



## **When is a Permit Required?**

903-451-9229

19601 Co Rd 2529, Payne Springs, TX 75156

[permits@paynespringstx.com](mailto:permits@paynespringstx.com)

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Projects that are cosmetic, such as painting, wallpapering, carpeting, cabinets, and trim work do not require permits. Additionally, permits are not required when replacing electrical fixtures on existing wiring, or existing plumbing fixtures.

### **Permits are required on following projects:**

- Additions to a structure (residential or commercial)
- Building remodel that requires the addition or removal of an interior or exterior wall window or door or any trade work such as: Plumbing, Electrical, HVAC.
- Building or replacing of a deck or porch.
- Electrical Work
- Plumbing work
- HVAC
- Roofing
- Fence
- Concrete work (driveways, sidewalks, patios, flatwork)
- In Ground and Above Ground Swimming Pools (storable pools are exempt)
- Hot Tubs or Spas
- Demolition of a building
- New construction of a building, main building, accessory buildings (permanent or portable), garage, carport, patio covers, and gazebos.

This is not an inclusive list. Questions concerning your specific project should be directed to the City.

**\*All contractors working in the City of Payne Springs are required to register with the city\***



City of Payne Springs  
19601 CR 2529  
Payne Springs, TX 75156  
903-451-9229

## City Permitting Process

### Permit Submittal

ALL completed permit documents shall be submitted in **PDF** form to City Hall at the following email, [permits@paynespringstx.com](mailto:permits@paynespringstx.com) . ALL contractors & sub contractors must be registered with the City, this will save time. Permits **CAN NOT** be submitted for plan review until all contractors are registered. Processing time is 7 to 10 days when ALL information is submitted. Also if your property is under 5000 sq ft you will need a **Variance** on the property. You will need to submit a **Variance Form**, with your site plans showing lot square footage from our website, 7 days before the next council meeting scheduled on every 3rd Tuesday of the month at 6:30pm to know if you are approved or not to build.

### Plan Review

SAFEbuilt will be conducting residential and commercial plan reviews. The applicant will be contacted by SAFEbuilt if additional information is needed. You may contact City Hall for the status of your permit at 903-451-9229.

### Permit Issuance

Once the permit has been approved, the requester will be contacted by City Hall personnel and notified of fees via phone or email.

### Inspection Requests

Please DO NOT contact SAFEbuilt for inspection requests. Please submit an Inspection Request in person at City Hall or our website;

[www.paynespringstx.com](http://www.paynespringstx.com) > quick links > forms, scroll to **Building Department** and select **INSPECTION REQUEST**, this form can be edited online and send to the email provided at the top of form. Also note if there are any special requirement(s), such as gate code/or time needed note in the **SPECIAL INSTRUCTIONS** area of the form. **ALL** request must be submitted by **3:45pm** to qualify for next day inspection, unless a Friday, or major holiday, then the inspection will take place the following business day.

### Field Inspections

The inspectors name and information will be listed on each field report that is performed and emailed at time of inspection. An approved set of permit plans must be on-site during all inspections.

**We look forward to working with you to ensure that the community is provided with a safe and durable built environment.**



## **New Residential Plan Submittal Requirements**

Plans and associated documentation to be submitted in **PDF** format.

- **Site Plan**

- Draw to scale
- Drainage directions, with arrows
- Easements
- Driveway location
- All structures on site, including accessory buildings, fences, sidewalks, retaining walls, etc.
- Distances from other structures and property lines
- Legal lot description and address

- **Floor Plans**

- Drawn to scale
- Dimensions
- Door and window sizes and locations
- Label all rooms

- **Elevations**

- All sides of home
- Roofing materials
- Roof pitch
- Overhangs, including depth

- **Roof, Ceiling & Floor Framing Plans**

- Rafter, joist beams and header sizes, spacing and spans

- **Framing & Wind Bracing Plans signed & sealed by Texas Licensed Engineer**
  - Braced wall panel types and locations
  - Hardware Specifications
  - Alternative Engineered Design if design does not meet minimum code requirements
- **Foundation Plans signed & sealed by Texas Licensed Engineer**
  - Engineered slab/foundation layout
  - Engineered foundation letter identifying the applicable building code (IRC) and soil conditions
- **Energy Plans**
  - 2018 IEC Energy Code Compliance Projects shall comply with one of the following:

Perscriptive Approach

- Glazing = U-Factor 0.32 or less
- Solar Heat Gain Coefficient = SHGC 0.25 or less
- Attic Insulation = R-value 38 or greater
- Cathedral ceiling with no attic = R=Value 38 or greater
- Wall Insulation – R-value 20 or greater
- Floor Insulation (pier and beam type) = R-value 19 or greater

Performance Approach

- Compliance Report – Energy Star, IC3, ResCheck, HERS/Remrate, or other as approved by the Building Official.

**Drainage**

ALL new builds must have a 15" culvert per

**Ordinance No. 2022-08**

**Ordinance No. 2022-08**

**DRAINAGE**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF PAYNE SPRINGS, TEXAS, PROVIDING REGULATIONS FOR DRAINAGE.**

**WHEREAS**, the City of Payne Springs, Texas ("City") is a Type-A general law municipality organized and existing pursuant to the laws of the State of Texas; and

**WHEREAS**, the City of Payne Springs is authorized, pursuant to Chapter 51 of the Texas Local Government Code, to adopt an ordinance or regulation that is for the good government, peace or order of the municipality or for the trade and commerce of the municipality; and

**WHEREAS**, the City Council for the City of Payne Springs finds it necessary to adopt regulations concerning the proper drainage on new buildings within the city.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF PAYNE SPRINGS, TEXAS, as follows:**

(A) The owner of presently developed property or developer of property to be developed shall be responsible for all storm drainage flowing through or abutting their property, including the installation of culverts beneath all driveway approaches to the property. This responsibility includes drainage directed to that property by prior development as well as drainage naturally flowing through the property by reason of topography. Further, the property owner or developer of property to be developed shall maintain five feet at each end of all culverts. Maintenance of culverts (if on city right-of-way) shall be maintained by the property owner.

