



CARROLLTON
TEXAS

DEVELOPMENT SERVICES

Building Inspection

2022

COMMERCIAL

Inspection Checklists

Visit the virtual information kiosk "VIK" at: cityofcarrollton.com/VIK



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**BUILDING INSPECTION
DEVELOPMENT SERVICES**

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Reference of Abbreviations

The following is a reference list of some abbreviations/symbols used in this handbook of inspection checklists. Abbreviations are to be read as singular/plural in context with material. Any reference to a code or ordinance is to be interpreted as the latest version available of that code or ordinance. Periods have been eliminated in abbreviations for ease in reading.

A/C.....	Air conditioning
Art	Article
CFC	Carrollton Fire Code
cfm	Cubic feet per minute
Ch	Chapter
CoC	City of Carrollton
CSC	Carrollton Sign Code
CZO.....	Comprehensive Zoning Ordinance
Dwg	Drawing
GDS.....	General Design Standards
HB.....	House bill
IBC	International Building Code
IECC	International Energy Conservation Code
IFC.....	International Fire Code
IFGC.....	International Fuel Gas Code
IMC.....	International Mechanical Code
IPC	International Plumbing Code
Mfg.....	Manufacturing
NCTCOG/ COG.....	North Central Texas Council of Governments
NEC.....	National Electrical Code
NFPA.....	National Fire Protection Association
Ord	Ordinance
p	Page
pp	Pages
psi.....	Pounds per square inch
Sec.....	Section
Specs	Specifications
Std	Standard
Subdv.....	Subdivision
Tbl.....	Table
TIM	City of Carrollton Technical Interpretation Manual

Temporary Electrical Pole/SWPPP Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Panel grounded and bonded	2020 NEC	250.28 250.52 250.53
Breaker/outlet requirements-sizing for outlets used	2020 NEC	210.19
Wire sizes and insulation	2020 NEC	310.15(B)(16)
No open holes/to remain water tight	2020 NEC	314.17
Unused breaker openings filled	2020 NEC	408.7
Clearances: 18' above traffic for overhead drop. Distance from public property-R.O.W.	2020 NEC	225.18
Raceway used and installed	2020 NEC	230.50 230.54
Weather resistant receptacles 115-250 volt	2020 NEC	406.9
GFCI protection/in use covers for exposed outlets	2020 NEC	406.3
Address	2021 IRC	R319
Bracing: 45 degrees to support pole	Oncor Service guidelines	600

SWPPP Inspection Checklist

- A. Erosion controls are to be in place at the temporary electrical pole inspection
- B. Erosion control fencing or soil stabilization fabric must be installed in an approved manner and maintained throughout the construction project until the Utility Release/Plumbing/HVAC final inspections
- C. Large piles of dirt are required to be protected with erosion control fencing, **NOT** soil stabilization fabric
- D. Erosion control protection should be proactively maintained at least once a week
- E. Storm water inlet protection
- F. 50' rock entryway on commercial projects

Water Meter Pre-Install Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
1" meter loop furnished by contractor. Top of meter to be not less than 9" or more than 12" below top of meter can. Meter can set on loop - Bass & Hays P34P 14D box	GDS	W-7 1 of 1 p 4-9
1 ½" and larger meters curb stop 22" - 26" below top of curb	GDS	W 7-1
No right angle curb stops	GDS	W 7-1
3' circumference around curb stop	GDS	W 7-1
Meter not in paving area	GDS	p 4-5
Correct meter can next to installation 1" meter box - Bass & Hays type P548P 18D box	GDS	p 4-9

Storm Water Protection Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Construction sign posted at entrance w/all applicable NOI's and/or CSN's	Ord 173	
SWP3 on site	Ord 173	
SWPPP inspections performed as specified	Ord 173	
SWPPP map updated	Ord 173	
Rain gauge on site	Ord 173	
On-site erosion controls as specified in SWP3	Ord 173	
Silt fences or perimeter controls properly installed/maintained/repared	Ord 173	
No excessive sediment in silt fences or perimeter controls	Ord 2581	
Operational storm inlets have adequate inlet protection/properly installed	Ord 173	
No excessive sediment in inlet protection	Ord 173	
No excessive trash on site/Adequate containers	Ord 173	
No signs of chemical spills	Ord 173	
No signs of off-site vehicle tracking	Ord 173	
Construction entrance properly installed/maintained	Ord 173	
Designated concrete wash out area	Ord 173	
No open containers of fuel or other chemicals	Ord 2581	
Materials storage areas properly maintained	Ord 173	
Support activities areas properly maintained	Ord 173	
Temporary stabilization established	Ord 173	
Permanent stabilization of appropriate areas established	Ord 173	
Temporary control structures removed	Ord 173	

