



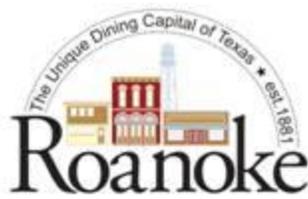
Department of Building Inspections

INFORMATION BULLETIN 100

Plan Submittal Requirements for Single Family Dwellings

This information bulletin lists the minimum submittal requirements for obtaining a building permit for a new residential dwelling. Additional information may be required due to unusual circumstances. The City of Roanoke has adopted the 2009 International Residential and Energy Codes and the 2011 National Electrical Code. Once permit is received, it will be reviewed within ten (10) business days.

- A. **Building Permit Application Form** – One (1) copy of the completed building permit application form with all requested information.
- B. **Plot Plan** – Two (2) copies of the plot plan drawn to scale showing the proposed structure relative to any property lines, easements and existing buildings. The plot shall indicate the proposed drainage flow using arrows.
- C. **Construction Plans** – One (1) hard copy set of construction plans (11 x 17 max size.) drawn to scale, if structure is 5000 sq. feet or three (3) stories you will need to have structure **sprinkled** and will need to submit 2 hard copy sets one for the Fire Marshal, and 3 C/D's complete file(s), which indicate the location, nature, and extent of all proposed work. The drawings must contain sufficient detail for the Building Official to determine conformity with the provisions of all building, energy codes and ordinances, and regulations. Drawings shall be legible and contain the following information:
 1. **Floor plans** – the floor plan shall indicate all doors and windows (attach a door and window schedule). Identify each room for its intended use.
 2. **Trusses, glue lams, and others** – All prefabricated trusses or other assemblies shall bear a Texas Professional Engineer's stamp with an original signature.
 3. **Framing, electrical, energy, mechanical and plumbing plans:** framing details must show how you are meeting the bracing requirements and also need to know the exterior sheathing material and how you will meet the weather-resistive barrier requirements.
 4. **Exterior elevations** – Provide elevations (max height is 35 feet) of each side of the structure indicating the type and % of coverage of exterior materials. All elevations must reflect at least 100% masonry coverage for the front façade and 75% total masonry coverage for the sides and rear excluding doors and windows.
 5. **Foundation plan** – Post tension foundations and other foundations designs must be sealed by an engineer.



SINGLE FAMILY RESIDENTIAL INSPECTION GUIDELINES

DEVELOPMENT SERVICES STAFF

1. Kelly Carlson	Plans Examiner	817-491-6099	kcarlson@roanoketexas.com
2. Jason Hooper	Building Inspector	817-491-6099	jhooper@roanoketexas.com
3. Misty Brown	Permit Technician	817-491-6099	mbrown@roanoketexas.com

PUBLIC WORKS STAFF

4. Mike Maxson	Construction Inspector	817-491-6099	mmaxson@roanoketexas.com
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FIRE INSPECTIONS

5. Roger Stewart	Fire Marshal/Inspector	817-491-2301	rstewart@roanoketexas.com
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GENERAL INFORMATION

- All contractors shall be registered annually with the City of Roanoke.
- Upon approval of a permit application, you will be contacted and advised of the permit fees.
- Permitted construction work hours: Weekdays 7:00 am – 7:00 pm, Saturday 9:00 am – 5:00 pm.
- Adopted Codes/Ordinances: 2009 I-Codes (including local amendments), 2011 NEC, Roanoke Zoning Ordinances
- All Energy Inspections are done by a 3rd party of your choice.
- Trash container(s) shall be on site and of sufficient size for the job site at all times.
- Erosion control must be installed properly and maintained at all times.
- Houses 5000 sq. ft. or 3 stories must be sprinkled.

JOB SITE REQUIREMENTS

- All work shall be ready to be inspected for the type of inspection requested.
- The permit packet shall be on-site, readily accessible, and in obvious public view by 8:00 a.m.
- City approved plans, all previous inspections performed, and any required paperwork shall be in packet.
- The building address shall be clearly posted.



RED TAG ITEMS (FEES MAY BE ASSESSED)

- Failure to meet **ANY** Job Site Requirements.
- Permit packet or approved building plans/permits are not on job site.
- The building is locked or work is otherwise not available for inspection.
- Previous “red tag” items are still outstanding.
- Other violations of city/state ordinances/codes exist on the property.
- All outstanding fees must be paid prior to scheduling an inspection.
- Outstanding fees will prohibit inspections from being scheduled.

REQUESTING INSPECTIONS

- **Project shall be ready before requesting an inspection.**
- Inspections may be requested by calling 817-490-1307 by : :00 a.m. each morning or online at www.roanoketexas.com
- Only ONE person is responsible for calling in the inspections **WHEN THEY ARE READY**.
- Inspections requested after : :00 a.m. will be scheduled the following business day.
- Incomplete permit information or inaccurate information may delay the inspection requested.
- **CANCELLATIONS shall be called in prior to : a.m. or as soon as you are aware there is a problem and Inspector has not arrived on-site.** Leave a name and phone number job location inspection you are canceling at 817-491-6099
- Inspections will **NOT** automatically rollover in the event of wet, rainy, or bad weather days. The inspection **MUST** be rescheduled.
- If outstanding fees exist, the inspection will **NOT** be scheduled.