(B) Culverts, ditches and other drainage facilities required of property owners and developers, to meet the responsibilities outlined in division (A) above, shall be sized and constructed or installed in accordance with city standards and specifications. Permits for culverts shall be required in accordance with this section. Culvert pipe in residential areas shall not be less than 15 inches in diameter and culvert pipe shall not extend more than 50 feet in length without a five-foot length break for the purpose of cleaning out same. Any size culvert pipe, or culvert installation that has the potential to impede the flow of water, shall be replaced by an adequate size culvert pipe and installed so as to permit the free flow of water.

(C) No building permit shall be issued, nor certificate of occupancy approved, upon any land on which the owner has not fulfilled his or her responsibility for drainage as outlined in divisions (A) and (B) above.

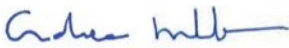
(D) Whoever shall willfully fill up, clog, damage or destroy, or in any manner impair the usefulness of any drainage channel, ditch, creek or water course or fill in the area of any said natural creek, drainage channel or ditch with dirt or other debris shall be guilty of a misdemeanor.

(E) Provisions shall be made by the owner for the control and drainage of surface water around buildings. Runoff water from rains and storms shall not be allowed to inundate or flood

adjacent property when such flooding is the result of grading, drainage ditches, retaining walls or other surface alterations that control or divert the natural flow of water. Rain water shall not be conveyed, received or discharged upon property belonging to another or adjacent to such property. Where potential flooding on adjacent property exists from run-off water from an unguttered roof, each roof shall be installed with property guttering containing down spouts arranged in such a manner that the runoff water will not be discharged on the adjacent property.

**PASSED AND APPROVED** by the City Council, City of Payne Springs, Texas, this 17th day of May, 2022.

**APPROVED BY:**



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Andrea Miller, Mayor

**ATTEST:**



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Beth Billings, City Secretary



# City Permit Application

903-451-9229

19601 Co Rd 2529, Payne Springs, TX 75156

[permits@paynespringstx.com](mailto:permits@paynespringstx.com)

Permit Number: \_\_\_\_\_

Permit Type <small>(circle all that apply)</small>				
General Construction		Electrical		Garage / Carport / Storage
New Construction – Residential		Plumbing		Pool / Hot Tub / Spa
New Construction – Commercial		HVAC		Mobile Home / Manufactured Home
Roofing		Lawn Sprinkler		Concrete - Driveway / Walkway / Slab
Fence		Sign		Other
<b>Required Documents</b>	Site Plans	Construction Plans	Contractor Registration	Subcontractor Validation

Estimated Sq. Footage: \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_ City Zone \_\_\_\_\_ FEMA Zone \_\_\_\_\_

Project Description: \_\_\_\_\_

Permit Address \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot / Block \_\_\_\_\_ / \_\_\_\_\_

Owner \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Contractor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**NOTICE TO APPLICANT:** This permit is issued on the basis of information furnished in this application and on any submitted plans, any change to plans after permit is issued must be approved by Building Official and additional fees may apply and is subject to the provisions and requirements of the City of Payne Springs Code of Ordinances and International Building Codes. This permit is used only for the purpose of allowing construction of a building or structure conforming to the codes and ordinances of the City, regardless of information and/or plans submitted. Where work for which a permit is required by the code is started or preceded prior to obtaining said permit, the fees herein specified may be doubled. The payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work. Permit fees are nonrefundable.

**I HEREBY ACCEPT ALL CONDITIONS HEREIN ABOVE MENTIONED AND CERTIFY THAT ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE; I ALSO UNDERSTAND THAT THIS PERMIT EXPIRES SIX MONTHS FROM ISSUE DATE, AND THAT A 24 HOUR NOTICE IS REQUIRED FOR ALL INSPECTION REQUESTS.**

\_\_\_\_\_  
Applicant Signature Date

**BELOW COMPLETED BY CITY**

\_\_\_\_\_  
Permit Processor Signature Date

<b>Permit Fee</b>	\$ _____
<b>Payment Type</b>	_____



## EXHIBIT A – FEE SCHEDULE FOR SERVICES

### 1. FEE SCHEDULE

<b>Supplemental Inspection Services Fee Schedule</b> <span style="float: right;">*Per Ordinance No. 2023-09</span>	
Single Family Residential Construction Inspection	\$73.50 per stop (address, building or unit)
Commercial/Multi-Family Construction Inspection	\$89.25 per stop (address, building or unit)
Above rates include inspection of all disciplines at address	

<b>One &amp; Two Family Residential Construction Plan Review and Inspection</b> <span style="float: right;">*Per Ordinance No. 2023-09</span>	
Square Footage	Fee
0 to 1500 square feet	\$1787.50
1501 to 10,000 square feet	\$1787.50 for the first 1500 square feet plus \$0.35 for each additional square foot up to and including 10,000 square feet
Over 10,000 square feet	\$4,885.00 for the first 10,000 square feet plus \$0.14 for each additional square foot over 10,000 square feet

