

Residential Construction Information Packet



CITY OF DECATUR, TEXAS

General Information and Guidelines

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ADOPTED CODES: **Formal implementation of the following Codes will be July 1, 2021.**

The City of Decatur is currently under the following Codes:

- **2017 Edition of the National Electric Code (NFPA), with local amendments**
- **2018 International Building Code (IBC), with local amendments**
- **2018 International Existing Building Code (IEBC), with local amendments**
- **2018 International Plumbing Code (IPC), with local amendments**
- **2018 International Mechanical Code (IMC), with local amendments**
- **2018 International Energy Conservation Code (IECC), with local amendments**
- **2018 International Fuel Gas Code (IFGC), with local amendments**
- **2018 International Fire Code (IFC), with local amendments**
- **2018 International Residential Code (IRC), with local amendments (For One- and Two Family Dwellings)**
- **2018 International Swimming Pool and Spa Code (ISPSC), with local amendments**

NCTCOG Amendments apply to all adopted codes

Residential Construction Information Packet

***For any noted fees, please reference the current Fee Schedule*

GENERAL INSPECTION INFORMATION

1. **Working Hours** – Allowable working hours are sun up to sun down Monday thru Saturday. No construction equipment or machinery is to be operated before or after standard daylight hours.
2. **Portable Toilets** – Construction worker toilet facilities of non-sewer type shall conform to ANSI Z4.3 and be located on the lot.
3. **Posting of Address** – Building addresses must be posted at a location that is conspicuous from the street on each lot at all times.
4. **Maintenance of the Construction Site** – Construction or work for which a permit is required shall be subject to inspection, and such work shall remain accessible and exposed for such purposes until approved. Before any inspection is approved, an address shall be posted and must be visible from the street; the permit shall be posted including all approved plans; and all rights-of way, streets, and alleys shall be clean and clear of mud, sand, concrete, and building materials. All trash, construction debris, and construction material on site shall be contained in a minimum size 8'X8'X4' with no more than a 2" gap and placed one per lot. Effective erosion control must be in place at all times and must be in compliance with all federal, state and local laws and ordinances.
5. **After-Hours Inspection Request** – After-hours inspection requests must be submitted to the office the day of the desired inspection and prior to 12:00 pm (noon) and must be approved by the Chief Building Official (**prior approval is needed to assure that an inspector will be available and that the request is warranted**). **An additional fee is required upon approval and must be paid in advance.**
6. **Location of Permit Packets and Inspection Tickets** – In order to allow for uniformity and the most efficient use of time, permit packets should be on the construction site at the location specified below. Inspection tickets will be placed inside the permit packet by the Inspector once the inspection is completed. The city-approved building plans must be available on the job site when all inspections are conducted.
 - a. T-Pole/Plumbing Rough & Foundation – The permit packet should be located at the address side on the front portion of the lot conspicuous from the street.
 - b. 2nds to Building Final – The permit packet should be taped to the inside of the window closest to the front door that is facing the street.
 - c. Approach / Sidewalk – The permit packet must be located in the approach area.
7. **Office hours for inspectors are from 8:00 a.m. to 9:00 a.m. and 1:00 p.m. to 2:00 p.m. each day.** *Technical questions and questions regarding inspection items or corrections must be directed to the inspectors or Building Official during the above listed office hours. If you are unable to resolve an issue with your inspector, you may contact the Building Official or the Planning Director.*
For general questions and for permit information, you may call the office at (940) 393-0250.
8. All inspections must be requested by contacting the Inspection line at 940-393-0259. Requests for inspections made by **3:30 P.M.** will be conducted between 9:00 a.m. and 4:00 p.m. the next business day. Any requests for times outside of normal inspection hours will be made with and approved by the Building Official.
9. **Temporary Power** – Because of serious safety considerations, citations will be issued to the job superintendent, electrician, and/or an officer of the general contractor or electrical contractor if temporary power is tied directly into the permanent breaker box. Electricians are permitted to

test house circuits provided that a licensed electrician is on site at all times while power is connected to the house. Any temporary wiring that does not meet these conditions may be cause for confiscation of wire and disconnect of power. If power is disconnected, a permit must be obtained and an inspection must be approved to release power.

