Building Inspection Guidelines

City of Leander
Inspections and Permits

EFFECTIVE SEPTEMBER 4, 2006
Revised November 21, 2014

Preface

The following information has been arranged as a guideline for the construction process for builders and contractors working within the inspection jurisdiction of the City of Leander. Some items are clearly defined within the current City of Leander Ordinance, while others are standard procedures set forth by the Inspections and Permits Division of the City of Leander.

This material is to be used as a guideline only and may not include all circumstances or building practices that occur in the field.

In order to provide for quality, cost effective construction, please familiarize yourself with these guidelines

Online Permitting using MyPermitNow
Effective September 1, 2014

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Inspection Descriptions

Inspection #1

Layout – Foundation form boards to be in place and "form survey" to be posted on site and uploaded on MyPermitNow (MPN). String lines shall be allowed to mark property lines if the geographical layout of the property permits. Portable toilet facilities shall be in place for every two adjacent work sites. Trash/building material containers shall be in place for every two work sites if using a "roll off" type dumpster or, every single work site if using a minimum eight foot by eight foot (8' x 8') plywood box, constructed to withstand its purpose. Safety fence shall be in place when construction site is adjacent to a building completed or near completion. Silt fence shall be in place if deemed necessary for erosion control. Tree protection shall be in place. Address posted, visible from the street.

Temporary Power (T-Loop, T-Pole) – The visual inspection of a temporary power pole or pedestal located at the work site, according to the 2008 National Electrical Code.

Plumbing Rough – The visual inspection and testing of proper installation according to the current adopted Plumbing Code (2009 International Codes). This inspection requires an air test of 5 pounds per square inch (5 psi) or a ten foot head (10') of water column above the highest fitting. Plumbing system shall not be buried or covered.

Temporary Water Service – The visual inspection of a temporary riser installed for temporary construction water use. Temporary water service shall consist of a backflow device (Watts No. 7), a customer shut-off valve, and hose bib. (Diagram can be obtained from our office.) ****This inspection is done at the request of the Builder****

Inspection #2

**** May be requested anytime during construction****

Water/Sewer Yardlines – A visual inspection and testing of the building sewer and water service installed from the structure to the utility taps. This inspection requires proper separation of services and burial depths as required by the 2009 International Codes. Sewer line tests shall consist of a ten foot head (10') of water column above the highest fitting. Backwater valves are required on applications deemed necessary by the 2009 International Codes. Water lines do not need to be connected to the water supply lines within the structure. Water meter boxes/vaults shall be properly installed for proper placement of meter(s). Water meter boxes shall not be damaged or missing. Required backflow devices (non-testable dual check, ex: Watts No. 7) and customer shut-off valves shall be in place. Pressure reducing valves shall be in place, if required.

Inspection #3

Water Distribution Lines – The visual inspection and testing of the water distribution lines within the foundation of the structure. The test required for this inspection shall maintain a minimum fifty pounds per square inch (50 psi) gauge test. This inspection will be performed AFTER the installation of reinforcing rods and/or cables within the foundation area.

Engineer's Pre-pour – This inspection is currently being performed by the Engineer of record for said construction. The Engineer's approved inspection report shall be on site and uploaded on MyPermitNow (MPN). A "foundation letter" from the Engineer of record is required to be submitted on MPN prior to the scheduling of Inspection #4.

Inspection #4

Plumbing Top-out – Visual inspection and test of the water supply and building drainage system, in accordance with the 2009 International Codes, within the building envelope. The water supply shall maintain a minimum 50 psi gauge test. The DWV shall be water tested above the highest fitting. Tubs/showers shall be tested to the flood rim level and/or overflow drain.

Electrical Rough – A visual inspection of the electrical wiring and panel(s) in accordance with the 2008 National Electrical Code.

Mechanical Rough – A visual inspection of the mechanical ducts and equipment in accordance with the 2009 International Mechanical Code.