<b>One &amp; Two Family Residential Construction Plan Review Only</b>	
\$131.25 per residential dwelling for first comments plus one revision, thereafter \$93.24 per hour	
<b>One &amp; Two Family Residential Additional Fees</b> <span style="float: right;">*Per Ordinance No. 2023-09</span>	
Service Description	Fee
Remodels and accessory structures that include electrical, plumbing, and mechanical will be billed at \$.34 per SF	
Accessory structures not including electrical, plumbing, and mechanical will be billed at a flat rate of \$63.00	
Trade Permits - Residential Remodel/Addition • Mechanical, Electrical, Plumbing	\$150.00 per inspection
Swimming Pools Plan Review & Inspections	\$998.75 Plan Review & inspections
After Hours/Emergency Inspection Services	\$105.00 per hour – two (2) hour minimum

<b>Commercial and Multi-Family Construction Plan Review</b>	
Project Valuation	Fee
\$1.00 to \$10,000	\$42.00
\$10,001 to \$25,000	\$64.71 for the first \$10,000 plus \$5.00 for each additional \$1,000; or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$139.68 for the first \$25,000 plus \$3.60 for each additional \$1,000; or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$229.82 for the first \$50,000 plus \$2.50 for each additional \$1,000; or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$354.77 for the first \$100,000 plus \$2.00 for each additional \$1,000; or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$1,154.43 for the first \$500,000 plus \$1.70 for each additional \$1,000; or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$2,002.33 for the first \$1,000,000 plus \$1.12 for each additional \$1,000; or fraction thereof





## EXHIBIT A – FEE SCHEDULE FOR SERVICES

<b>Commercial and Multi-Family Construction Inspection</b>	
<b>Project Valuation</b>	<b>Fee</b>
\$1.00 to \$10,000	\$73.50
\$10,001 to \$25,000	\$104.65 for the first \$10,000 plus \$8.09 for each additional \$1,000; or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$225.95 for the first \$25,000 plus \$5.84 for each additional \$1,000; or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$371.76 for the first \$50,000 plus \$4.04 for each additional \$1,000; or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$573.89 for the first \$100,000 plus \$3.18 for each additional \$1,000; or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$1,867.49 for the first \$500,000 plus \$2.74 for each additional \$1,000; or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$3,239.05 for the first \$1,000,000 plus \$1.82 for each additional \$1,000; or fraction thereof

<b>Fire Code Plan Review Services (fire alarm and fire sprinkler systems)</b>	
<b>Total Valuation</b>	<b>Fee</b>
\$1,000.00 and less	\$47.25
\$1,001.00 to \$25,000.00	\$198.45
\$25,001.00 to \$50,000.00	\$330.75
\$50,001.00 to \$100,000.00	\$540.75
\$100,001.00 to \$500,000.00	\$892.50
\$500,001.00 to \$1,000,000.00	\$1,155.00
\$1,000,001.00 to \$3,000,000.00	\$1,680.00
\$3,000,001.00 to \$6,000,000.00	\$2,520.00
\$6,000,001.00 and up	\$2,520.00 plus \$0.26 for each additional \$1,000.00
<b>Fire Code Inspection Services (fire alarm and fire sprinkler systems)</b>	
<b>Total Valuation</b>	<b>Fee</b>
\$1,000.00 and less	\$47.25
\$1,001.00 to \$25,000.00	\$262.50
\$25,001.00 to \$50,000.00	\$577.50
\$50,001.00 to \$100,000.00	\$892.50
\$100,001.00 to \$500,000.00	\$1,102.50
\$500,001.00 to \$1,000,000.00	\$1,417.50
\$1,000,001.00 to \$3,000,000.00	\$1,995.00
\$3,000,001.00 to \$6,000,000.00	\$2,992.50
\$6,000,001.00 and up	\$2,992.50 plus \$0.26 for each additional \$1,000.00
<b>Fire Service Description</b>	<b>Fee</b>
Fire Sprinkler Pump	\$150.00
Water Tanks for fire prevention	\$150.00
Type I Hood with auto fire extinguishing system	\$150.00

Ordinance No. 2023-09

**ROAD IMPACT USAGE FEE**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF PAYNE SPRINGS, TEXAS, PROVIDING REGULATIONS FOR CONSTRUCTION ROAD IMPACT FEE USAGE.**

**WHEREAS**, the City of Payne Springs, Texas ("City") is a Type-A general law municipality organized and existing pursuant to the laws of the State of Texas; and

**WHEREAS**, the City of Payne Springs is authorized, pursuant to Chapter 51 of the Texas Local Government Code, to adopt an ordinance or regulation that is for the good government, peace or order of the municipality or for the trade and commerce of the municipality; and

**WHEREAS**, the City Council for the City of Payne Springs finds it necessary to adopt regulations concerning the impact caused from heavy equipment on city roads during construction.


**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF PAYNE SPRINGS, TEXAS, as follows:**

All property owners submitting plans for new construction, upon permitting, will be charged a one-time road impact usage fee of one-thousand dollars even (\$1,000.00). This fee will be used to offset damage to roadways due to heavy equipment.

All property owners submitting plans for construction remodels requiring trucks coming in with materials over 20,000 pounds, upon permitting, will be charged a one-time road impact usage fee of five hundred dollars even (\$500.00). This fee will be used to offset damage to roadways due to heavy equipment.