Underground Wiring Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Over current protection for underground wiring	2020 NEC	240.3
Type SE, USE and UF cables and uses permitted for underground installation	2020 NEC	338 340
Conduit types permitted for underground installation (Intermediate metal conduit, liquid-tight flexible metal conduit, rigid metal conduit, rigid non-metallic conduit)	2020 NEC	342 344 352 354
Minimum trench depth or cover requirements	2020 NEC	300.5(a)
Minimum size and insulation of underground service - lateral conductors	2020 NEC	230.30 230.41
Backfill and bedding requirements (no large rocks, debris, paving material, sharply angular substance, corrosive materials, etc.)	2020 NEC	300.5(f)

Sewer Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Pipe materials	2021 IPC	702
Pipe sizes	2021 IPC	710
Grade of pipe-slope	2021 IPC	Tbl 704.1
Pipe joints	2021 IPC	705
Pipe installation	2021 IPC	704
Cleanouts	2021 IPC	708
Sizing	2021 IPC	710
Trenching and backfill	2021 IPC	306
Testing	2021 IPC	312.6

Drainage/Storm Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Size laterals	GDS	Drainage
Materials	2021 IPC	1102
Roof drains	2021 IPC	1105
Secondary roof drains	2021 IPC	1108
Sizing	2021 IPC	1106
Sumps and pumps	2021 IPC	1113
Cleanouts	2021 IPC	1101.8 708
Trenching and backfill	2021 IPC	306
Test	2021 IPC	312.8 312.2 312.3

Sign Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Setback	CSC	151.81D
Sign type	CSC	151.04
Sign size	CSC	151.81B
Sign message	CSC	151.81C
Wiring based on NEC/See Electrical Code	2020 NEC	Art 600
Other miscellaneous information on the permit		

NOTE: Not inspected at this time unless specifically requested

Fire Sprinkler, Underground Inspection Checklist

Refer to automatic fire sprinkler information guidelines.

**CONTACT FIRE MARSHAL'S OFFICE AT (972) 466-3210
FOR INSPECTION**

Fire Sprinkler, Meter Vault Inspection Checklist

Refer to automatic fire sprinkler information guidelines.

**CONTACT FIRE MARSHAL'S OFFICE AT (972) 466-3210
FOR INSPECTION**

Water Service Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Trenching and backfill	2021 IPC	306
Materials, joints and connections	2021 IPC	605
Size	2021 IPC	603.1
Shutoff valves	2021 IPC	606
Backflow protection	2021 IPC	608
Testing	2021 IPC	312.5

Lawn Irrigation and BFP Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Check City-approved plans are on site	HB 1656	
Approved backflow prevention device required with y strainer installed before device. Full port ball type isolation valve between meter and backflow device. Test cocks on backflow device are to be plugged with threaded plugs. Installed min. 3 ft. from water service on customer side of property line	HB 1656	
Master valve (if required) installed on discharge side of B/F device (full port ball type valve)	HB 1656	
Check location of controllers and sensors (rain/freeze). Each controller must be labeled with installers name and company name, license number, telephone number and warranty period	HB 1656	
Check location of water emission devices, valves (zone, master, and isolation)	HB 1656	
Check all underground wiring for UL burial rating and sizing to manufacturer's specifications. All wire splices must be moisture proof. All wiring is buried min. 6 inches	HB 1656	
Check PVC piping for sizing, rating, installation and depth (min. 6 inches)	HB 1656	
Pop up water emission devices must be installed a min. 4 inches from hardscape and direct flow away	HB 1656	

NOTE: Double check backflow prevention permitted in ground if protected by a box.

Pre-Pour Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Protection of pipes and plumbing system components	2021 IPC	Section 305
Insulation of hot water piping	2021 IECC	C404.4
Concrete encased grounding electrode	2020 NEC	250.52

Grease/Sand Interceptor Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Where required	2021 IPC	1003
6" water seal	2021 IPC	1003.3.4.2
Relief vent	2021 IPC	1003.9
Location	2021 IPC	1003.10
Food waste grinders	2021 IPC TIM	1003.3.2
Oil separators	2021 IPC	1003.4
Materials, joints and connections	2021 IPC	Ch 4 & 7 1004
Sample well	GDS	S14
Venting	2021 IPC	1003.9

Paving Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline..