1st Gas Test (if applicable) – A visual inspection and testing of the gas piping in accordance with the 2009 International Fuel Gas Codes. The inspection requires a minimum 20 psi gauge test with all valves in the open position. Bubble testing shall be required if deemed necessary by the Building Inspector.

Frame – A visual inspection of the structural components of the building envelope. The Frame Pack inspection shall be approved prior to the installation of masonry and/or insulation.

Inspection #5

Insulation – A visual inspection in accordance with the 2009 International Energy Conservation Codes.

Inspection #6

Sheetrock – Not currently a required inspection but may be performed if deemed necessary by the Building Inspector. All required fire rated walls shall be inspected by the Building Inspector and/or the Fire Marshal.

Inspection #7

Permanent Power (Meter Release) – A visual inspection in accordance with the 2008 National Electrical Code. All wiring shall be properly terminated or contained within a covered outlet box prior to the issuance of a permanent electric meter. This inspection may be scheduled any time after the installation of electrical trim components. All equipment and panels (including meter can) shall be properly bonded. Panels shall be labeled

2nd Gas (Meter Release) – The visual inspection and testing of the gas piping system prior to the release of the gas meter. The system shall maintain a minimum 20 psi gauge test. All gas stops shall be in place at this time.

Inspection #8

All fees, required letters, and previous inspections shall be completed and/or submitted prior to requesting this inspection.

Final Plumbing – Visual inspection and testing of the plumbing system in accordance with the 2009 International Plumbing Code. All properties required to discharge to a private sewage disposal system shall have an approved certificate of completion from the County in which the property is located.

Final Electric – Visual inspection and testing of electrical components in accordance with the 2008 National Electrical Code.

Final Mechanical – Visual inspection and testing of mechanical components in accordance with the 2009 International Mechanical Code. Air conditioning start-up is required.

Landscaping – Visual inspection for compliance with the current City of Leander Landscape Ordinance. All landscaping shall be completed at the time of Building Final. Only hardships occurring during drought seasons may be administered by the Building Official.

Site – Visual inspection for completion of required/necessary components of the property. This shall include, but not limited to, sidewalks, flatwork, fences, parking, and signage (if required).

Building Final – Includes visual inspection of the proper completion, allowing for the issuance of a Certificate of Occupancy.

Common Turndowns

LAYOUT
- Form survey not on file
- Trash receptacle not provided
- Safety fence not provided
- Erosion control not in place
- Portable toilet not provided
- Trees not protected

TEMPORARY METER LOOP
- Not supported / secure properly
- Ground termination not to code
- Provide 220 A receptacle
- Receptacle(s) not GFCI protected
- Damaged / needs repair
- Missing / not complete
- Not ready

PLUMBING ROUGH
- Buried/covered, unable to inspect
- Provide 10’ head of water or 5 psi air test
- Water test on DWV not holding
- Building drain not sleeved through exterior beam(s)
- Maintain ¼ inch per foot
- Provide proper bed/fill material
- Clear debris from trench
- Damaged / needs repair
- Missing / not complete
- Not ready

WATER / SEWER YARDLINES
- Separate water and sewer
- Burial depth not to code
- Maintain ¼ inch per foot
- Provide 10’ head on DWV
- Clean trench
- Provide proper bed/fill material
- Pipe not supported properly
- Backflow not installed
- Damaged / needs repair
- Missing / not complete
- Not ready

WATER DISTRIBUTION LINES
- Air/water test not holding
- Crimped / cut, needs repair
- Unapproved joints in slab
- Copper not sleeved in concrete
- Rough plumbing test not holding
- UFER ground not in place
- Missing / not complete
- Not ready

PLUMBING TOP OUT
- Venting requirements not met
- Water test on DWV not holding
- Air/water test on copper not holding
- Tub drains not open for proper test
- Copper in contact with dissimilar metal
- Gas vents not to code
- Gas test not holding at 20 psi
- Gas piping not protected through masonry
- Pipe not supported or properly secured
- Protect pipe
- Damaged / needs repair
- Missing / not complete
- Not ready