In all cases, the City of Payne Springs reserves the right to ask for additional compensation if any road surface is significantly damaged. Proof of such damage will be provided by the City for each incident.

This Ordinance shall become effective on the 29th day of August, 2023. After its passage and publication as required by law.

**APPROVED BY:**   
Andrea Miller, Mayor

**ATTEST:**   
Beth Billings, City Secretary



# Inspection Request

Email requests to: [permits@paynespringstx.com](mailto:permits@paynespringstx.com)

All sub's must be registered with the City prior to scheduling an inspection.

**REQUESTS MUST BE RECEIVED BY 3:45 P.M. FOR NEXT DAY INSPECTION**

Requestor Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Requestor Phone \_\_\_\_\_ Date Needed \_\_\_\_\_

Requestor Email \_\_\_\_\_ City Permit # \_\_\_\_\_

Project Address \_\_\_\_\_

Subdivision \_\_\_\_\_

## Inspection Requested

Residential \_\_\_\_\_ Commercial \_\_\_\_\_

_____ T-Pole	<b>ALL SECONDS</b>	<b>ALL FINALS</b>
_____ Framing	_____ Plumbing Rough	_____ Gas Final
_____ Plumbing Top-Out	_____ Rough Gas Test	_____ Fireplace Final
_____ Gas Wrap (Underground Gas)	_____ Mechanical Rough	_____ Plumbing Final
_____ Form Board Survey	_____ Electrical Rough	_____ Electrical Final
_____ Piers	_____ Fireplace (metal/masonry)	_____ Mechanical Final
_____ Foundation	_____ Energy Insulation	_____ Energy Final
_____ Rebar	_____ Flatwork	_____ Building Final

Other : \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



City of Payne Springs  
19601 CR 2529  
Payne Springs, TX 75156  
903-451-9229

## TEMPORARY SERVICE POLE SPECIFICATIONS

1. The electric service for all temporary construction shall be equipped with a rain-tight enclosure, dual element fuses or circuit breakers. (NO PLUG TYPE FUSES ALLOWED.) (1) The minimum setting depth may be reduced to three feet with 2x4 min. bracing mounted at 2/3 height of the point of attachment, secured with 2x4 min. stakes, and cross-braced with a 2x4 min. brace. (2) For temporary construction only a 4x4x16 un-spliced treated pole may be substituted for the 6 inch minimum penta-treated or equivalent round pole. (3) For temporary construction ONLY, the conductors used in 100 amp service shall be no smaller than #6 THHN or #4 THW cu.
2. Receptacles used on temporary service poles shall be installed in a rain-tight box.
3. Temporary service poles shall have a rain-tight disconnecting device sufficient for voltage employed and for the current, which must be interrupted.



# Contractor Registration

903-451-9229

19601 Co Rd 2529, Payne Springs, TX 75156

[permits@paynespringstx.com](mailto:permits@paynespringstx.com)

## Registration Type

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Electrician | <input type="checkbox"/> General Contractor |
| <input type="checkbox"/> Plumber     | <input type="checkbox"/> Other: _____       |
| <input type="checkbox"/> HVAC        | _____                                       |

Company Name \_\_\_\_\_ Owner Name \_\_\_\_\_

Company Mailing Address \_\_\_\_\_

Company Physical Address \_\_\_\_\_

Contact Numbers (Cell) \_\_\_\_\_ (Home/Office) \_\_\_\_\_ (Fax) \_\_\_\_\_

Name of License Holder \_\_\_\_\_ Company Email \_\_\_\_\_

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Approved By Signature

## REQUIRED DOCUMENTS

Plumbers, Electricians & HVAC are fee exempt but still must register and provide all documents.

- |  |  |
|--|--|
| <input type="checkbox"/> Completed Contractor Registration Form    | <input type="checkbox"/> Copy of State Trade License (TRCC)  |
| <input type="checkbox"/> Copy of Drivers License / Government I.D. | <input type="checkbox"/> Copy of Company Liability Insurance |

Registration Fee - \$100.00 / Annually

*Office Use*

\*\*\*\*\*

Amount Paid \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Expiration Date \_\_\_\_\_



## Subcontractor Validation

903-451-9229

19601 Co Rd 2529, Payne Springs, TX 75156

[permits@paynespringstx.com](mailto:permits@paynespringstx.com)

Permit Number \_\_\_\_\_ Project Address \_\_\_\_\_

### **ELECTRICAL**

Company Name:	
Master Electrician's Name:	
State License Number:	
Phone Number:	

### **PLUMBING**

Company Name:	
Master Plumber's Name:	
State License Number:	
Phone Number:	

### **HVAC**

Company Name:	
Master HVAC's Name:	
State License Number:	
Phone Number:	

MUST PROVIDE COPIES OF STATE LICENSING



# SAFEbuilt

## Residential Building Inspection Guidelines

The following information has been prepared so to familiarize the Building Inspectors with SAFEbuilt and the Residential Inspection Procedures. The various required inspections are inspected to meet minimum standards and these guidelines are prepared to act as a guide for you while in the field with basic inspection practices. The inspections that will be covered in this handout are as follows

1. Temporary Power Pole	9. Framing Inspection
2. Form Board Survey	10. Electrical Meter Release
3. Plumbing Rough-in	11. Gas Meter Release
4. Foundation	12. Mechanical Final Inspection
5. Sheathing	13. Plumbing Final Inspection
6. Plumbing Top Out	14. Electrical Final Inspection
7. Mechanical Rough-in	15. Building Final Inspection
8. Electrical Rough-in	16. Flatwork (driveways,walkways,slabs)

