



## RESIDENTIAL BUILDING PERMIT GUIDELINE

To help expedite the plan review and permit approval process the following general guideline is provided. Please feel free to contact the Building Inspection Division at (512) 401-5100 for specific questions.

All plans & documents must be submitted in PDF format and uploaded online at:  
[www.mygovernmentonline.org](http://www.mygovernmentonline.org).

Check your plans; be certain that your submittal includes the following information:

- ✓ Submit your application online
- ✓ Complete and Accurate Address
- ✓ Provide zoning designation
- ✓ Plot plan of the lot (this can be obtained at the Williamson County Clerk's Office)
  - Must indicate the location of the building on the lot with set back dimensions, all easements affecting the lot, proposed parking and drainage details.
- ✓ Site Plan & Details (to include tree surveys & landscape plan)
- ✓ ResCheck or Alternative Energy Form (Energy Conservation Code)
- ✓ Architectural Plans that include the following:
  - Foundation Plan & Details
  - Floor Plan & Details
  - Wall Construction Plan or Cross Section & Details
  - Fire Rated Eave Detail if Eaves encroach into 5' side building setback line
  - Roof Plan & Details or Truss Specifications
  - Other Pertinent Structural Details
  - Elevations, including % of primary materials (masonry,) existing and proposed
  - Electrical Plan & Details
  - Plumbing Plan & Details
  - Mechanical Plan & Details
  - Masonry Calculations

Depending upon the project additional data may be required (i.e., details, computations, stress diagrams, soil analysis, handicap requirements, engineer/architect/surveyor seals, electrical riser/diagrams/calculations/analysis, flood zone, etc.)

### **Types of Buildings That Require a Professional Engineer's Stamp:**

- Buildings over 5,000 sq ft. or with clear span greater than 24 feet.
- Other than standard construction

## **RESIDENTIAL – ELECTRICAL SUBMITTAL OUTLINE**

The following minimum requirements shall be included in the documents when submitted to the City of Cedar Park for Plan Review:

- Electrical Service Load Analysis per National Electrical Code.
- Plans shall clearly indicate the location of all Electrical Distribution Equipment.
- Power, Lighting, and Equipment Layout.
- Locate GFCI receptacles.
- Electrical Notes on plans to substantiate items.
- Locate smoke detectors.
- All documentation shall be submitted as an integral part of the plans. All additional and revised documentation shall be submitted as an integral part of the plans and must also show Engineer's stamp, must be submitted on the same size and type of material as the original plans.

## **RESIDENTIAL – PLUMBING SUBMITTAL OUTLINE**

The following minimum requirements shall be included in the documentation when submitted to the City of Cedar Park.

- Show Plumbing Layout
- Water Meter Size and Water Service Line Size
- Water Heater Size and Type (gas/electric)
- Type of materials to be used

## **RESIDENTIAL – MECHANICAL SUBMITTAL OUTLINE**

The following minimum requirements shall be included in the documentation when submitted to the City of Cedar Park.

- HVAC Locations
- Indicate Gas or Electric
- Type and Size of Unit
- System Distribution

### **City Ordinance Links:**

- [Building Regulations](#)
- [Chapter 11 Zoning, Article 11.03, Division 3 – Standards for New Residential](#)
- [Electric Code Ordinance](#)
- [Tree & Landscape Requirements](#)
- [Building Related Fees](#)

## **ATTENTION: CONTRACTORS AND PROPERTY OWNERS**

Approval of permits by the City of Cedar Park 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:

**City of Cedar Park – (512) 401-5100**

- City's website: [www.cedarparktexas.gov](http://www.cedarparktexas.gov)
- [Development Services](#)
  - [Building Inspection Division](#)
  - [Planning Division](#)
- [Parks Department - Protected Tree Info](#)
- [Public Works Department \(Flood Zone & Drainage Questions\)](#)
- [Utility Billing Department \(Water / Waste Water Fees\)](#)

**Williamson County Health District - (512) 930-3330**

- [Private Sewage Facility \(septic tanks\)](#)