ELECTRICAL ROUGH
- Wire to be in raceway
- Wire damaged, needs repair
- Receptacles spaced greater than 12’
- Nail plates required at studs/plates
- Secure wires in panel
- Aluminum wiring not allowed (per City Ordinance)
- Smoke detector placement not to code
- Stairway lighting not to code
- Wire not supported or properly secured
- Protect wire
- Ground termination not to code
- Missing / not complete
- Not ready

MECHANICAL ROUGH
- Crimped duct
- Duct not properly sealed
- Not supported / secure properly
- Dryer vent not to code
- Vent hood duct not to code
- Exhaust fans not to code
- Plenums not properly sealed
- Combustion air not to code
- Return / supply air too close to gas burning appliance
- Damaged / needs repair
- Missing / not complete
- Not ready

GAS TEST
- Pipe not protected through masonry
- Test not holding at 20 psi
- Damaged / Needs repair
- Not Ready

Common Turndowns

FRAME
- Seal/secure exterior sheathing
- Seal untreated lumber
- Seal/secure exterior penetrations
- Engineered trusses not installed per design
- Provide Engineer's repair detail
- Over cut studs/plates
- Glue/shim headers
- Rafters not to code
- Joist hangers missing
- Double studs where required
- Windows do not meet egress
- Windbrace not to code
- Attic access not to code
- Tempered glass where required
- Stair risers/treads not to code
- Fire block not to code
- Not supported / secure properly
- Masonry requirements not met
- Headers/joists over spanned
- Draft stop not to code
- Provide moisture barrier
- Bottom plates not secured
- Fireplace clearances not met
- Truss hangers / ledgers not to code
- Make site safe and sanitary
- Strap plates / studs
- Nail schedule not to code
- Attic ventilation requirements not met
- Damaged / needs repair
- Missing / not complete
- Not ready

PERMANENT POWER
- Wire termination not to code
- Exposed wire
- Fixture / cover plates missing
- Wire not properly secured
- Service equipment not properly bonded

2nd GAS TEST
- Provide 20 psi gauge test
- Gas stub-out not connected to riser
- Damaged pipe / riser
- Not ready

PLUMBING FINAL
- Vent termination not to code
- Paint plumbing vents
- Provide anti-siphon device on hose bibs

PLUMBING FINAL
- Water heater drain termination not to code
- Water heater not to code
- Drain pan required
- Expansion tank required
- Leak in DWV
- Leak in water supply
- T & P relief not to code
- Gas vents in contact with combustibles
- Copper in contact with dissimilar metal
- Low water pressure
- Water closet / faucets / valves run continuous
- Clean / repair meter box
- Insulate copper
- Private sewage disposal certificate not posted.
- Damaged / needs repair
- Missing / not complete
- Not ready

ELECTRICAL FINAL
- Wire termination not to code
- Smoke detectors not to code
- Smoke detectors beeping or not functioning (low or bad battery)
- ARC fault not to code
- Fixture/cover plates missing
- Stairway illumination not to code
- Wire not properly secured
- Power not on
- Label GFCI's
- Label electrical panel(s)
- Label panel with ground termination locations
- Caulk around exterior devices
- Duplex receptacle not permitted for vent hood
- Wire damaged
- Ground / bond termination not to code
- Provide knock-out plug(s)
- Provide panel cover
- Not ready

MECHANICAL FINAL
- SEER requirements not met
- Programmable thermostat required (Commercial)
- Energy Efficiency requirements not met
- Not supported / secure properly
- Gas vent in contact with combustibles
- Gas vent termination not to code
- Drain pan required

Common Turndowns

MECHANICAL FINAL

- Condensate drain not to code
- Combustion air not to code
- Dryer vent to code
- Crimped duct
- Raise / level A/C pad
- Protect duct
- Missing / not complete
- Damaged / needs repair
- Not ready