CODE ITEM	CODE	SECTION
Soil engineer and lab	GDS (Paving)	2.A.1
Emulsified asphalt	GDS (Paving)	2.D.8
Density 95% of maximum dry density Proctor: ASTM D698	GDS (Testing)	2.O.General Notes
Concrete mixtures and testing	GDS (Paving)	2.D
Concrete thickness	GDS (Paving)	P-20
Reinforcing Fire lanes #3 bars @ 18" o. c.	GDS (Paving)	P-20
Fire lanes 24 feet clear width Marking	GDS (Paving)	P-20
Parking areas	GDS (Paving)	2.P.9
Dumpster pads	GDS (Paving)	2.P.9

Fire Lane Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Soil engineer and lab	GDS (Paving)	2.A.1
Hydrated lime treatment	GDS (Paving)	2.0.1
Density 95% of maximum dry density Proctors: ASTM D698	GDS (Paving)	2.P.A
Concrete mixtures and testing	GDS (Paving)	2.D
Concrete thickness	GDS (Paving)	2.D.8
Reinforcing Fire lanes #3 bars @ 18" O.C.	GDS (Paving)	P-20
Fire lanes 24 feet clear width Marking	GDS (Paving)	P-20

Plumbing Rough/Setback Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Fixtures stack vented	2021 IPC	910.1
Test of drainage and vent pipes	2021 IPC	107 312
Proper materials for drainage pipes	2021 IPC	702
Size of drainage pipes/traps/trap arms	2021 IPC	710 Tbl 709.1
Clean-outs	2021 IPC	708
Grade of drainage pipe	2021 IPC	Tbl 704.1
Fittings/joints	2021 IPC	705
Fullway valves on discharge side of water meter	2021 IPC	606
Minimum cover for water service pipes/12" minimum	2021 IPC COG	305.4
Materials and size of valves	2021 IPC	604.10.2 605
Test of water lines/City water ON	2021 IPC	107 312.5
Size of water lines	2021 IPC	604
Insulate hot water lines	2021 IECC	403.5.3
Sewer connected to proper location and form board survey	2021 IPC GDS	701.3 S2, S3, S9, S10
Copper tubing joints	2021 IPC	605

Electrical Rough Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline..

CODE ITEM	CODE	SECTION
See inspection code 3011 and 3012		
Is electrical service underground within the first 200' of property line?	CZO	USE Districts

Fire Sprinkler, Aboveground Inspection Checklist

Refer to automatic fire sprinklers information guidelines

**CONTACT FIRE MARSHAL'S OFFICE AT (972) 466-3210
FOR INSPECTION**

Plumbing Top Out Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Plumbing vents termination with respect to openings (windows)	2021 IPC	903.5
Fixture drainage lines	2021 IPC	Ch 7
Fixture vents	2021 IPC	909
Tests and inspection (sanitary drainage and potable water)	2021 IPC 2021 IFGC COG	312 107 406.4.2
Showers = material, installation and testing	2021 IPC	417
Island fixture venting	2021 IPC	916
Vent connection and grades	2021 IPC	905
Stack venting	2021 IPC	913
Wet venting limitations	2021 IPC	912 Tbl 906.1
Cleanouts, trap arm and p-traps	2021 IPC	1001.1 708
Prohibited traps	2021 IPC	1002.3
Protection of piping (freeze and damage)	2021 IPC	305.4
Piping support	2021 IPC	308
Insulate hot water lines	2021 IECC	C404.4
Water heaters: regulations and installation	2021 IPC	Ch 5
Water heater pan and drain	2021 IPC TIM	504

*Perform "lead check" test on water system

Gas Rough and Test Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Pipe materials	2021 IFGC	403
Pipe sizes	2021 IFGC	402
Pressure test (gas) COG amendment on test gauges and pressure	2021 IFGC	406
Connections/joints	2021 IFGC	Ch 4
Tracer wire for non-metallic piping	2021 IFGC	404.17.3
Pipe depth	2021 IFGC COG Amendment	404.12-404.14
Gas risers	2021 IFGC	403.6.1
Gas pipes not to be bent or strained	2021 IFGC	405
Separate ditch for gas piping	TIM	
Protection from corrosion	2021 IFGC	404.11