**U.S. Department of Energy**

- [REScheck Form/Information](#)

**Federal Emergency Management Agency (FEMA) – (800) 621-3362**

- [Flood Plain Information \(elevation certificates\)](#)

**Texas Commission on Environmental Quality (TCEQ) – (512) 239-1000**

- [Environmental Issues \(Air & Water\)](#)

**U.S. Fish & Wildlife Services – (512) 490-0057**

- [Habitat/Endangered Species](#)
- Caves



# CEDAR PARK

## INSPECTION PERMIT GUIDELINE

**\*\*4:00 P.M. is the cut off time for that day's schedule\*\***

**INSPECTIONS ARE NOT GUARANTEED TO BE DONE  
SAME DAY AND MAY ROLL TO THE NEXT BUSINESS DAY.**

**For your convenience this general guide has been provided. Please call the Building Inspections Department at (512)401-5100 with any questions pertaining to inspection procedures or scheduling.**

**1. RESIDENTIAL - Building Layout - BUILDER (This inspection triggers a Plumb Rough inspection)**

**COMMERCIAL - Building Layout - BUILDER (Must be called in prior to or along with the Plumbing Rough)**

- ✓ String lines may be substituted on large lots where setbacks are clearly maintained. This must be approved prior to inspection.
- ✓ A trash receptacle
- ✓ Port-o-can must be provided, to services area of no more than four houses
- ✓ Address must be visible from the street.
- ✓ Make sure trees are adequately protected.
- ✓ A form survey should be provided unless otherwise specified.

**2. RESIDENTIAL - Plumbing Rough - BUILDER (Inspected at time of Layout)**

**COMMERCIAL - Plumbing Rough - PLUMBER**

- ✓ Plumbing rough in place, properly pitched, uncovered, with 10-foot head of water for test.

**3. RESIDENTIAL - Foundation and Plumbing Copper - BUILDER (This inspection triggers a Plumbing Copper inspection)**

**COMMERCIAL - Foundation and Plumbing Copper - BUILDER /PLUMBER**

- ✓ Forms all set, reinforcement all in place, beams clean and sized per plan, copper waterlines in place and protected.
- ✓ Everything in place but the concrete.
- ✓ Ground electrode in place.

**4. RESIDENTIAL - Electric/Mechanical Rough and Plumbing Top Out - BUILDER (see Framing)**

**COMMERCIAL - Electric/Mechanical Rough and Plumbing Top Out – ELECTRICIAN, MECHANICAL, & PLUMBER**

- ✓ Gas, water, DWV tests on.
- ✓ All phases protected, supported, and secured properly.
- ✓ Everything completed and ready to be covered up.

**5. RESIDENTIAL - Framing - BUILDER (this inspection triggers Electrical/Mechanical Roughs & Plumbing Top Out)**

- ✓ Must have insulation inspection approval prior to cover up.
- ✓ Drywall inspection not required.

**COMMERCIAL – Framing**

- ✓ To be scheduled by building contractor AFTER the Electrical/Mechanical Roughs and the Plumbing Top Out are approved (only applies to commercial).
- ✓ If called prior to approval, a \$25.00 reinspection fee will be assessed and the Framing will be in non-compliance.
- ✓ Must have insulation inspection approval prior to cover up.

**FIRE MARSHAL INSPECTION (contact directly to schedule inspections (512) 401-5200)**

- ✓ Drywall inspection not required except for rated firewalls which must be inspected by the Fire Marshal's Office.
- ✓ After all trades rough inspections have passed and prior to insulation or sheetrock, the Fire Marshal's Office must be contacted to complete a top-plate inspection to ensure that all penetrations have been sealed with an approved fire stop sealant conforming to UL 1479. This inspection applies to combustible construction.

**6. RESIDENTIAL/COMMERCIAL – Gas Pressure – PLUMBER**

- ✓ Gas test must hold 20 PSI per City Ordinance.
- ✓ This inspection is what it needed in order to have a gas meter release from the City.