BUILDING FINAL

- Seal/secure exterior penetrations
- Landscape requirements not met
- Flatwork damaged / needs repair
- Clean flatwork
- Clean site/street
- Exterior seal not complete
- Screens missing
- Occupied prior to finals
- Weep holes to be 33” on center
- Maintain 6” clearance from finished floor to grade
- Provide weather strips
- Provide insulation certificate
- Finish yard / grade to drain
- Provide street address
- Provide anti-tip device on range
- Attic access not to code
- Catwalk not to code
- Adjust doors
- Hardware missing
- Provide fire rated attic access
- Address not posted
- Work in progress
- Missing / not complete
- Damaged / needs repair
- Not Ready

Contacts

ATTENTION: CONTRACTORS AND PROPERTY OWNERS

Approval of permits by the City of Leander does not exempt you from complying with current or future federal, state, or regional development requirements.

For your assistance we are providing the following contacts to answer your questions or concerns.

Williamson County Health District
Private Sewage Facility
(512) 930-4390

Travis County Septic
(512)854-4215

U.S. Department of Energy (ResCheck Form/Information)
www.energycodes.gov

Federal Emergency Management Agency (FEMA)
- Flood Plain Information, (i.e., elevation certificates 1-800-638-6620

Texas Commission on Environmental Quality (TCEQ), formerly TNRCC
- Drainage Issues (512) 239-1000

U.S. Fish & Wildlife Services (512) 490-4390
- Habitat/Endangered Species
- Caves

City Of Leander Permits/Building Inspections
www.leandertx.gov (applications are permitting with www.MyPermitNow.org)
(512) 528-2854- Bill Gardner: Fire Chief
(512) 528-2823- Carla Woods: Commercial Permits Clerk
(512) 528-2752- Stefanie Brown: Residential Permits Clerk
(512) 528-2746- Janet Gallagher: Building Official
(512) 528-2744- Al Hamilton: Senior Building Inspector
(512) 528-2869- Linda Alger: Senior Building Inspector
(512) 528-2868- Chris Wheat: Senior Building Inspector
(512) 528-2885- Deborah Slocum: Plan Reviewer
(512) 528-2742- Stephen Oldham: Code Enforcement
(512) 528-2884- Alma Trevino: Code Enforcement
(512) 528-2748- Inspection Request Line – for permits issued prior to September 1, 2014.

Planning and Community Development
(512) 528-2732- Tom Yantis: Director
(512) 528-2736- Robin Griffin: Senior Planner
(512) 528-2750- Ellen Pizalate: Planning Coordinator

Engineering- (512) 259-2640
(512) 528-2760- Wayne Watts: Director/City Engineer
(512) 563-7552- Milton Kokel: Utilities Inspector
(512) 528-2765- Sean Lafferty: GIS

Permits Division, P.O. Box 319, Leander, Texas 78646-0319
Ph. (512) 528-2752
permits@leandertx.gov
https://www.mypermitnow.org

Fee Schedule

BUILDING INSPECTION FEES

(1) Residential Permits (New Construction)

Application Fee	$200.00 (credited towards permit fee)
Master Plan Review	$50.00 per plan
Plan Review (up to 3000 sq ft)	$50.00 w/o Master - $20 w/ Master (up to 3000 sq ft)
Plan Review (3000 sq ft or greater)	$0.05 per sq ft
Building Permit	$0.15 sq ft (total foundation/floor) ($40 minimum)
Plumbing Permit	$0.15 sq ft (total foundation/floor) ($40 minimum)
Mechanical Permit	$0.15 sq ft (total foundation/floor) ($40 minimum)
Electrical Permit	$0.15 sq ft (total foundation/floor) ($40 minimum)
Temporary Meter Loop	$40.00
Permanent Power	$40.00
Gas Release (If Applicable)	$40.00

(2) Residential Permits (Remodel)

Plan Review	$50.00
Building Permit	$40.00
Plumbing Permit (If Applicable)	$40.00
Electrical Permit (If Applicable)	$40.00
Temporary Meter Loop (If Applicable)	$40.00
Permanent Power (If Applicable)	$40.00
Mechanical Permit (If Applicable)	$40.00