REQUIRED INSPECTIONS

ALL “JOB SITE REQUIREMENTS” SHALL BE MET AT EACH INSPECTION.

- **Temporary Electric (T-Pole):** Must comply with **2011 NEC**.
- **Piers:** Piers may be inspected by a licensed professional engineer in lieu of a City inspection. If using an engineer for inspection, **an original inspection report sealed by the engineer of record must be** in the permit packet at the Foundation inspection.
 - **Plumbing Rough:** Must comply with **Chapters 24-33 of the 2009 IRC**.
 - Water service and sewer service lines shall be in place and connected.
 - All piping shall be bedded properly.
 - The test riser on the sanitary sewer shall be a 10-foot water column, or an air test may be used with a minimum of 5 lbs of pressure using a gauge in 1/10 lb increments.
 - The water-supply system shall be tested with water pressure not less than the working pressure of the system, or an air test may be used with a minimum pressure of 50 lbs of pressure using a gauge with 1 lb increments. **An air test is not allowed on plastic piping.**
 - PVC joints must be sealed using a **purple** primer and CPVC joints must use an **orange** primer that conforms to **ASTM F 493**.
 - Connection of the private drain line to the City service line at the City-side cleanout shall be left exposed for a Sewer Tie-in inspection (**performed by a Public Works Construction Inspector**).
 - **Foundation:** Must comply with **Chapters 3 & 4 of the 2009 IRC**.
 - One original certified **form board survey** shall be in permit packet.
 - Work must match the City-stamped foundation plan.
 - Exposed plumbing piping must be wrapped.
 - If plastic water piping is used, a concrete-encased grounding electrode must be installed.
 - An engineer’s inspection report is not allowed in lieu of a City inspection.



ALL SECONDS INSPECTIONS:

- **Framing** – Must comply with **Chapters 5-9 and 11 of the 2009 IRC**
- Houses with fire suppression systems must have been previously inspected by the fire marshal
- Structure is dried-in including roof covering (note: cedar shakes and shingles are not allowed).
- A water-resistive barrier of No. 15 asphalt felt (min.), house wrap or other approved water-resistive barrier (such as Zip System® sheathing) shall be in place. (Note: painted plywood or OSB is not considered a water-resistive barrier.)
- All framing, fire blocking, draft stopping, bracing, rodent proofing and exterior sheathing is in place and windows and doors are installed.
- Exterior sheathing shall be completely sealed and brick ties installed.
- Windows, doors, and all openings must be properly flashed.
- Windows located more the 6' above the exterior grade must also be located at least 2' above the floor or fall protection is required.
- Stairways shall comply with section R311.7 – maximum rise 7/34" and minimum tread 10" (with nosing).
- Winding stairway treads are to be at least 6" at the inside of each tread. Minimum of 10" tread required measured 12" in from winder.
- All studs and joists must conform to the maximum allowed for cutting, notching, and boring.
- Wall bracing shall be installed as designed and specified.
- Building envelope is sealed in accordance with energy code.
- **Rough-in Electrical** – Must comply with the **2011 NEC**
- All rough-in wiring is complete.
- Ground and neutral conductors will be made up in all panels.
- A ground must be connected to the cold water piping and a supplemental grounding rod must also be provided. If plastic water piping is used, a concrete-encased electrode must be used in addition to the grounding rod.
- Ground clamps used on ground rods must be listed for direct burial.
- Jetted tubs must be on a dedicated, GFCI protected circuit.
- Outlets for carbon monoxide detectors are required outside each bedroom door and must be hardwired and interconnected.



- **Top-out plumbing** – Must comply with **Chapters 25-32 of the 2009 IRC**
 - All soil, waste, vent and water supply pipes for all the fixtures are in place.
 - A water test is required.
 - Water heater drain lines must run to outside. Drain pans required.
 - Water heaters are not allowed in the attic.
 - Frost-proof hose bibs shall be installed and shall have vacuum breakers.
 - Combustion air inlets and grills shall be in place.
 - All vents shall be in place.

- **Rough-in Gas** – Must comply with **Chapter 24 of the 2009 IRC**
 - All gas piping for all fixtures shall be in place.
 - Piping to be tested with a minimum of 10lbs of pressure shall use a gauge with 1/10 lb increments. For piping to be tested with 3lbs of pressure, a gauge with 1/10 lb increments and a pressure gauge not to exceed 6 psig shall be used.
 - Gas lines shall be properly secured and protected.
 - **CSST gas lines shall be bonded to the electrical grounding system at the point where the gas service enters the building with a minimum 6 AWG copper wire.**

- **Rough-in Mechanical** – Must comply with **Chapters 12-23 of the 2009 IRC**
 - All duct work and concealed components are complete.
 - Flexible ducts must be supported and in such a way that the airflow is not restricted.
 - **Duct insulation must be a minimum of R-8 in attics and R-6 in other areas outside the building envelope.**
 - Exhaust ducts must terminate to the outdoors. Air shall not be exhausted into an attic, soffit, ridge vent or crawl space.

