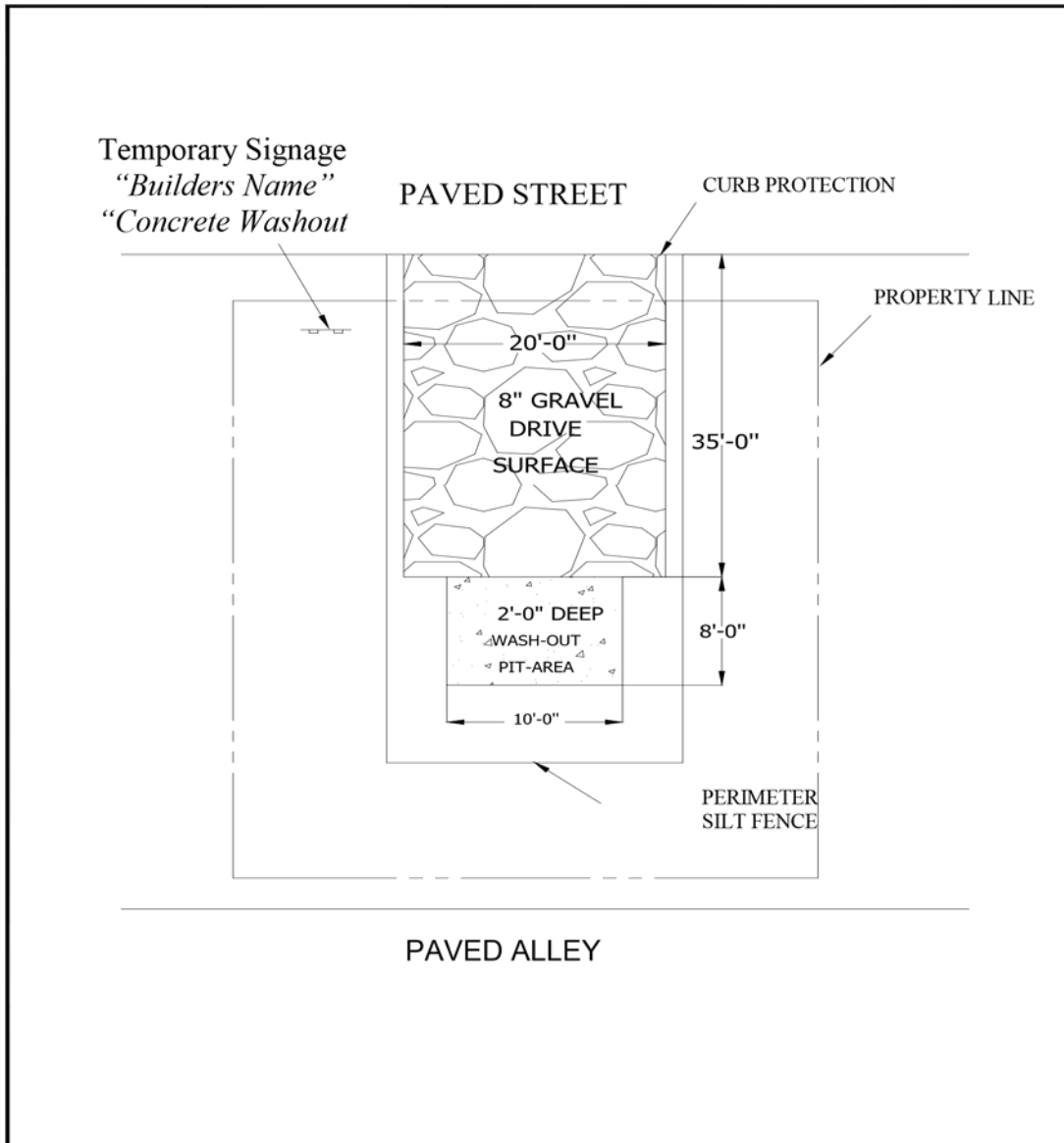
Construction requirements are available within the Building & Model Codes and Ordinances. Following are reference locations for the most-common inspection types and corrections requested.

**UTILITY INSPECTION** - The Public Works Department completes the utility inspections. The utility inspection shall be scheduled before a certificate of occupancy (CO) can be obtained. **The cut-off time for online requests is 7am, the day PRIOR to the requested inspection.** A builder may cancel a scheduled utility inspection by contacting the Public Works Department at [Utilitiesinspection@friscotexas.gov](mailto:Utilitiesinspection@friscotexas.gov) or by calling **972-292-5800**. If a cancellation is not confirmed **at least 24 hours before** the scheduled time of inspection, the inspection fees will still be applied.

