



*To ensure life safety and enhance our community by applying construction codes and development standards through professional, solution-oriented services.*

**Contact Information**

**Inspection Services Superintendent**

Ray Davis..... 972-466-3242

**Chief Building Inspectors**

Rey Guerrero .....972-466-5752

Hermilo Balderas.....972-466-3047

**Senior Building Inspector**

Greg Smith..... 972-466-3279

**Building Inspectors**

David Garcia ..... 972-466-3238

Matthew Bradley ..... 972-466-3253

Michael Serna.....972-466-3216

Thomas Schenkelberg ..... 972-466-3249

**City Arborist**

Leanne Wagener ..... 972-466-9821

**Permit Services Supervisor**

Tony Vo .....972-466-3247

**Building Official**

Brett King.....972-466-3157

**Director of Development Services**

Ravi Shah ..... 972-466-3245



**Building Inspection**

1945 E. Jackson Road  
Carrollton, Texas 75006

**General Business Hours:**

Monday–Thursday 7:30 a.m.–5:30 p.m.  
Friday 7:30 a.m.–11:30 a.m.

**Field Hours:**

Monday–Thursday 7 a.m.–4:30 p.m.  
Friday 7 a.m.–11 a.m.

(no inspections Friday afternoon)

972-466-3225

Fax: 972-466-3220

24-Hour Inspection Request Hotline:

972-466-3370

To schedule an after-hour inspection,  
call during business hours.

BldgInsp@cityofcarrollton.com

[cityofcarrollton.com/buildinginspection](http://cityofcarrollton.com/buildinginspection)

# Building Inspection Information System



Navigating the  
Interactive Voice  
Response System

In an effort to streamline our operations and improve customer service, the City of Carrollton's Building Inspection and Fire Inspection Departments have implemented an Interactive Voice Response (IVR) system.



## HOW IT WORKS

To use the IVR System, simply dial:

**972-466-3370**

and follow the simple instructions. It's available 24 hours a day, 7 days a week.

## WHAT YOU WILL NEED

1. A touch-tone telephone
2. A site-specific phone system number (found on the permit)
3. Inspection Code (see the panels to the right for a complete list)
4. You will be prompted through the entire process. Press [\*] at any time for more information on how to use the system. To return to the previous menu at any time, press the [#] key.

## CHOOSE YOUR OPTION

When you call the Building and Fire Inspections Information System, you will hear the main menu choices:

- Press [1] Schedule an inspection
- Press [2] Cancel/reschedule an inspection
- Press [3] Obtain inspection results
- Press [4] Directions to the office and office hours
- Press [0] Transfer to staff
- Press [\*] Additional information

### Commercial Kitchen Hood

Hood Final - Fire Inspection .....	4031
Hood Rough - Building Inspection .....	3031

### Construction Trailer/Sales Trailer

Building Final .....	4040
Plumbing Rough .....	2025
Temporary Electric Pole .....	1011

**NOTE:** Off-street parking must be in place before all utilities are released.

### Lawn Sprinkler

Irrigation B.F.P. & Final .....	1024
Irrigation B.F.P. Replacement .....	1023

### Miscellaneous Construction

Fence Inspection .....	1090
Retaining Wall .....	1041
Sign, Pier/Setback/Electric Underground .....	1091
Sign Final .....	4041
SWPPP .....	1075
Wall Sign Final .....	4045

### New Commercial Building Construction Inspections

Brick Pavers Installation on B.F.R. ....	1057
Drainage/Storm Inspection (private property) .....	1054
Drive Approach R.O.W. ....	5020
Median Opening R.O.W. ....	1102
On-site Paving Inspection .....	1058
Paving Fire Lane .....	1052
Paving Site/Parking Lot .....	1053
Plumbing Water Meter Vault R.O.W. ....	2045
Right of Way Sewer R.O.W. ....	5040
Right of Way Work Final R.O.W. ....	5050
Right Turn Lane R.O.W. ....	1101
Sewer Tap R.O.W. ....	2051
Sidewalk in R.O.W. ....	5010
Site Drainage/Grading (form letter from engineer) .....	9900
Storm Drain Inspection R.O.W. ....	1055
Traffic Barrier Protection R.O.W. ....	1100
Water in R.O.W./Easement in R.O.W. ....	503
Water Meter Pre-install, R.O.W. ....	1028
Water Meter/Service Com. Final R.O.W. ....	1051
Water Service Tap R.O.W. ....	1022
Water Test in R.O.W. ....	1040

### New Commercial Buildings, Additions, Finish Outs, Remodels

Building General Site Inspection .....	1000
Building Foundation .....	2001
Building Rough/Framing .....	3040
Building Work Final .....	4040
Electrical Ceiling Rough .....	3011
Electrical Service .....	1010
Electrical Under Floor .....	2010
Electrical Wall Rough .....	3012
Electrical Work Final .....	4010
Foundation Pre-Pour Commercial .....	1902
HVAC Rough .....	3030
HVAC Rough/Insulation .....	3034

HVAC Work Final .....	4030
Insulation .....	3067
Landscape Final .....	4035
Med Gas/Vac Final .....	4023
Med Gas/Vac Rough .....	3022
Moisture Barrier .....	3045
Night Zoning/Glare Ordinance .....	4036
Plumbing Gas Rough & Test .....	3021
Plumbing Grease/Sand Interceptors .....	2022
Plumbing Rough/Setback/Commercial .....	2025
Plumbing Sewer .....	1021
Plumbing Top-out Commercial .....	3020
Plumbing Work Final .....	4020
Second Level Foundation/Pier .....	2002
SWPPP Final .....	4038
Third Level Foundation/Pier changes inside .....	2003
Zoning/S.U.P./Planned Development .....	4037

### Occupancy Application

C.O./Zoning/Sign Final .....	4064
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### Single Family, Duplex Addition/Remodel

Building/Energy Final .....	4063
Building (Framing) .....	3066
Covered Porch Framing .....	3044
Electrical/Energy Final .....	4062
Electrical Rough/Energy .....	3064
Fireplace (masonry) .....	3043
Foundation .....	2001
Foundation Pre-Pour Residential .....	1901
HVAC/Energy Final .....	4004
HVAC Rough/Energy .....	3063
Insulation .....	3067
Plumbing PRV Final .....	1030
Plumbing Rough/Sewer/Setbacks/Gas .....	2020
Plumbing Top-Out .....	3065
Pre-Brick .....	3042
Temporary Electric Pole .....	1011
Therm. Envelope/Duct Leak Test .....	3068
Utility Release/Plumbing/Energy Final .....	4005
Walk & Approach in R.O.W. ....	1056

### Swimming Pools/Spas

Pool Elec. Bond/Ground/Setbacks .....	1012
Pool Final .....	4042
Pool Gas Rough/Wrap/Test .....	1025
Pool/Hot Tub/Plumbing, Elec., Zoning .....	1061
Pool P-Trap .....	1029

### Special Inspection

Pre-Brick (fee required) .....	43042
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### Temporary Heat (Gas/Electric)

Electric (application & fee required) .....	6015
Gas and Electric (application & fee required) .....	6060
Gas Test & Connection to Furnace (application & fee required) .....	6020

### Water Heater

Water Heater Final .....	4021
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