### **1. Temporary Power Pole 1**

1. Address of House on pole braces
2. Two braces supporting the pole
3. Ground rod (8 feet deep) adjacent to TP
4. Ground wire attached with grounding lug to rod
5. Service whip conductor in flexible conduit
6. GFCI receptacles
7. 220 outlets
8. Breaker box with cover
9. Meter base
10. Breaker blanks if breakers missing
11. Building permit packet on pole or on site

## **2. Form Board Survey**

1. Must be approved by a Plans Examiner or City Staff before any other inspections are inspected

## **3. Plumbing Rough-in**

1. Building Permit packet on site
2. Water service connected to water meter
3. Water line only installed and connected with materials approved for that specific use.
4. Water line ball valve cutoff valve at house adjacent to front form boards
5. Water test equal to main pressure and connected to the water meter
6. Sanitary sewer service line connected to sewer lateral at property line with test tee
7. Sewer yard line concreted at sewer lateral test tee connection
8. Sewer line to have a test tee installed at tie in at lateral connection with water test minimum five-foot head above highest fitting
9. Two-way cleanouts consist of two back to back combo fittings with double stacks
10. Concrete in cleanout fittings up to combo hub
11. Water lines to be pressurized within rough at time of inspection
12. Sand bed all PVC waste and drain lines and water service line from meter to house. Sewer lines sand bedding to spring line of pipe from interior rough to sewer connection at sewer lateral
13. Walk entire rough and check for leaks, improper fittings and fittings installed incorrectly
14. No sanitary tee laid on back is allowed
15. Water test to five feet above highest fittings
16. Rough cannot be too wet from rain to determine if system is leaking
17. No negative fall on any drainage or waste lines
18. At rough in inspection Trash Box should be accessible onsite for loose trash.

## **4. Foundation Inspection**

1. Permit packet on site with approved plans and concrete plans
2. Cable plans in packet
3. Cable details in packet
4. Beam minimum depth per approved plans. Depth from top of form board to bottom of beam ditch
5. Beam width per approved plans
6. Cables installed per approved plans
7. Bottom strand cable supported per approved plans. Check first support from outside form board for support location and height of cable at first support rod
8. Patch all holes in the poly vapor barrier
9. Poly Vapor Barrier extends down from top of fill to bottom side of beams
10. Chairs installed at each cable cross and at mid span
11. Invert chairs at all drop forms to prevent cable from floating up



12. Require grade string lines and measure min. slab thickness
13. Make sure plumber has set all tub and showers boxes
14. Make sure all PVC stacks extending up through slab are sleeved at time of inspection
15. Make sure all PVC exposed crossing grade beams and water lines are sleeved if left exposed
16. Brick ledge matches the approved plans for brick coverage
17. Concrete encased electrode installed adjacent to electrical panel at least 20 feet in length within concrete with minimum of 2-inch concrete cover around the ground
18. Extra rebar installed per Eng. plans a location noted on plans
19. Always require steel sized as specified on plans. Never accept doubled or smaller rebar in lieu of proper sized rebar
20. If void boxes are required, always require ends be sealed to prevent concrete from filling void box
21. All electrical conductor piping within the slab must have a minimum of 2-inch concrete cover over the top of the conduit
22. Stub out rebar dowels through form board at Garage and porch locations to attach flatwork to at time of flatwork inspection (optional)
23. Trash box to be onsite at time of foundation inspection and empty as needed.
24. All sheer wall HOLD DOWN STRAPS shall be in place at time of foundation inspection. (Refer to building plans SW sheet and detail sheet for proper locations)
25. U-fer shall be a minimum of ½ inch rebar 20 feet in length or #4 copper wire

## **5. Sheathing**

1. Sheathing inspection is required prior to placing an exterior wrap or taping of any sheathing joints
2. The nailing pattern is dependent on the material used as listed by the manufacture as to spacing and location
3. No sheathing joints shall be covered prior to this inspection
4. All holes in the exterior sheathing shall be sealed at time of inspection
5. A vapor barrier shall be installed at the brick ledge and be of approved material and design
6. All building corners must be sealed on the interior corner with minimum 6 mil poly behind sheathing, (optional may use approved tape per Manuf. Specs.)
7. All metallic piping shall be sleeved thru the brick or stucco exterior
8. Any piping extending through the sheathing must be sealed around to prevent air leakage
9. If structural Sheathing is installed all joint are to be lapped ¾ of an inch per Manuf. Spec. or every joint must be tapped with approved tape
10. Brick ledge vapor barrier material should be in place at this inspection
11. All hold down straps to be installed and secured at this inspection