(3) Manufactured Homes

Plan Review	$50.00
Building Permit	$0.15 per sq ft
Plumbing Permit	$40.00
Electrical Permit	$40.00
Temporary Meter Loop (If Applicable)	$40.00
Permanent Power (If Applicable)	$40.00
Mechanical Permit	$40.00

(9) Accessory Structure Permits

(includes garages, storage sheds, work shops, decks, patios, carports, gazebo, and pavilions)

Plan Review	$20.00
Building Permit	$0.15 per sq ft ($40 minimum)
Plumbing Permit (if applicable)	$40.00
Electrical Permit (if applicable)	$40.00

(10) Swimming Pool (Above and In-Ground)

Plan Review	$20.00
Building Permit	$160.00
Gas Test (if gas heated)	$40.00

(12) Miscellaneous Building Permits

Water Heater Install / Change out	$40.00
Water Softener Install	$40.00
Demolition Permit	$100.00
Driveway Culvert Permit	$100.00
Residential Irrigation	$70.00
Fence Permit	$35.00 (per address)
Garage Sale Permit	No charge
Search Light	$50.00
Structure Move Permit	$55.00
Community Impact Fees	Per Community Impact Fee Ordinance
Tap Fees	Per Water / Wastewater & Tap Fee Ordinance
Water Meter Replacement	$40.00 (plus water meter cost)

Street Cut – Water / Sewer Taps	Per Water / Wastewater & Tap Fee Ordinance
Street Boring / Cut	$100.00 ea
Reinstatement of Expired Permit within 60 days	$40.00
Administration Changes	$25.00
Re-Inspection Fees	$40.00 ea
Outsource Building Plan Review	In accordance with consultant rate, plus City's permit fees

FIRE CODE PERMITS

(1) Plan Reviews	
New Construction	$50.00
Remodel/Repair	$50.00
Fire Sprinkler System Review	$50.00
Fire Alarm Review	$20.00
(2) Compliance Testing	
Fire Sprinkler Testing (Aboveground)	$40.00
(4) Annual Inspections	
Daycare Center	$40.00
Group Daycare	$40.00
Registered Family Home	$40.00
Nursing Home	$120.00
Hospital/Clinic	$160.00
Foster Care	$40.00

NOTES:

1. Double Permit Fees will be charged for any work started before signing the permit.
2. No new permits will be issued until all permit fees have been paid.
3. A Stop Work Order will be issued on all permits where re-inspection fees of $300 or more are owed.
4. All fees must be paid current before the final inspection is performed.

Section 3. Amendment of Section 3.115, Chapter 3, Code of Ordinances. Section 3.115(d) is hereby amended in its entirety to read as follows:

> (d) Any person who shall occupy or shall authorize another person to occupy a building, or any part thereof, without having received a certificate of occupancy in compliance with herewith, within the city limits shall be deemed guilty of an offense and shall be liable for a fine in accordance with the general penalty provision set forth in Section 1.109 of this code. Each day the violation exists shall constitute a separate offense. Such penalty shall be in addition to all the other remedies provided herein. A person in violation of this Chapter as described in this subsection shall also be liable for an administrative penalty of $100.00 per calendar day that the violation occurs. The City Manager shall conduct a hearing, of which notice shall be given to the person, to determine whether the person is in violation and shall assess the administrative penalty. The City Manager shall make his/her decision on the preponderance of the evidence presented. The person may appeal the City Manager's decision to the municipal court of the City by submitting a written notice of appeal to the City Manager within fifteen days of the City Manager's decision.

Section 4. Conflicting Ordinances. Article 3.000 of Appendix A and Section 3.115(d) of Chapter 3 of the Leander Code of Ordinances are hereby amended in their entirety as provided in this Ordinance. Article 3.000, Appendix A and Section 3.115(d), Chapter 3 of the Leander Code of Ordinances and all ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted and amended herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the city, the terms and provisions of this ordinance shall govern.