**7. RESIDENTIAL/COMMERCIAL - Temporary Construction Power – ELECTRICIAN**

- ✓ Can be scheduled anytime after permit is obtained by the Electrician.

**8. RESIDENTIAL/COMMERCIAL - Water/Sewer and Electric Yard Lines - PLUMBER & ELECTRICIAN**

- ✓ Can be scheduled anytime after the permits are obtained.
- ✓ Maintain proper burial depth.
- ✓ Properly bed and test.
- ✓ Maintain pitch for sewer & provide 10' head test.

**9. RESIDENTIAL - Permanent Power - ELECTRICIAN**

- ✓ Supplies temporary power to structure for final inspection of all systems.
- ✓ Structure must be made safe.
- ✓ When approved, the City will release to PEC.

**COMMERCIAL – Permanent Power – ELECTRICIAN**

- ✓ Supplies temporary power to structure for final inspection of all systems.
- ✓ This inspection must be scheduled prior to electrical final.
- ✓ When approved, the City will release to PEC.

**10. COMMERCIAL Electrical, Mechanical, Plumbing Finals - ELECTRICIAN, MECHANICAL, PLUMBER**

- ✓ When complete, tested, and each phase is ready for occupancy.
- ✓ All other phases have been approved.
- ✓ All is complete and ready to be occupied, including exterior landscaping. This should be done prior to final inspection to avoid any conflicts.

**11. RESIDENTIAL – Building Final – (this triggers Electrical, Mechanical, Plumbing Finals)**

- ✓ All is complete and ready to be occupied, including exterior landscaping.
- ✓ A Building Final for Single Family Residential acts as the Certificate of Occupancy.
- ✓ All re-inspection fees should be paid prior to scheduling this inspection.
- ✓ **A penalty of \$100.00 a day will be assessed for a house that is occupied prior to receiving an approved building final (Certificate of Occupancy).**

**12. COMMERCIAL – Building Final – GENERAL CONTRACTOR**

- ✓ All sub-contractors must obtain approved finals prior to this inspection.
- ✓ Schedule this inspection prior to fire final.
- ✓ Submit all required documents : Backflow test reports, landscape concurrence letter, civil as-builts both in Mylar and CAD format, structural as-builts on CD format
- ✓ Submit approved elevator inspection from TDLR if required
- ✓ Approval from all departments will be required prior to issuance of CO or Certificate of Completion (refer to CO memo for details).
- ✓ Requests to occupy, but not to operate, prior to full CO must be submitted and approved through the Fire Marshal's Office 512-401-5200.

**\*\* RE-INSPECTION FEES \*\***

- **ANY** failed inspection will result in a \$25.00 re-inspection fee charge.
- Re-inspection fees must be paid prior to a building final or when picking up Certificate of Occupancy.



## **MOST COMMONLY OBSERVED NON-COMPLIANCE ITEMS (RESIDENTIAL)**

THIS LIST IS PREPARED BY THE BUILDING INSPECTION DEPARTMENT FOR INFORMATION PURPOSES ONLY, AND SHOULD NOT BE LIMITED TO THE FOLLOWING:

### **BUILDING LAYOUT (the 1<sup>st</sup> inspection called)**

- Job site address not displayed (note: address must be displayed through out construction and be permanently affixed to building with minimum of 4 inch letters visible from the street for final inspection)
- Form Survey, Port-A-Can and Trash bin not on job site
- Tree protection
- Make site safe & sanitary

### **TEMPORARY POWER**

- Pole not supported properly
- Missing cover or damaged outlets
- Ground rod length not to code
- No job site address

### **PLUMBING ROUGH – Performed w/Layout**

- No water or low water level in drain piping
- Developed length from trap to vent exceeds code
- Joints leaking
- Parts of drain covered by foundation workers prior to inspection
- No sleeve where drain exits foundation
- Buried covered unable to inspect
- Water low in head test