## **6. Plumbing Top Out Inspection**

1. Permit packet on site with approved plans
2. Any 2 inch or larger vent stack shall not be in a 2x4 wall. The wall must be a minimum of 2x6 bottom plate, studs and top plates within the wall cavity where plumbing exists
3. First walk the exterior of the structure to check mill wrapping of all metallic pipe, bonding of gas riser, no gas piping ran along wall exterior outside of frame wall or within the brick ledge.
4. Check for bonding of gas riser pipe
5. Gas line test of all black pipe with diaphragm gauge, 3 to 5 psi test
6. Gas line properly supported and strapped in walls and ceilings
7. Tank water heater in garage on a platform, but not allowed in attic
8. Tankless Water Heaters installed in the attic requires a drain pan and drain line to exterior
9. Tankless water heaters installed in garage per manuf. listing
10. Water Heater T&P line stubbed out through exterior wall with copper, CPVC or PVC
11. Type B vent installed through ceiling joist and through attic out roof
12. Gas Water Heater Type B vent pipe min 1 inch from any combustible material
13. Sanitary drainage waste and vent piping shall be any material approved by code for that use
14. Water test all tubs and shower pans and second floor lavatory arms five feet above highest fitting
15. Clothes washers pan drain located on second floor, to be water tested at top out and shall discharge to exterior wall
16. Solid block rear wall adjacent to tub wall flange
17. Shower pan liner are to be blocked to height of liner
18. Second floor water test required on all tubs, showers and lavatory arms. Lav. arm turn up with 5-foot head pressure water test
19. Nail guards on all water lines or drain lines within 1.5 of edge of stud or top or bottom plates
20. Vent stacks terminated through roof at least 6 inches above roof decking and not within 10 feet of an openable window or door. Vent flashing installed for top out inspection
21. Gas cutoff required at each gas appliance location (accessible).
22. Gas cutoff (CLYDE VALVE) required at all fireplaces both exterior and interior units
23. All water lines installed in an unconditioned space (attic, exterior wall, garage wall) must be insulated
24. All insulation must be installed to the face of the drywall within the wall cavity with no exposed piping material left exposed

## **7. Mechanical Rough Inspection**

1. All flex duct connections and screws to rigid metal or duct lines must be sealed by use of approved sealant
2. All attic furnaces must be strapped and supported (belly band) and not resting on support framing
3. Metal Furnace vent to be installed and terminate through roof deck a minimum of one foot above roof and not be within 1 inch of combustibles below the roof deck

4. Attic furnace installations must have a main drain with p-trap attached to the unit and a vent tee on the downstream side of the p-trap. P-trap must be insulated.
5. All units shall have a secondary drain attached to a metal drain pan beneath the coils of the furnace. Secondary drain shall terminate to a visible location over a window or door without obscured glass
6. Walk the exterior of the house to determine if future condenser unit has required minimum side yard drainage as per local ordinance. All side yards to maintain a minimum of 3-foot side yard drainage easement (*no* build easement) if not approved with lessor dimension
7. Make sure all rooms have enough return and supply duct work and installed per approved plans
8. Any duct extending from first floor thru the second floor into the attic must be sealed properly at each plate line to seal off any voids
9. Bath and Utility exhaust fans are to be ducted to outside
10. Freon lines shall be a minimum of 1.5 inches from roof deck to prevent damage to lines
11. Maximum attic walkway from access opening is 20 feet.
12. Minimum attic height above any attic stairway opening shall be 30 inches to closest obstruction. If attic stairway is installed it must be rated a minimum of 300 pounds and be properly installed
13. All parts of the attic where HVAC or electrical is located must be accessible

#### **8. Electrical Rough in Inspection**

1. Permit packet to be on job at time of inspection
2. Walk exterior of house first to inspect for receptacles in metal boxes and Romex ground wire clipped to metal box with green G clip
3. Romex feeding any electrical conductor through masonry must be sleeved with plastic pipe or flexible conduit
4. Make sure the ground wire is installed for future grounding to driven ground rod and U-fer ground wire within the framed wall of the garage to connect to U-fer rod at trim
5. Service entrance conduit nipple is to be stubbed out the exterior wall and attached to the interior electrical panel box. Plastic or rigid metallic piping is allowed for sleeve for service entrance conductors to enter panel
6. If metallic pipe is used for the sleeve that pipe hub must have a bonding bushing attached through the hub into the rigid nipple and then connected to the ground bar inside the panel.
7. Start inspection in garage at electrical panel
8. Make sure all neutral and ground wires are terminated in the appropriate neutral and ground bars and spaced evenly across the bars
9. Make sure the ground wire is attached to the concrete encased electrode in the stud wall adjacent to the electrical service in an accessible box and cover.
10. Protect all conductors with a nail guard or other means as they leave the panel and extend up through the top plate to run the various rooms
11. Before leaving the garage make sure there is at least one receptacle
12. Receptacles within the structure are to be spaced no further than six feet along any usable wall for a total of twelve feet between receptacles.

13. In all sleeping rooms, and hallways leading to sleeping rooms, media room and at head of the stairs if two stories and one on the first floor a smoke detector is required as well as carbon monoxide detectors as outlined in the NEC. These can be combo units
14. All lighting in the ceiling and walls are to be boxed. The only exception is under counter lights in the kitchen that may not be boxed
15. Check all Romex for cuts in the insulation and that each run is strapped within 12 inches of every receptacle box