10. **Re-inspection Fees** – A re-inspection fee will be assessed and no inspection performed when any of the following conditions apply:
- a. Inspection called for is not ready (this could include a first-time inspection where a history has developed for deficient items on a continual or repeated basis).
 - b. The temporary electrical pole does not have the address posted.
 - c. No building address posted as specified in #3 above.
 - d. City-approved plans are not on the job site.
 - e. Trash on the lot.
 - f. House is locked, or work to be inspected is not accessible.
 - g. An inspection is disapproved twice for the same item.
 - h. The water or sewer tap is not connected when the plumbing rough is inspected.
 - i. No form board survey is on the job when a plumbing rough inspection is requested.
 - j. A safety fence is not installed around sewer tap excavations that are four feet deep or more.
 - k. The water meter box is not in place or is damaged.
 - l. Previous inspection tickets have been removed from the packet.
 - m. Construction materials are located within the right-of-way. (See item #4 above.)
 - n. Panel cover is not removed for utility final inspection or is off at the building final.
 - o. Any deviation from the original approved plans that requires a permit and does not have approval.
 - p. Portable toilet installed as specified in #2 above.
 - q. Erosion control is not in place.

Re-inspection fees: All re-inspection fees must be paid prior to the request of any further inspections.

If a re-inspection fee is due on a project and has not yet been paid, the inspection will be cancelled.

11. **Re-submittal** – Any changes in the approved plans are required to be resubmitted and approved before an inspection is scheduled. (Please refer to the current fee schedule for the required re-submittal fee.) Do not schedule an inspection if the re-submittal is not approved and available for the Inspector in the permit packet. Failure to comply will result in a re-inspection fee, and no inspection will be conducted.
12. **Engineering Letters and Other Required Documents** – Whenever an engineering letter or other document is required, the **original** letter/document must be placed inside the permit packet on the construction site. This will allow the inspector to refer to the letter/document with an engineer's seal in order to verify compliance with the requirements of the engineer.
13. **Safety Compliance** – For the purpose of providing safety on the construction site, the Occupational Safety and Health Administration (OSHA) guidelines shall be followed (see their website at www.osha.gov).
14. **Expiration** – Every permit issued shall become invalid unless the work on the site is commenced within 180 days after its issuance. In addition, every permit issued shall become invalid if work authorized on site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.

INCLEMENT WEATHER (During inclement weather, it is the responsibility of the contractor to reschedule all inspections.)

No concrete/foundation, plumbing rough or underground inspections will be made if it has been determined that it is too wet by the Building Official. Plumbing rough inspections may be conducted in wet conditions provided that an approved test is in place.

No concrete/foundation or plumbing rough inspections will be made unless the temperature is at least 38 degrees and rising. You may call (940) 393-0250 between 8:00 and 9:00 a.m. the morning of the inspection to verify if an inspection has been cancelled due to weather.

Clearing and Grading Permit

A Clearing and Grading Permit must be obtained from the Public Works Department prior to any excavation on a build location prior to a Building Permit being issued. Excavation includes removal, addition or relocation of soil in excess of 3". A permit is not required for "grassing off" of a location

Optional Form Board Permit

A Form Board permit may be obtained at the Planning and Development office to erect form boards on a location while the permit is being reviewed for approval. No work beyond installation of form boards may be completed under this permit. Any additional work will be considered work began without a permit and be subject to a double permit fee.

RESIDENTIAL INSPECTIONS REQUIRED

Each of the following inspections must be requested in the listed order. If an inspection is requested before a prior required inspection has been approved, no inspection will be conducted.

Inspections required are:

1. **Temporary Power Pole**
2. **Pier** – in lieu of scheduling this inspection, an original letter of approval prepared by the Engineer of Record for the project stating that the design is approved in accordance with the approved plans submitted to the City of Decatur will be accepted.
3. **Plumbing Rough** – 5' head water test required (must be approved prior to Foundation Inspection. The form board survey is required at this inspection).
4. **Foundation** – must have an approved Plumbing Rough.
5. **Exterior Sheathing / Windbracing** – must be approved prior to covering exterior sheathing and before scheduling Seconds Inspection.
6. **Metal Duct** – (if applicable) – Inspection must be approved before insulating ducts and before scheduling Seconds inspection.
7. **Approach / Sidewalk (Flatwork)** – can be scheduled at any time prior to Utility Final, unless a culvert is needed.
8. **Seconds** – (Framing, Electrical Rough, Plumbing Top-Out and Mechanical) – must have an approved Foundation Inspection.
9. **Insulation** – must have an approved Seconds Inspection.
10. **Gypsum Board** – must have an approved Insulation Inspection.
11. **Utility Final** – must have an approved Flatwork and Sheetrock Inspection.

12. **All Finals** – all inspections above that apply must be approved.