### **WATER AND SEWER YARD LINE**

- Other utilities in same ditch
- Water and sewer not separated or water line not sleeved if closer than 5 foot to sewer line (depends on piping material used)
- No water test on building sewer
- Water and sewer line not properly bedded
- Clean outs at street and at building not roughed in Sewer line not graded properly
- Buried or covered unable to inspect
- 10-foot head required

## **COPPER AND WATER – Performed w/Foundation**

- Copper not sleeved
- Water piping not insulated 2 feet back from exterior walls and where copper enters foundation
- Copper in contact with reinforcing steel
- Water piping flattened or kinked
- Relief line for water heater without proper fall
- Insulate all hot water lines if circulating pump to be used
- No air test/air test not holding

## **FOUNDATION**

- No plans on job site
- Engineer's Pre-pour report not uploaded into MPN
- Plans have different address than job site
- Foundation not per plan
- Reinforcement not to plan, (improper size, improper spacing, improper clearances)
- Beam depth and width not to plan
- Bottom of form boards not reaching the ground allowing leakage of concrete
- Beams not square and bottom of beam not clean
- Poly not cut and removed from bottom of beam
- No dowels at garage entrance
- Tree roots in beams
- Water in beams
- Wood supporting reinforcing steel
- Make site safe & sanitary

## **PLUMBING TOPOUT – Performed w/Frame**

- Gas pressure below 20 PSI
- No test on water supply
- Hot and cold water not tied together for test Copper water pipe in contact with dissimilar metal.
- Water heater drain pan line smaller than 1-inch Water heater vent in contact with combustibles
- Water heater vent termination less than 5 feet above draft hood Water heater not on 18-inch platform above garage floor Combustion air for gas water heater closet not roughed in, roof vents not extended through roof
- No water test on shower pan or no water test on upstairs tubs leaks in drain or water supply piping
- Vents and water piping not supported to code
- Water supply piping not insulated in outside walls and unheated areas
- Under the counter remote gas range cutoff not roughed in
- Insulate all water lines in attic or exterior walls
- No "S" trap allowed
- Air test to be 60 pounds or water pressure test on all water lines

## **UNDERGROUND ELECTRICAL**

- Burial depth less than 24 inches
- Riser above ground is less than schedule 80

## **ELECTRICAL ROUGH – Performed w/Frame**

- Wires closer than 1 1/4 inches from face of studs Damaged insulation
- Outlets more than 12 feet apart
- No outlet provided for hall or halls over 10 feet in length
- No Noalox on aluminum service wire
- Other outlets on bathroom GFI circuit
- Wiring in contact with water heater vent, furnace vent, or fireplace flue pipe
- Bare copper ground in contact with gas pipe
- Separate circuit not provided for dish washer, disposal, refrigerator, and or gas dryer
- Smoke/CO-2 detectors not provided in areas where required by code

## **ROUGH MECHANICAL – Performed w/Frame**

- Return air located in kitchen or within 10' of gas fired appliance
- Wood in drain pan
- Primary and secondary drain line termination not complete
- Furnace vent in contact with combustibles
- Combustion air not provided to furnace closet
- Dryer vent not complete or exceeds maximum developed length (25')
- Exhaust fans not provided where required by code, or exhaust piping is damaged or not terminated to exterior
- HV AC duct is damaged, incomplete, or not supported to code
- Attic unit not supported by minimum of 3/4-inch decking
- Needs to meet IECC (International Energy Conservation Code)

## **FRAMING**

- Job site not safe and sanitary; trash, lumber with nails, port-a-can missing, no job site address
- Fire blocking not to code; no fire stopping around tub traps at 2nd floor, no fire stopping at the top of fir down, chases, arches, stairs, flue pipes at ceiling and floor at each level, and all penetrations through plates and decking at ceiling and all upper levels
- Exterior sheeting not sealed (if you can see daylight through holes and cracks in the sheeting moisture can enter the walls of the structure)
- All ground floor columns, studs, and lower floor supports not resting on treated plates
- Headers not shimmed, over cut studs not repaired, door frames not blocked at hinges and striker, wind bracing not to code or installed improperly, cut trusses, holes cut or bored in lam beams, girders not supported with proper amount of studs, garage door header over spanned, stairs not to code, ridge and purling not properly sized to code, ridges, hips and valleys not supported properly, dead end of ceiling joists and beams not supported properly, ends of ceiling joists not tied together, over cut plates not strapped, plate anchors not to code, glazing within 5 feet of tub or shower drain

not safety plate, attic access to all spaces over 30 inches not framed in, fire place flue pipe in contact with combustibles, fire place not installed per manufacture's installation procedures.