## 9. Framing Inspection

1. Building Permit packet onsite at time of inspection
2. Review plans before frame inspection
3. *All bottom and top plates are required to be a minimum 2 x 6 as well as adjacent studs within the plumbing cavity of 2 inch or larger pipes. After leaving that cavity around the plumbing the remainder of the walls can be furred out so wall is in alignment*
4. Walk the exterior of the house to check the following:
  - Sheathing lapped 1.5 inch minimum or taped to seal joints if Structural Sheathing installed. If Zip Board Installed all joints tapped after sheathing is inspected
  - Check for holes or damaged sheathing that need to be sealed or repaired
  - Make sure all windows and exterior doors and roof is installed to prevent moisture in house
  - 6 mil. Poly lap at foundation behind sheathing at brick ledge to prevent water from running under brick into house interior or other approved methods
  - All sheathing is nailed properly
  - All exterior corners are poly wrapped behind sheathing or tapped on the exterior if manufactures specifications allows
  - Make sure brick ties are installed and spaced minimum 18 inches by 18 inches
  - Always check plans for sheer wall locations
  - All windows installed
4. Interior frame inspection list:
  - Decide on where in the house you will begin every frame inspection I always start at the garage and always follow the following routine in every room inspected to ensure nothing is missed.
  - Check sole plate anchors. Anchor bolts are required within 12 inches of every plate joint and every 6 feet on centers.
  - All sole plates are to be treated materials along the exterior walls
  - Make sure all studs are installed in proper locations on correct center spacing
  - Make sure required wall bracing and corner bracing is installed per approved plans.
  - All ceiling joist are installed and are not over spanned for the particular wood species as outlined in the building code span table or as included in the approved plans
  - All rooms require a joist support called a **Stiff back** or **Strong back** down the center of the room which is blocked under for support at both ends of the room to a load bearing wall. The **stiff back**

or **strong back** is commonly a 2x6 installed on its edge vertical and perpendicular to the adjacent ceiling joist, and a flat 2x4 nailed directly to the ceiling joist and 2x6 standing on edge. This prevents the ceiling joist from racking or twisting.

- In addition to the stiff back or strong back where the ceiling joist are installed and not nailed directly to an adjoining frame member a **Rat Run** which is a flat 2x4 installed directly on top of the ceiling joist not directly nailed to another joist. This to prevent racking and twisting of the joist toward the ends of the joist span.
- Next step inspect the roof support structure to make sure all hips and valleys are supported mid span and braced only to a load bearing wall or beam.
- If a hip or valley is spliced that splice must be cut on an angle or what's called a **Dove Tail**. This splice must be supported on each side of the splice with plywood called a gusset plate.
- The spliced hip or valley must be supported under the splice to a load bearing wall or beam
- No roof support member can be braced to a single ceiling joist. Only if the ceiling joist is doubled this creates a beam. The beam then must be supported by two studs down to the sole plate.
- Anytime a beam or lam beam is installed the beam must be supported down to the bottom sole plate with the same number of studs equal to the width of the beam. i.e. two-member beams = two studs, three-member beams = three studs for support
- Purling supports are required when the roof rafters are over spanned according to code span tables. Purling are supported by **Struts** braces on an angle no greater than 45 degrees and braced to load bearing walls or beams
- Purling are required to be one size larger member than the rafter it supports
- Struts are required to be installed 4 feet on center along the purling span
- Last inspection of the roof support system is the collar ties installed adjacent to the roof ridge at the peak of the roof area. Collar ties are spaced every four feet from rafter to rafter below the adjacent roof ridge
- Finally roof ridge is the member the rafters connect to at the peak of the roof. The ridge is required to be one size larger than the adjacent rafter, i.e. 2x6 rafter = 2x8 ridge etc.
- At no time are finger joint studs allowed to be used for roof supports for hips, valleys or struts
- Fire place draft stops are required at the plate line above all fireplaces. If two stories then on draft stop is required on the first floor and one on the second floor. All draft stops are to be poly sealed to prevent cold air from entering the wall cavity and making the adjacent room not energy efficient
- Review the plans for the sheer wall locations and make sure the walls are installed and nailed properly according to the material used. Staples are to be installed parallel to the grain of the wood not perpendicular
- All attic stairways are to be rated a minimum of 300 lb. capacity and be installed in direction to access the attic platform
- Review approved plans for sheer wall locations and metal hold downs bolted to the slab as indicated on the approved plans

## **10. Electrical Meter Release Inspection**

1. Walk exterior of house making sure the meter base is installed, Oncor service ran and connected to power company's lugs inside meter base, private service entrance conductor attached to lugs and installed into electrical panel
2. Two forms of grounding are required 1.) Concrete encased electrode box is open for inspection and ground wire is attached under lug. 2.) Copper clad ground rod is installed outside beneath meter base and ground wire attached under grounding lug. Rod must be visible at least 1 inch above grade level
3. Walk around house to inspect that all outdoor receptacles are installed and in a weatherproof box cover.
4. Make sure all light fixtures are installed or if not blanked off until set for electrical final
5. Inspect every room inside the house for receptacles and switches installed and lights installed or blank covers over the box
6. Inspect to make sure all sleeping rooms smoke detectors and carbon monoxide detectors are installed in sleeping rooms, halls leading to sleeping rooms and media room. If two story house one is required above the head of the stairs on the second floor
7. Lower attic access ladder and inspect attic for light switch, receptacle and that furnace fan circuit is connected, and proper Romex connectors are installed to protect the Romex insulation
8. Make sure if a center island is included in the floor plan and at least one receptacle is installed on the island
9. Panel covers shall be left on for this inspection as a safety measure
10. Once you have determined all is installed correctly then release to the appropriate utility company to set the meter

## **11. Gas Meter Release Inspection**

1. Find gas riser and read the pressure gauge to determine if the lines are holding pressure. If a 5 PSI gauge is installed we require 3-5 lb. PSI pressure, if a 15lb PSI gauge is installed we require a 10 lb. PSI test
2. Make sure all gas lines are run to each gas appliance, cook top, fireplaces, attic furnace and water heater or fire pit.
3. All gas lines serving a gas appliance is required to have a cutoff at each appliance. Make sure the gas stop is open at time of your inspection to test all black pipe in the system
4. If all the above is installed correctly then release the meter to be set at the house.