INSPECTION SPECIFICS

These are code requirements and/or commonly missed items. For a complete list of requirements, refer to the current Codes as adopted by the City of Decatur.

1. **TEMPORARY POWER POLE**

- a. Pole is to be braced with a minimum of two (2) braces, secure, and stable.
- b. The licensed electrician can test house circuits using the power source from the temporary power pole to prepare for Utility Final and/or all final inspections **only** and provided all circuits are disconnected prior to the licensed electrician's leaving the site.
- c. Citations will be issued to anyone energizing power from the T-pole without proper connectors on each end of the cord and if that person is not authorized to make such connections.
- d. Address must be posted on the temporary power pole.

2. **PLUMBING ROUGH**

An **original** form board survey stamped by a licensed surveyor must be located on the construction site and inside the permit packet at the time of inspection. The survey must verify that all property line setback requirements are met.

- a. ***Water Lines***

- i. One hose bib with a non-removable vacuum breaker must be installed in the water line to check the pressure on the copper.
- ii. Copper lines must be sleeved or taped; painting will be not accepted.
- iii. All hot water lines must be insulated with 3/4" insulation.
- iv. A code specified pressure test is to be provided on all water lines.

- b. ***Sanitary Sewer***

- i. Five-foot (5') head of water measured at the last stack in the house. The measurement will be taken from ground level. Stacks that are too high are subject to re-inspection fees. The water test must include the sewer yard line. A screw-type test ball must be installed at the sewer tap.
- ii. The sewer tap must be exposed two feet (2') from either side of sewer connection. Do not disturb the City provided 4" SDR clean-out. (This means that two feet (2') of the City's green lateral line adjacent to the tie-in must be exposed at the time of inspection.)
- iii. Sewer must be connected to the City's sanitary sewer system.

3. **FOUNDATION** (All foundation plans must be stamped by a structural engineer)

You must have an approved Plumbing Rough Inspection prior to scheduling a Foundation Inspection.

- a. All work must conform with the engineered plans with no additions or subtractions to the approved plans. (If changes are made, they must be re-engineered and re-submitted for City approval – a re-submittal fee will apply.)
- b. All copper must be sleeved or taped; painting will not be accepted
- c. Cable ends must be a minimum of six inches (6") below the top of the forms.

- d. Cable ends must be a minimum of six inches (6") from the corners.
- e. Cable insulation must cover the cable to within three inches (3") of the cable ends.
- f. Cables that must be re-routed to avoid plumbing fixtures must be done with long sweeping curves of the cable.
- g. Electrical conduit located in the foundation must be installed.
- h. When required, air ducts must be installed.
- i. When gas lines are approved to be installed in areas of the foundation, they must be properly sleeved.
- j. When required, original finished floor elevation surveys and engineering letters verifying required piers were installed according to the design must be on the job site at this inspection.
- k. No changes can be made to the foundation after inspection approval without a plan re-stamp and requesting another foundation inspection.
- l. Poly liner must cover all pad areas only. Poly liner is to be cut if installed in beams.
- m. A water test using City pressure or other approved test with a hose bib provided with a non-removable vacuum breaker must be maintained on the water supply lines.
- n. All tub boxes must be installed.
- o. Sewer and water lines must run at 90-degree angles to grade beams.
- p. Water heater temperature and pressure relief lines cannot be composed of PVC material and cannot be installed in the foundation.
- q. A concrete encased grounding electrode and conductor must be installed.

4. EXTERIOR SHEATHING

Sheathing must be attached per Code, and electrical, plumbing and mechanical located in exterior wall must be installed. This inspection is to be performed before an application is to be applied over the sheathing (before the exterior house wrap material is installed).

5. METAL DUCT

If applicable, metal ducts shall be screwed, taped, and inspected before insulating.

6. SECONDS (You must have an approved Foundation Inspection prior to scheduling a Seconds' Inspection.)

a. ***Plumbing Top-Out***

i. Water

- a. All copper lines must be braced.
- b. All water lines in unheated areas must be insulated with a minimum of ¾" pipe insulation.
- c. Hot water lines (100-180 degrees F) requires ¾" insulation in unconditioned space.
- d. Frost-proof hose bibbs with integral vacuum breakers must be installed.
- e. The City's water pressure or other approved means must be applied to potable water pipes.

ii. Drain Lines

A top-out water test is required for all plumbing, drain piping and pressure test. All drain piping must be water tested with a 5 foot head pressure at the Seconds inspection, test ball must be installed in front building C/O, and the entire drain system is required to be tested.