The following items apply to utility inspections. The builders are responsible for all the necessary repairs:

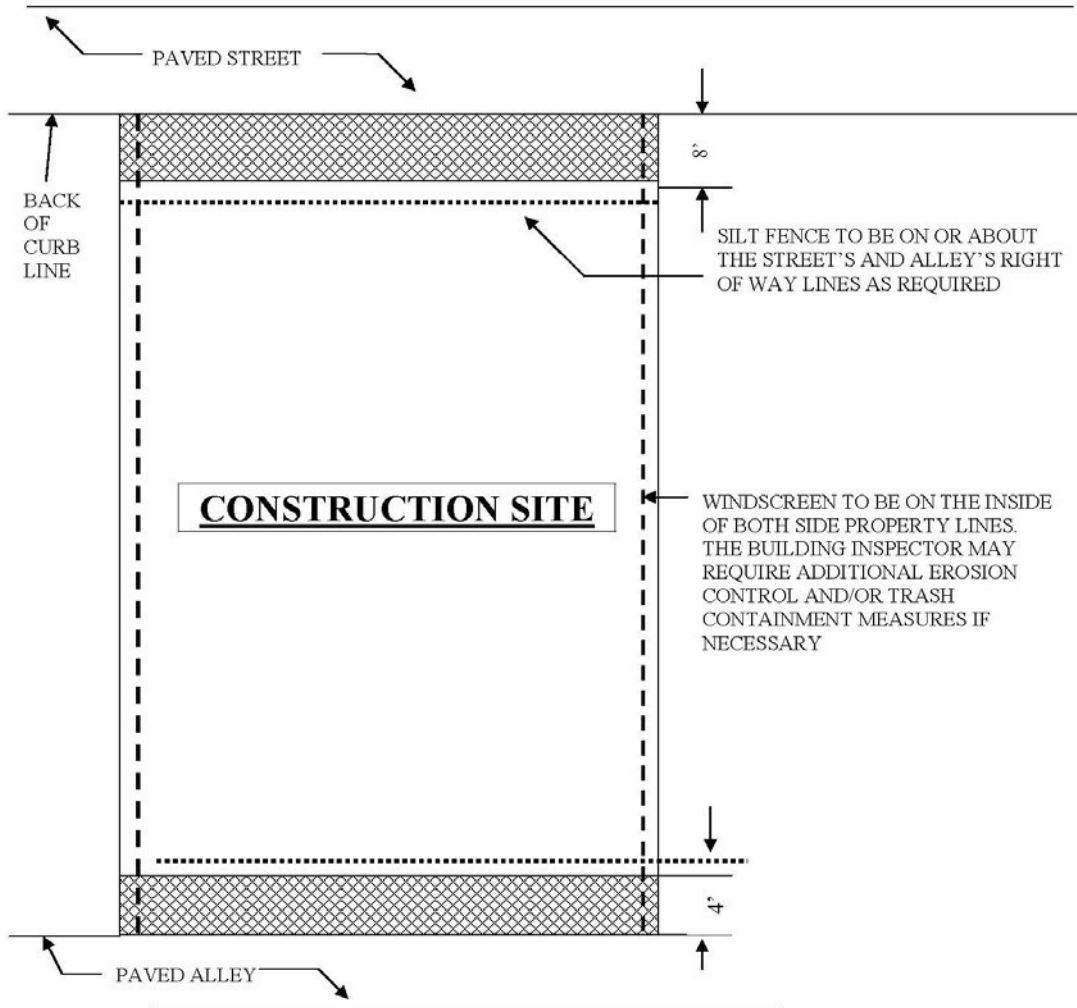
- \*The sewer camera inspection
- \*Water meter can-centered / level / good condition
- \*Dirt / debris removed around water meter
- \*Water meter can-lid has hole for auto read attachment
- \*Water meter is level and completely intact
- \*Sod is laid within the entire right-of-way (between the sidewalk and curb)
- \*Valves pads must be 2 feet x 2 feet
- \*Valves & valve pads uncovered and at grade level
- \*Valve stack centered over square nut valve
- \*Sewer manhole & clean-outs uncovered and grade level

# BUILDERS DESIGNATED SUBDIVISION WASH-OUT PIT






1. Necessary compliance with EPA requirements will require each builder to direct transit ready-mix concrete trucks to a designated wash out area.
2. This area will be on a centrally located lot that is owned, maintained, and returned back to building pad state at the near completion of a subdivision built out.
3. Waste concrete from the site of the washout pit will require legal disposal.
4. It is the building contractor's responsibility to direct the concrete truck drivers to the designated wash out area for his subdivision.
5. Street, alleyway or vacant lot washout is strictly prohibited.

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**LEGEND:**

-  CURLEX OR EQUAL GROUND COVER
-  4' HIGH WINDSCREEN FENCE
-  2' HIGH SILT FENCE (WHERE REQUIRED BY SLOPE CONDITIONS)

**NOTE:** AREAS COVERED WITH CURLEX MUST BE CLEAR OF OBSTRUCTION AND CONSTRUCTION MATERIALS AT ALL TIMES AND CONSTANTLY MAINTAINED IN GOOD CLEAR ORDER FOR THE ENTIRE DURATION OF CONSTRUCTION ON THE LOT.

Last Revision 3/9/07

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