## **12. Mechanical Final Inspection**

1. Inspect the outside A/C condenser to see the unit is connected to the Freon lines, electrical conductor
2. Make sure the Freon caps installed are locking or magnetic to prevent removal by unauthorized people
3. Inspect every room and see that all grills are installed
4. Bathroom and utility exhaust fans installed, and trim attached

5. Inspect the attic to see the furnace has the main condensate drain attached to the unit and ran to an active plumbing trap. Make sure a p-trap is installed before the vent tee and that the trap is insulated from freezing
6. Make sure the secondary drain pan is installed under the furnace coil and that the drain pan is piped to the outside above a window or door. Should water be seen coming from the secondary drain then the main drain is stopped up beneath the coil.
7. Furnace vent is to be ran to the outside and at least 1 inch away from any combustible materials
8. Thermostat must be installed
9. All A/C disconnects must be in site of the A/C condenser
10. All Freon lines serving the A/C condenser must be covered with a UV protective paint or approved UV rated sleeve materials.

### **13. Plumbing Final Inspection**

1. Walk the exterior of the house to see that all cleanout caps are installed in the exterior wall
2. Make sure all roof top furnace vent and water heater vent caps are in place
3. Inspect at the front two-way cleanout the caps cap hubs are glued in place and caps installed
4. Water line cutoff valve is required and located in the front adjacent to where the water line enters the house. The valve box must be clean and the ball valve accessible
5. All interior plumbing fixtures are to be tested for leaks and see if hot water comes to the fixture where hot water is required
6. All toilets, lavatory, kitchen sinks water heaters tank less water heaters are to be installed and operational
7. Check beneath each fixture for leaks and make sure the lines are properly connected
8. Inspect for gas cut off valves at all gas appliance, fire places etc.
9. Make sure water hammer devices are installed at every ice maker, refrigerator and clothes washer

### **14. Electrical Final Inspection**

1. Inspect exterior of the house to see all outdoor wall receptacles are installed and cover still attached and light fixtures in place
2. Make sure the ground rod is still visible at the meter base and ground wire is attached to lug
3. All light fixtures are to be installed a final inspection, no blanked off boxes are allowed
4. All smoke detectors and carbon dioxide detectors installed in the appropriate rooms and halls
5. Make sure all breakers are installed in the panel and each breaker is labeled in ink
6. Make sure ARC fault breakers are installed for all receptacles for bedrooms
7. Test all GFCI receptacles to make sure they trip and reset properly
8. All garage, outside and any receptacles adjacent to sinks or lavatory. are GFCI protected
9. Incandescent fixtures in closets are not allowed within 12 inches above the closet shelf or plane of the shelf. Florissant fixtures are allowed within 6 inches of closet shelf or plane of the shelf

10. Make sure the approved energy label is affixed to the electrical panel cover to ensure the home meets the Energy Code

#### **15. Building Final Inspection**

1. Pick up final letters from the permit packet for Termite Certification, Final Survey drawing, Energy Compliance Inspection, Eng. Pre Pour letter of inspection of slab foundation, and Notarized Letter on Fire Escape ladder placement at time of Bldg. Final
2. Address posted both front and rear of house
3. Brick expansion joints caulked
4. No cracks in drive or sidewalks
5. Roof PVC vent stacks painted
6. Required trees planted in front yard
7. Sod planted in front yard
8. Tempered glass labels on all glass windows subject to impact at tubs, sliding doors, study French doors and side lights windows within 24 inches of an exterior door
9. Yard is clean of all trash and construction debris and any adjacent lot clean of construction debris
10. An Escape Ladder is required and to be in each bedroom adjacent to the second means of egress window

#### **16. Flatwork Inspection, (driveway, sidewalk and patio's)**

1. All sidewalks and driveways require 2 inches sand cushion
2. Minimum rebar is 3/8 inch 18 inches on centers supported by plastic chairs
3. Drive approach radius shall be 5-foot radius
4. Drive shall be doweled to the garage apron, street and alley
5. If 6-inch curbs are installed within the subdivision two bars of 3/8 rebar is required within the curb, stacked one on top of the other, but not doweled into the existing curb line
6. Redwood expansion joint is required at the property line and be the full depth of the proposed pour
7. Additional expansion joint shall be installed against all existing concrete
8. Dowels shall be 1/2-inch slick dowels and not be tied to adjacent rebar within Right of Way
9. Before approving any flatwork, it must be clear of trash, supported on plastic chairs and no ponding water or mud and be ready to pour
10. All streets and alleys at time of inspection is to be free of mud or dirt
11. All vacant lots adjacent to the building is to be free of all debris

Revised 7-2-2020





**SAFEbuilt**  
**Residential Building Inspection Guidelines**

[permits@paynespringstx.com](mailto:permits@paynespringstx.com)

The City of Payne Springs is going through a new program that will ensure of everyone's safety and well-being on remodels and new construction, be it residential or commercial builds. By signing the following form I have acknowledged I have received **SAFEbuilt Residential Building Inspection Guidelines** and understand that if there are any delays in my remodel or construction I will refer to the contents in the **SAFEbuilt Residential Building Inspection Guidelines**.

I, \_\_\_\_\_, have received this packet on \_\_\_\_\_, 20\_\_\_\_ and understand the information required of me to successfully further my construction at;

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

If there are any delays in my progress at above address, I will refer to contents in the **SAFEbuilt Residential Building Inspection Guidelines** and understand this is the reasoning of my delays.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By Signature (City of Payne Springs)

\_\_\_\_\_  
Date