



# 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.