The Following is a Permit and Inspection Procedure Checklist for Residential Construction (new & remodels) within the City Limits and in the Extraterritorial Jurisdiction (ETJ) -

PERMIT APPLICATION - the following items need to be submitted in order for the permit application to be processed:

1. Completed Permit Application –

____ Contractor information must be completed and the subcontractors registered with the city.

____ Completed Residential Energy Code Compliance Form, with attachments for other than the Simplified Prescriptive Approach. (2 COPIES)

____Completed On Site Sewage Facility Permit (OSSF), if applicable.
ETJ Requirement *- a signed letter and attached site plan from the County Sanitarian or Designated Representative (DR) indicating approval of the OSSF design, if applicable.*

2. Two (2) sets of plan drawings and documents that include –

____A scaled site plan (survey plat) that shows the house on the lot.

____Floor plan - exterior elevations, roof design, mep design, construction details, window/door schedule, and masonry on wood details.

____Engineered foundation design (including engineer design letter).

____Second floor and roof truss design, if applicable to the construction.

3. Permit Fee Deposit of $100.00 and OSSF Permit Fee of $500.00 (ETJ permits do not require an OSSF permit fee).

HOA Note – For construction within subdivisions with deed restrictions, a copy of the permit (or other document) and approved construction plans issued by the homeowners association review committee, should be provided.

Construction Site Note – The permit packet (with city inspection reports) will need to be on site and visible for each requested inspection. The builder is responsible for installing and maintaining the portable sanitation unit, the erosion control/trash control system, beginning at the Stage One Procedure.

II. INSPECTION PROCEDURE - the following items of concern are noted per type of inspection and are not inclusive of all code requirements:

STAGE ONE

Temporary Pole -

__ Mark the address on the pole with double bracing for pole.
__ The panel is rain tight and grounded and all circuits GFCI protected.

Slab Piers / Pier & Beam -

__ Slab Piers - steel on site, pier locations marked and drilling in process. The city will accept an engineer's pier log instead of the city inspection.

Very Important – before drilling piers, make sure form survey matches site plan!!

__ Pier & Beam / Floor Joist - Engineered beam and floor joist plan on site (do not install flooring until the plumbing rough inspection is approved).

Form Survey / Yard Sewer / Water Service / Plumbing Rough -

__Form survey in the permit packet with approved site plan.
__Public sewer and tap connection (with required cleanouts) or OSSF installation to the building 'two way' cleanout.
__The building drain & sewer must have a minimum five foot (5') water test at the uppermost fixture branch, with water level visible in the stack.
__The under slab copper and water service line tested at supply pressure.

Foundation Inspection -

__The city approved complete plan set must be onsite.
__All service line ditches and tap excavation must be backfilled.
__All interior plumbing has been rechecked by the plumbing contractor.
__Piers are visible in grade beams, if applicable.

Optional - The city will accept a foundation inspection letter from the design engineer (state seal on letter), and submitted at Frame / MEP inspection.

STAGE TWO

Framing / Electrical Rough / Mechanical Rough (HVAC) / Plumbing Top Out / Rough Gas Test / Rough Fireplace -

__The city approved plan set must be on site (including the engineer floor frame/roof truss design and brick on wood design, if applicable).
__The structure needs to have a visible street address posted.
__Duct and piping insulation is visible and installed per code standard.
__The framing penetrations (plumbing, electrical, hvac, etc.) must be sealed at the point of contact to the unconditioned area or outside of building.
__The factory built fireplace (including chimney cap) installed per code standard. If installing a masonry fireplace - rough in to the second flue.

Very Important - please make sure that all trades have finished their installations and the structure is ready for this inspection. If it appears that the structure is not ready for this inspection (inspector discretion), than the inspection will not be conducted.

Energy Insulation -
__This inspection is after the placement of wall and some ceiling / floor insulation.
__The energy code plan review sheet must be on site, with the approved plans.

STAGE THREE
Construction Electric / Gas Final (temporary utility release) -
__The address must be posted on the structure.
__The electrician must show indication of having performed a continuity test on the circuits (panelboard labeling) and all fixtures installed.
__The plumber will need to test the gas supply (gauge at supply points).
Very Important - the only time that the panelboard is allowed to be 'hot temped' is when the electrician is preparing for this inspection.

STAGE FOUR
Building Final / Electrical Final / Mechanical Final / Plumbing Final / Fireplace Final / Energy Final -
__If an OSSF is installed, a 'final inspection form or letter' from the cities designated representative must be on site in the permit packet.
ETJ Requirement - *A signed letter or inspection report from the County Sanitarian/ Designated Representative that indicates a final approval of the OSSF installation.*
__Please make sure that all trades have finished their installations and the house is ready for occupancy - metered power and heat/ac is working.
__Final grade must be established.

FLATWORK (Drive Approach) INSPECTION - This inspection may be requested at anytime during the construction process. The building contractor is responsible for installing the drive approach in accordance with the public or private regulations. Unless otherwise noted, the Drive Approach will require six inches (6") of concrete at 3,000 psi with #4 rebar @ 16" O.C., supported by a 2" compacted sand base, and either an expansion joint or doweled connection at street.

AN INSPECTION REQUEST PROCEDURE AND REQUIRED INSPECTION CHECKLIST IS ATTACHED TO THIS HANDOUT.

III. ADOPTED CODE INFORMATION - The following construction codes have been adopted in the City of McLendon-Chisholm:
- The 2006 International Residential Code (2006 IRC) with amendments.
- The 2006 International Energy Conservation Code (2006 IECC) with amendments.
- The 2005 National Electrical Code (05 NEC) with amendments.

IV. CONSTRUCTION SITE REQUIREMENTS - The City of McLendon-Chisholm has established the following construction site requirements:

STAGE INSPECTION - A minor construction site violation will be noted as a red tag item and must be corrected before requesting a subsequent inspection. If the violation is severe (blowing trash / no erosion control / mud in street, etc.), an attempt will be made to contact the builder for immediate (same day) clean up and the inspection will be conducted.

COMPLAINT INVESTIGATION - The city will make an attempt to contact the builder for immediate (same day) clean up. If the builder can not be reached or fails to comply with the clean up request, a stop work order will be issued by either the building inspector or code enforcement officer. This event will require the builder to pay the city an investigation fee in the amount prescribed by the contract third party company (building inspector or code enforcement officer). The builder will be required to request a stop work follow-up inspection after the construction site violation is corrected.