Medical Gas Rough In and Top Out Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Approved piping for med gas/med vacuum	NFPA 99	5.1.10
Approved fittings for med gas/med vacuum	NFPA 99	5.1.10
Gas shutoff valves (location)	NFPA 99	5.1.4
Pipe joints (cleaning and brazing)	NFPA 99	5.1.10.4
Nitrogen purge while brazing	NFPA 99	5.1.10.4.5
Pipe hanger spacing	NFPA 99	5.1.10.11.4.5
Underground piping	NFPA 99	5.1.10.11.5
Pressure on med gas/med vacuum levels I & II 150 lb. med gas & 60 lb. med vacuum	NFPA 99	5.1.12.2
Pressure test for med gas/med vacuum level III 150 lb. med gas & 15 lb. med vacuum	NFPA 99	5.3.6.23.2.3
Labeling & identification	NFPA 99	5.1.11

HVAC Rough Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Joints & seams of ducts	2021 IMC	603.9
Duct installation	2021 IMC	603
Duct materials	2021 IMC	603
Combustibles within ducts or plenums	2021 IMC	602
Dampers in duct systems	2021 IMC	607
Gypsum products exposed in ducts	2021 IMC	603.5.1
Product-conveying duct systems	2021 IMC	Ch 6
Shutoff for smoke control	2021 IMC	606.4
Maximum breaker (electric) size	2020 NEC	440.22
Electrical wiring in plenums	2021 IMC	602
Combustion air	2021 IMC	Ch 7
Condensate disposal	2021 IMC	307
Secondary drain pan	2021 IMC	307
Return & outside air	2021 IMC	403
Commercial kitchen hoods	2021 IMC	507
Exhaust systems	2021 IMC	Ch 5
Refrigerant lines	2021 IMC	1107
Insulation of suction lines	2020 IECC	C403.2.10
Access	2021 IMC	306

HVAC Piping Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Embedded piping	2021 IMC	Sec 1209
Spacing on pipe support (horizontal and vertical)	2021 IMC	Sec 305
Piping materials	2021 IMC	Sec 1202
Pressure test	2021 IMC	Sec 1208
Pipe insulation	2021 IMC 2021 IECC	Sec 1204 C403.2.10x
Backflow devices	2021 IPC	Sec 608
Joints and connections	2021 IMC	Sec 1203
Valves	2021 IMC	Sec 1205

Electrical Rough-Walls Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Proper conduit size and number of conductors for conduit	2020 NEC	Ch 9 Annex "C"
Proper strapping of conduits	2020 NEC	358.30 300.19
Reaming of cut ends of conduits	2020 NEC	358.28
Installation of connectors and couplings	2020 NEC	356.42
Size for electrical service	2020 NEC	230.31
Type MC cable shall be supported every 6'; 12" from box	2020 NEC	330.30
Boxes must be supported	2020 NEC	314.23
Number of bends in a run of conduit	2020 NEC	358.26
Unused openings protected other than those openings intended for the operation of the equipment	2020 NEC	110.12
Type AC cable prohibited unless contains a full-size ground wire	Carrollton Code Deletion of 2020 NEC	Art 320
Flexible metallic tubing as grounding	2020 NEC	348.60
Length limitation of flex	2020 NEC	Art 348.20
GFCI protection in commercial kitchens, roof tops, bathrooms and outdoor receptacles	2020 NEC	210.8(B)

Building Rough/Framing Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Mezzanines	2021 IBC	505
Access to toilets and other facilities	2021 IBC	1109
Compressed gases	2021 IBC	307
Special hazards	2021 IBC	306 307 311
Fire alarms	2021 IBC	907.2
Smoke detectors	2021 IBC	907.2 411.5
Structural frame—non-wood structural framing is not inspected. In complicated structures, Engineering verification may be requested	2021 IBC	1704
Firewalls installation/construction	2021 IBC	706
Fire dampers	2021 IBC	716.2 716.5
Fire stop	2021 IBC	706, 711
Minimum protection of structural parts	2021 IBC	721
Rate fire resistive	2021 IBC	Ch 6 703 704 706
Minimum protection for floor & roof systems	2021 IBC	Tbl 721.1
Skylights/U-Factor	2021 IECC	C402
Elevators, stretcher accommodation	2021 IBC	1009.2.1 1009.4 Ch 30