- Sill plate (sole plate) not properly anchored to foundation.
- Make site safe & sanitary
- Wall bracing not per plan

## **INSULATION**

- Does not meet ResCheck/ComCheck requirements

## **PERMANENT POWER**

(The electrical company that pulled the permit only calls this inspection. The meter may be moved from the temporary construction pole to the building so that circuits may be tested and labeled for the electrical final)

- Underground electrical not called for or passed
- Unable to verify proper grounding/bonding
- Wiring within structure not properly terminated
- Exposed wire

## **FINAL ELECTRICAL – Performed w/Final**

- Smoke/carbon monoxide detectors not to code
- Main and sub panel breakers not labeled
- Power not turned on at building
- No disconnect on outside a/c unit if unit is out of site of main disconnect
- Required GFCI outlets are not labeled or properly identified
- Single outlets not installed for designated circuits
- Wires not protected at attic access or equipment catwalks
- Missing fixtures, cover plates, and unused outlet boxes not blanked off
- Island counters over 4 feet without the proper amount of outlets
- Dish washer and disposal wires not strapped or supported
- Exposed wire/fixture cover plates not in place
- Arc-fault protect not to code
- Improperly sized breakers

## **PLUMBING FINAL – Performed w/Final**

- Gas/B-vent installation not to code
- Gas pressure test below 20 PSI
- Clean out for kitchen sink covered
- Leaking traps
- No vacuum breakers on outside hose bibs
- Relief line for water heater not to code
- Fixtures not trimmed out
- Gas pipe not protected at attic water heater and HV AC catwalk
- Plumbing vents not painted for UV protection
- Combustion air not to code

## **MECHANICAL FINAL – Performed w/Final**

- Catwalk around attic units not to code
- Drain pans for secondary condensate full of insulation
- Disconnect for inside HV AC units not provided
- Bath and utility room vent fans not trimmed out or operational
- Range vent hood duct to outside not connected
- Primary condensate lines not connected at lavatory traps
- HVAC outside compressor at or below finished grade
- Improper breaker size

## **BUILDING FINAL**

### **EXTERIOR**

- Plumbing vents not painted for UV protection
- Vent caps and fireplace flue cap missing
- Roof flashing damaged, not properly installed or not sealed at overhangs
- Expansion joints in masonry not caulked and weep holes not to code
- Exterior penetrations not sealed at hose bibs, A/C lines, dryer vent, and at all electrical boxes
- Finished grade too close to finished floor and proper drainage not provided around foundation
- Drive way, curb, or sidewalk cracked
- Water meter box and customer cutoff covered with dirt or full of dirt
- Sewer cleanouts buried or extending too far above grade
- A/C compressor behind privacy fence and out of site of disconnect
- Window screens missing
- No permanent address on house
- Steps and hand rails not to code
- Make site safe & sanitary

### **INTERIOR**

- GFCI outlets not labeled
- Tub or shower stall not completed
- Weather stripping missing from exterior doors
- House to garage door not to code
- Exposed wiring in garage walls Insulation certificate missing
- Unable to access attic, no pull down stair or ladder on site
- Range, dishwasher, and vent hood not installed
- No non absorbent, washable surface behind kitchen range
- Smoke alarms not operational or not wired together
- Fireplace hearth not to code
- Carbon monoxide alarm missing
- Duct leakage test report missing/not uploaded into MPN
- Dryer vent length not properly indicated
- Energy compliance certificate not posted @ subpanel
- Trades working or buyer walk in progress
- Building locked