- **Chimneys and Fireplaces** – Must comply with **Chapter 10 of the 2009 IRC**
 - **Wood-burning fireplaces shall have a gasketed door and outdoor combustion air.**



- **Insulation:** Must comply with **Chapter 11 of the 2009 IRC**
- All insulation is in place; walls and ceilings shall not be dry walled or otherwise covered.
- If spray-foam insulation is used, a certificate provided by the installer must be in the permit pack to certify R-values.

- **Fire Wall (If applicable):** Must comply with **Section R302 of the 2009 IRC**
- To be made after drywall is in place on fire-rated walls prior to applying any textured finish or paint.
- Any penetrations must be sealed with fire caulk or other approved method.
- Plastic electrical boxes are not allowed unless listed for such use.
- Dryer vents cannot penetrate a firewall where openings are not allowed, and washer connections must be backed with a double layer of 5/8" type X gypsum board.

- **Approach and Sidewalk:** Must comply with City detail
- Inspection may be made at any time before Final.

- **Permanent Power:**
- All electric and gas piping work is complete.
- Electrical system shall have all receptacles, switches and fixtures in place.
- Receptacles shall be of the tamper-resistant type.
- **Arc-fault** circuit interrupters (AFCI) are required in family rooms, dining rooms, living rooms, dens, bedrooms, offices, sunrooms, game rooms, media rooms, closets, hallways, and similar rooms and areas.
- **Ground-fault** circuit interrupters (GFCI) are required for all receptacles located within 6' from the outside edge of any sink and for all circuits in a kitchen, bathroom, outdoors, and garage including those for automatic garage doors openers and dedicated appliance circuits.
- Where fixtures are not installed, the outlet shall be blanked off with a plate cover.
- Gas system shall be complete including valves and equipment (with exception of dryer and range).
- Gas test shall be performed.
- Gas flex lines are not allowed through knockouts.
- If applicable – jetted tub pump grounding to cold water supply with 12x12" access panel.
- Where gas appliances have not been installed, the gas line must be capped to prevent accidental opening of a valve.



- **Drainage Final** [*Inspection done by City Construction Inspector prior to Building Final*]:
 - Landscaping, turf, and drains shall be in place.
 - All areas of City Right of Way shall be clean.
 - The street, drive approach, sidewalks, storm drain inlets, manholes, water valves, handicap ramps, water meters/boxes and sanitary sewer cleanouts in the Right of Way shall be inspected.
- **Building Final:**
 - The permanent address must be posted on the house
 - Safety glazing shall be identified in a permanent manner (etched on glass) where required by section R308.4.
 - Both smoke detectors and carbon monoxide detectors are required. Smoke detectors and carbon monoxide detectors must also be retrofitted with current code for all remodels and additions; however, battery powered units may be substituted in areas where no work is being performed.
 - A permanent certificate as provided in the permit packet shall be posted on the electrical panel. The certificate shall list the insulation R-values in the ceiling/roof, walls, floors, and ducts, the U-factors for fenestration, the solar heat gain coefficient of fenestration, and type and efficiency of the heating, cooling, and service water heating equipment. This is to be completed by the builder, an architect, or an engineer.
 - A permanent pull-down ladder must be installed to access appliances located in an attic. An access opening is required to all attic areas.
 - Attic insulation shall be in place and depth markers installed.
 - If using Energy Star as method of energy code compliance, an official Energy Star certificate must be in permit pack.
 - Air conditioning equipment and pads shall be set.
 - Programmable thermostats must be used for all heating/air conditioning units.
 - Water, electricity and gas shall be on at this time to verify proper operation of outlets and equipment.
 - Electric panel must be specifically and clearly labeled.
 - A permanent electrical outlet and lighting fixture controlled by a switch located at the required attic opening must be provided at or near any mechanical equipment.



- All light fixtures must be installed or a blank plate must be in place.
- A minimum of 50% of all light fixtures must have compact fluorescent bulbs or other high-efficacy lamps.
- An exterior light fixture shall be in place at all egresses.
- A removable access panel must be provided for jetted tubs.

- All plumbing fixtures must be installed.
- Street, alley, and all flatwork must be clean and clear of mud and debris.
- The yard, garage, and attic must be clear of debris and trash.
- If a lawn sprinkler system is installed, a separate permit must be issued.
- CSI (customer service inspection) report and all backflow reports and all Energy Inspection reports shall be in packet for Final Inspection. (must be original sheets not copies with address/location).
- Structures with fire-suppression systems shall have been inspected and approved by the Fire Marshal.
- All third party inspection reports to be in packet for Building Final.

CITY OF ROANOKE
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