Building Rough/Framing Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Floors and usable space under floors	2021 IBC	602.4.2 602.4.4 804 805 1606 1607 2304 2308.8
Exceptions to table No. 601 & 602	2021 IBC	603
Weather protection	2021 IBC	1405.2 1503
Types of construction	2021 IBC	Ch 6
Ramps, construction and handrails	2021 IBC	1003
Aisle	2021 IBC	1018
Automatic fire extinguishing systems	2021 IBC	Ch 9
Gypsum board and plaster	2021 IBC	Ch 25
Penetration of rated walls	2021 IBC	Ch 7
Penetration of rated floor-ceiling-roof	2021 IBC	Ch 7
Shaft enclosures, elevator shafts, vent shafts, and other vertical openings	2021 IBC	Ch 7
Fire retardance, type of construction, when required for roof structures	2021 IBC	Table 601 1505
Attics: access, draft stops & ventilation	2021 IBC	Ch 12
Roof drainage	2021 IBC	1503.4
Changes in elevation	2021 IBC	1003.5
Means of egress	2021 IBC	Ch 10
Legitimate stage/fly galleries	2021 IBC	410

Building Rough/Framing Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
		1007.5
Building accessibility	2021 IBC	Ch 11 1007
Exits: #, width, arrangement, travel distance, etc. See approved plan	2021 IBC	Ch 10
Corridors & exterior exit balconies	2021 IBC	1018 1019
Stairways, design of riser and runner width, and materials used	2021 IBC	1009
Mixed occupancy, occupancy separations	2021 IBC	Ch 5
Fire protection—for type of construction or occupancy group	2021 IBC	Ch 3 706

Vent-A-Hood Rough Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Material	2021 IMC	506
Joints & seams–welded	2021 IMC	506
Non-combustibles	2021 IMC	506
Supports	2021 IMC	506
Insulation	2021 IMC	506
Location	2021 IMC	506
Cleanouts	2021 IMC	506.3.8 & 9

HOODS

CODE ITEM	CODE	SECTION
Where required	2021 IMC	507
Materials	2021 IMC	507
Supports	2021 IMC	507
Clearances	2021 IMC	506.5.4 507
Hoods penetrating ceiling	2021 IMC	507
Size	2021 IMC	507
Capacity	2021 IMC	507

ROUGH INSPECTION

CODE ITEM	CODE	SECTION
When 1 hour shaft is required, have 3 sides of shaft installed	TIM 2021 IMC	506.3.6 604
Hood and duct supports exposed	TIM 2021 IMC	506
Welded duct exposed	TIM 2021 IMC	506

Insulation - Walls, Floors, Ceilings Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Insulation—walls, ceilings, floors	2021 IECC	C102 C303 C402

Electrical Service Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Feeders and/or phase conductors shall be sized	2020 NEC	310.15
System grounding electrode conductor shall be sized by	2020 NEC	250.66
Where phase conductors larger than 1100 kcmil copper or 1750 kcmil aluminum are installed, the equipment bonding jumper shall not be less than 12 ½ percent	2020 NEC	250.102
Main bonding jumper and system bonding jumper shall be installed at metering equipment	2020 NEC	250.28 250.30A 250.66 250.94
The grounding electrode system shall include all grounding electrodes that are present as described in 250.52(A)(1) through (A)(6)	2020 NEC	250.50 250.52
Switchboards and panel boards clearances	2020 NEC	110.26 408.18
Equipment containing over-current devices shall not be located over steps	2020 NEC	240.24 (F)
Conductors and cables used above grade must be suitable for wet locations	2020 NEC	300.9

Fire Marshal Final Inspection

Fire Department provides final acceptance notice to Building Inspection for entire project.

**CONTACT FIRE MARSHAL'S OFFICE AT (972) 466-3210
FOR INSPECTION**

Plumbing Work Final Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Accessibility of valve for outside water supply	2021 IPC	606.3
Clean-outs for sewer lines to grade	2021 IPC	708
Backflow preventions	2021 IPC	608
Water heater clearances	2021 IPC	502.5
Pressure relief valves	2021 IPC	504
Gas pipes shut off valves	2021 IFGC	409
Gas connectors locations, length, materials	2021 IFGC	411
Water heater vent termination	2021 IFGC	503
Plumbing fixtures in place, secure	2021 IPC	405
Waste pipe vent termination	2021 IPC	904.3
Thermal expansion device	2021 IPC	607.3
Fixture traps	2021 IPC	1002

Medical Gas and Medical Vacuum Final Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Location of cylinders	NFPA 99 2021	11.6.2
Labeling & identification of med gas/med vacuum piping	NFPA 99 2021	5.1.1