iii. **Gas Lines** – **Diaphragm type gauges are required, gauge scale must be appropriate for test pressure required for piping installed.**

- a. **Black Pipe Gas Lines:** There must be an approved test installed, and the test must be located outside of the house at the utility meter connection. Except for immediate termination at the utility meter connection, gas lines located between exterior veneer and outside sheathing must be factory mill wrapped.
- b. **CSST Gas Lines: All CSST piping must be installed in accordance to manufacturer requirements.** Approved tests must be installed. When medium pressure is provided by the utility provider, the test from the utility gas meter connection to the regulator must be installed on the outside of the house at the utility gas meter connection (to test the medium pressure side), and from the regulator, another test must be located at the fireplace (to test the low pressure side). If the CSST gas piping system is installed with all low pressure provided by the utility provider, the test must be installed on the outside of the house at the utility gas meter connection. **You must verify with the utility provider for information pertaining to the pressures supplied.**

b. **Electrical Rough**

- i. Service entrance conductors cannot exceed 3' from the meter connection to the first means of disconnect.
- ii. Type AC cable (BX) is not allowed within the City.
- iii. Aluminum or copper-clad conductors are permitted only on #2 or larger.

c. **Mechanical Rough**

- i. If applicable, metal ducts shall be insulated (metal ducts shall be properly sealed and inspected prior to installing duct insulation).
- ii. Air conditioning (AC) duct insulation must meet the requirements of the Energy Compliance Statement.
- iii. Service platforms and walkways must meet minimum code required measurements.
- iv. All AC lines (fluid temp. range 40-55 degrees F) must have $\frac{3}{4}$ " insulation.
- v. Duct testing and blower door testing completed by an approved third party tester shall be submitted prior to final inspection.
- vi. All exhaust fan ducts must extend to the outside to an approved location.
- vii. Where a water closet is separated from the shower area by a door, an exhaust fan is required in both the water closet area and the main bath area if there is not an operational window.
- viii. Dryer vent connections must be taped and not screwed.

d. **Framing**

- i. Exterior bottom plates must be secured to the foundation by L-bolts (washers and nuts must be tight) or other approved ICC methods.
- ii. Joists over four feet (4') in length must be pressure blocked on one side only with nails driven from the joist into the pressure block – or a joist hanger must be used.
- iii. All lumber must be grade-stamped. Unstamped lumber is unacceptable as a structural framing member.
- iv. Where air handling units and water heaters are supported by ceiling joists, those joists will be calculated as floor joists. Where air handling units and water heaters are supported by rafters, those rafters will be calculated as rafters supporting a drywall ceiling.
- v. Stairway treads are to be at least six inches (6") at the inside of each winder. Twelve inches out from the inside winder, a full run equal to the step run of the straight stairs is required. All narrow sides of winding stairs must be on the same side.
- vi. A structural engineer's design is required when wood members are used to permanently support masonry. Gables that cantilever in excess of six feet (6') over a roofline also require a structural engineer's design. Equipment such as water heaters, HVAC equipment, etc. must be approved by a structural engineer when supported on a truss system.
- vii. Masonry fireplaces must be completed to a point one foot (1') above the damper.
- viii. All penetrations in top plates must be sealed. Small penetrations may be poly-sealed.
- ix. Caulk or seal top and bottom plates, brick opening, and windows, etc.
- x. Seal all floor/ceiling penetrations (e.g., tub trap openings at second floor).
- xi. Covered porches and patios must be inspected to verify proper structural framing prior to installing fascia material.
- xii. All brick wall ties must be installed.
- xiii. Check all fenestration for labeling of SHGC/NFRC, and labeling must remain intact for the inspection. All fenestration must be NFRC (National Fenestration Council) - certified.
- xiv. All recessed lighting must be rated airtight and labeled ASTM E 283.
- xv. A system must be in place to ensure a one-inch air space between all ceiling/roof assemblies.
- xvi. Use the span header chart in the current IRC as adopted by the City for ceiling joists used to support the roof load.

7. INSULATION You must have an approved Seconds/Framing Inspection prior to scheduling an Insulation Inspection.

- a. All penetrations in top and bottom plate and penetrations in the exterior weather barrier must be sealed to prevent any unwanted transfer of air.
- b. Insulation R-values must be equal to or greater than the R-values indicated on the approved plans and must fit properly with no voids or missing pieces.
- c. Insulation at roof/ceiling assemblies requires one-inch cross ventilation.
- d. Insulation must be installed under all walkways and floored areas.