Vent-A-Hood Final Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

**Commercial hood extinguishing system acceptance test
(Hood final inspection)
(Dry & wet chemical agents only)**

**CONTACT FIRE MARSHAL'S OFFICE AT (972) 466-3210
FOR INSPECTION**

Electrical Rough - Ceilings Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Type AC cable prohibited unless contains a full size copper ground wire Ord #2234	Carrollton Code Deletion of 2020 NEC	Art 320
Clearance of lighting fixtures from combustible materials	2020 NEC	410.2&.12&.16
Fixtures shall be securely fastened to suspended ceiling with mechanical means or approved clips	2020 NEC	410.36
Outlet boxes must have covers in a completed installation	2020 NEC	410.22
Exposed, non current carrying metal parts of lighting fixtures shall be grounded	2020 NEC	250.112
Methods of grounding fixtures	2020 NEC	250.118 410.40&.44
Type MC cable shall be supported every 6'	2020 NEC	330.30
EMT (conduit) must be supported every 10' and within 3' of each box	2020 NEC	358.30
Boxes must be supported	2020 NEC	300.11 314.23
Number of bends in a run of conduit	2020 NEC	358.26
Pull and junction boxes accessible	2020 NEC	314.29
Wiring in ducts, plenums and other air handling spaces	2020 NEC	300.22
Unused openings protected	2020 NEC	110.12 (A)
Flexible metallic tubing as grounding means and its limitations for use	2020 NEC	348.60
Length limitation of flex	2020 NEC	348.20
Accessibility of duct heater	2020 NEC	424.65&.66
Luminaires multi-wires disconnects and locations	2020 NEC	410.130.(G)2&3

HVAC Work Final Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Gas appliance, connectors	2021 IFGC	411
Vent installation	2021 IMC	802
Vent termination	2021 IMC	802
Gas shut-off valves	2021 IFGC	409
Factory labels	2021 IMC	301
Accessibility	2021 IMC	306
Condensate disposal	2021 IMC	307
Protection from damage	2021 IMC	302
Return mounted shutdown smoke detectors	2021 IMC	606
Roof access	2021 IMC	306
Controls/temperature	2021 IMC	309
Elevation of ignition source	2021 IMC	304.3

Electrical Work Final Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Service feeder size	2020 NEC	230.42
Proper breaker listing	2020 NEC	240
Circuits labeled & identified	2020 NEC	408.4
Proper over current protection at panels	2020 NEC	210.20
Aluminum conductors not allowed except for #2 or larger	COC Ord	3244
Grounding electrode system	2020 NEC	250
GFCI locations & installation requirements	2020 NEC	210.8
Installation of all devices required	2020 NEC	110 210.50
A/C & heating disconnects	2020 NEC	440.4 440.12 440.22
Lighting & electrical outlet requirements	2020 NEC	210.70
Meter base or disconnect identification	2020 NEC	110.21 110.22
Any smoke detectors required	2021 IBC 2021 IMC	907 606
All exit light requirements	2021 IBC	City approved plans Sec 1008
All bonding requirements for transformers	2020 NEC	250.30
Breaker sizes vs. wire	2020 NEC	210.20 210.21 240
Multi-wire branch circuits must be grouped together	2020 NEC	210.4
Identification of ungrounded phase system, when more than one voltage system	2020 NEC	210.5

Electrical Work Final Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Disconnecting means for A/C & heating units	2020 NEC	440.12 424.19
Receptacles and switches complete with plate	2020 NEC	406.4 406.5 406.6
Appliance connections to circuits	2020 NEC	422.10(A)&(B)
Marking of service disconnect	2020 NEC	230.70(B) 230.72(A)
Roof top units receptacle requirements mark unit with suite number	2020 NEC	210.63
Is electrical service underground for the first 200' of front property line?	CZO	USE Districts
Recessed lighting fixtures shall be installed per IECC	2021 IECC	405
All lighting systems shall be installed with controls per IECC	2021 IECC	406.4
Bi-level switching shall be installed per IECC	2021 IECC	405.2.3
Guest rooms in hotels, motels, boarding houses or similar buildings shall have lighting controls per IECC	2021 IECC	405
Exterior lighting controls shall be installed per IECC	2021 IECC	405.2.7
All other lighting shall comply with IECC	2021 IECC	405
Cables installed under roof deck	2020 NEC	300.4E
Insulated fittings regarding ambient temperature locations	2020 NEC	300.4 (G)
Conduit exposed to sunlight	2020 NEC	310.15
Drinking fountains must be protected by GFCI	2020 NEC	422.5 (A)(2)

Fire Alarm Inspection Checklist

Fire Alarm Test/Fire Department Inspection

**CONTACT FIRE MARSHAL'S OFFICE AT (972) 466-3210
FOR INSPECTION**

Landscape/Screening Wall Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Landscape plan(s) must be on site	2484	XXV
One 3" caliper shade tree for each 50' of street frontage	2484	XXV
Shade tree to be 10'-12' in height	2484	XXV
Three ornamental trees for each 100' of street frontage	2484	XXV
Ornamental trees to be 6'-8' in height	2484	XXV
16- 5-gallon evergreen shrubs for each 50' of street frontage	2484	XXV
The gallon size shall be verified	2484	XXV
Shrubs to be 24" in height	2484	XXV
Ground covers shall be planted in such a manner as to present a finished appearance	2484	XXV
All trees, shrubs and plants shall have indications of normal, healthy growth	2484	XXV
The number of all trees, ornamental, shrubs and plants will be counted	2484	XXV
All landscaping shall be completed and installed in accordance with the approved plans before a Certificate of Occupancy shall be issued	2484	XXV
Screening wall of a minimum of 6' in height will comply with Ordinance 2484, Section C. Buffering	2484	XXV

Zoning Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Use project management worksheet in project file		
Check permit comments (in HTE or on permit on the job)		
Check P. D. specific comments	Project file	
Check S.U.P. specific comments	Project file	
Check base zoning district requirements and land use from CZO		X, XII – XX, XX.1, XX.2 and XX.3
Check brick (masonry) percentage		X, XII – XX, XX.1, XX.2 and XX.3
Check front, rear and sides setbacks and key lot	Project file	
Check zoning and height of structure and of adjacent properties	Project file	
Check for required screening wall		Art XXV Sec C
Check number of parking spaces and handicap spaces, parking striping, curb stops and signs	2021 IBC	Art XXIV Ch 11
Check dumpster location, screening and trash receptacles		Art XXV Sec C
Check roof top screening		X, XII- XX, XX.1, XX.2 and XX.3
Check for provision of retaining walls	Project file	
Check signs permits, setbacks, height size, all inspections/finals	CSC	Ch 151

Drain/Paving/Grading Final Inspection Checklist

Project engineer provides Building Inspection with an engineer's letter, stamped and sealed, stating that the drainage, paving, grading and detention pond have been installed in accordance with the approved plans.

Public Works – Letter of Notification

Public Works inspects the project for utilities and pavement in the R.O.W. or easements. When the utilities are approved, Public Works provides Building Inspection with a letter of notification.

Building Final Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.
Check comments listed on permit.

CODE ITEM	CODE	SECTION
Ceiling insulation	2021 IECC	402
Parapet walls	2021 IBC	705.11 2109
Rated corridors when needed/doors, openings, walls	2021 IBC	704 1003 1004 803
Return air restrictions in rated corridors	2021 IBC	711 717
Draft stop in wood construction	2021 IBC	101.3 718
Fire stop	2021 IBC	706 708 711
Attic access	2021 IBC	1209
Other requirements such as exit sign, door hardware, door swing, exit illumination, air curtain, etc.	2021 IBC (See Approved Plans & Permit Comments)	Ch 10
Stair and handrail requirements	2021 IBC	1009 1011 1014
Address number, size, contrasting, illumination	COC Address Policy	04/16/90
Accessibility	2021 IBC	Ch 11
Sidewalks	Subdv Ord GDS	Art X, Sec G p-15, p-22, p-26

Building Final Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.
Check comments listed on permit.

CODE ITEM	CODE	SECTION
Fire lane, parking and loading Driveway location with respect to intersections	CZO CFC Driveway Ord	Art XXIV Art 10 Ord 1604
Screen walls	CZO	Art XXV Sec B
Any item related to SUP	CZO	Applicable SUP Ord
Landscaping	CZO	Art XXV Sec B
Visibility triangles clear of obstructions (new buildings)	Visibility Ord	Ord 1325
All signs have permits	CSC	151.30
Any illegal banners	CSC	151.86
Fire sprinklers permitted, inspected and finale	2021 IBC Fire Sprinkler Policy	903
Safety glass	2021 IBC	2406
Exterior brick	CZO	USE Districts
Is electrical service underground for the first 200' of front property line	CZO	USE Districts
Is parking paved (applies to new parking construction or if the tenant is changing)	ORD MEMO	1882 6/1/94