8. GYP SUM BOARD (You must have an approved Insulation Inspection prior to scheduling a Gypsum Board Inspection and prior to Tape & Bed Inspection.)
 - a. 5/8" type-X fire rock must be installed underneath stairs and garage ceilings adjacent to living areas.
 - b. All green rock or other approved material must be installed in wet or damp areas.
 - c. All lighting outlets, switches, and plugs must be sealed airtight.
 - d. All plumbing and mechanical penetrations must be sealed airtight.
 - e. Nail patterns must match Code requirements.
 - f. All gaps in sheetrock must be of a size Code allows.
 - g. All firecaulk, fire resistive construction, etc. in place.

9. APPROACH / SIDEWALK
See Engineering guidelines in the City's Design Standards

10. UTILITY FINAL (You must have an approved Approach, Sidewalk and Sheetrock Inspection prior to scheduling a Utility Inspection.)
 - a. All electrical devices, fixtures, outlets, etc. must be installed/connected. In the event of special order devices all wires must be capped and covered.
 - b. The cover must be off of the breaker box.
 - c. The meter base must be bonded to the main panel box.
 - d. **Diaphragm type gauges are required; gauge scale must be appropriate for test pressure required for piping installed.**
 - i. **Black Pipe Gas Lines:** There must be an approved test installed, and the test must be located outside of the house at the utility meter connection.
 - ii. **CSST Gas Lines: All CSST piping must be installed in accordance to manufacturer requirements.** Approved tests must be installed. When medium pressure is provided by the utility provider, the test from the utility gas meter connection to the regulator must be installed on the outside of the house at the utility gas meter connection (to test the medium pressure side), and from the regulator, another test must be located at the fireplace (to test the low pressure side). If the CSST gas piping system is installed with all low pressure provided by the utility provider, the test must be installed on the outside of the house at the utility gas meter connection. **You must verify with the utility provider for information pertaining to the pressures supplied.**
 - e. Gas stops at each appliance must be properly secured.
 - f. All gas lines must be connected. Gas stops and caps must be installed on any gas line for future use.
 - g. All light fixtures located within thirty-six inches (36") horizontally and within eight feet (8') vertically of the lip of a bathtub or shower must be waterproof.
 - h. All masonry must be complete before requesting a Utility Final, structure securable / lockable.
 - i. The required whirlpool access panel must be removed for inspection and readily accessible after installation.

11. BUILDING FINAL (All Finals) (You must have a Utility Final Inspection and utility meters must be installed prior to scheduling an all Final Inspections.)

- a. **General**
 - i. Electrical and gas meters must be installed
 - ii. All work is to be complete. No contractors should be on the site working at the time of the inspection.
 - iii. If an Energy Star home option is chosen, an address-specific certificate must be inside packet at the All Finals Inspection.

- b. **Plumbing**
 - i. Any drain or water line that is installed for future use or expansion must have permanent caps.
 - ii. Sewer clean-outs must be cut to grade and installed with an approved threaded cap.
 - iii. Sewer clean-out at property line must have an approved two bolt cast iron cover.
 - iv. Roof top PVC vents must be painted.

- c. **Electrical**

Panel is to be permanent and specifically labeled and electrical is to be complete.

- d. **Mechanical**
 - i. Where a water closet is separated from the shower area by a door, an exhaust fan is required in both the water closet area and the main bath area.
 - ii. Thermostatic controls shall be programable. The minimum temperature range shall be 55-85 degrees F.
 - iii. All air conditioning and heating equipment must reflect the correct size and rating per the approved plans.

- e. **Building**
 - i. A solid core door must be installed between the garage and living area.
 - ii. Weather-stripping must be installed on all doors, windows, and attic access.
 - iii. Attic access door, hatch, or pull-down stair must be insulated.
 - iv. Attic insulation must have correct R-value (blown insulation requires a certification label by the installer and depth markers every 300 square feet). These labels must face the attic access.
 - v. Yard must be clear of debris and final grade completed including sod and trees planted (2.5" caliper minimum.)
 - vi. A permanent address must be installed and visible from the street and alley. The address numbers must be a minimum of four inches (4") in height and contrasting.
 - vii. All construction debris must be removed and disposed of or relocated to an approved site.
 - viii. Street, alley, and all flatwork must be clean and clear of mud and debris.

CONTACTS AND ADDITIONAL INFORMATION

These requirements are only a general list of building, electrical, plumbing and mechanical Code regulations and/or commonly missed items. To view current Ordinances and Amendments adopted by the City of Decatur, refer to the city's website at www.decaturtx.org

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