Occupancy Application/Sign/Zoning/Construction Codes Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Sign code requirements	CSC	151.81
Check comments on occupancy application	Application	
If there is a pole sign, do not approve unless certain that the sign does not have to be removed. Other signs/banners without permit or in violation? Other work done without permit?	CSC & other Applicable codes	151.80.1 1551.30
Any plumbing fixtures missing?	2021 IPC	403
Plumbing pipes, traps in working condition; no leaks	2021 IPC	102
Any work done clearly without a permit must obtain permit and comply with code	2021 IBC 2021 IPC 2021 IMC	105 106 106
Is gas test required? (See policy when such a test is required.)	2021 IFGC	406
Parking spaces	CZO	Art XXIV
Any indication that the use may not be consistent with what application for C/O reflected?	Application & Permit	Building & CZO
If the nature and occupancy group of the use has changed from the previous legal tenant, any items (such as accessibility, exits, etc.) need to come up to code?	2021 IBC	Ch 3 Ch 11
Any combustible construction in non-combustible type buildings prohibited by code and construction done clearly without permit or approval?	2021 IBC	Ch 6 Ch 7
Are all electrical wires in a condition not causing a life hazard?	2020 NEC	110.7
Door hardware which might have had changed and not in compliance?	2021 IBC	1003.3 1010 1010.2.2
Is parking paved?	Ord Memo	1882 6/1/94

Clean and Show/Construction Heat/Electric Service Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Proper breaker size for heating unit	2020 NEC	424.19 424.22
Panel cover installed	2020 NEC	408.38
Proper security of access to electrical equipment	2020 NEC	110.26
No holes in panel	2020 NEC	408.7 110.12(a)
Capping of all loose wires	2020 NEC	110.14(b) 110.12(a)
Identification of panel service on meter base or disconnect	2020 NEC	408.4 110.22 230.70

Clean and Show/Construction Heat/Gas Service Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Pipe materials (gas)	2021 IFGC	403
Pipe sizes (gas)	2021 IFGC	402
Connections (gas)	2021 IFGC	403
Pressure test (gas)	2021 IFGC	406
Proper installation	2021 IFGC	305
Venting of appliance	2021 IFGC	Ch 5

Clean and Show/Construction Heat/Gas and Electric Service Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Combine 6015 & 6020 inspections		

Sign, Piers, Setback, Electrical Underground Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Pier setback	Sign Code	From Permit
Pier construction	Per Engineer Design Specs	
Electrical underground	2020 NEC	300.5

Sign Final Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Sign final	CSC	Read Permit Notes

Fence Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Proper setback from streets, alleys, or drainage easements	CZO	Use Districts
Proper height restriction for front yards or certain corner lots	CZO	Use Districts
Proper requirements for pool enclosure	2021 IBC	3109
Proper location for visibility	Visibility Ord	Ord 1325 as amended

Retaining Wall Inspection Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Retaining walls which do not require a permit are not inspected	2021 IBC	105.2
Inspect based on engineered approval plans for retaining walls requiring permit	2021 IBC	110.3.8 110.3.9

Pre-C/O Meeting Checklist

This checklist is not to be construed as all-inclusive; it is only to be used as a guideline.

CODE ITEM	CODE	SECTION
Two year Maintenance Bond on CoC form	GDS	
As-built plans of city maintained utilities submitted as follows: <ul style="list-style-type: none"> ▪ 2 sets of blue lines or black lines (22" x 34") ▪ 1 TIFF 300dpi monochrome 		
Inspection by Public Works documented on Letter of Notification		
10" address numbers to be posted on the building	COC Policy	
# 9900 Site drainage/paving grade letter (contractor's engineer's letter)	Policy	
# 4010 Electrical work final	2021 NEC	
# 4020 Plumbing work final	2021 IPC	
# 4030 HVAC work final	2021 IMC	
# 4022 Backflow prevention certification final	2021 IPC	
# 4035 Landscape/screening wall final or contractor's letter of completion date required	CZO	
# 4037 Zoning/S.U.P./P.D. final	CZO	
# 4041 Sign final	CSC	
# 5050 R.O.W. infrastructure final (Letter of Notification)	GDS	
# 4002 Fire marshal final initiated by project inspector	2021 IFC	
# 4040 Building/energy final	2021 IBC	

Note:

- Leave contractor a list of all items that are incomplete, and date
- Log the uncompleted items in the computer on the project permit under the 7500 inspection