



## RESIDENTIAL PERMIT SUBMITTAL

ADDRESS: (new?) \_\_\_\_\_ Permit #: \_\_\_\_\_

Registration: General-\_\_\_\_\_ ELEC-\_\_\_\_\_ HVAC-\_\_\_\_\_ PLB-\_\_\_\_\_

Current Codes: 2018 IRC and 2020 NEC

\_\_\_\_\_ **Plot Plan** (with setbacks and drainage pattern reflecting the engineered subdivision drainage plan)

\_\_\_\_\_ **Engineered Drainage Plans** (when not in a subdivision with an engineered plan)

Final Drainage plan will require an engineer's letter

\_\_\_\_\_ **Disk/thumb drive with all plans in pdf** – (verify all plans are on the disk)

\_\_\_\_\_ **Foundation/Pier Plans** (with detail and engineer's letter)

\_\_\_\_\_ **Floor Plans**

\_\_\_\_\_ **MEP Plans** (electrical only for new houses)

\_\_\_\_\_ **Framing/Roof Plans** (with engineer's seal)

\_\_\_\_\_ **Elevations**

\_\_\_\_\_ **Truss Plan** (with engineer's seal)

\_\_\_\_\_ **Braced Wall Plan** (with engineer's seal)

\_\_\_\_\_ **2018 Energy Code**

\_\_\_\_\_ **1 CD or Thumb Drive**

Is Sprinkler required:      YES              NO      (required if over 5,000 sf. under roof)

Application Complete:      YES              NO

Missing Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Checklist Reviewed By: \_\_\_\_\_ Date \_\_\_\_\_

Called/emailed – Name Date, etc.: \_\_\_\_\_

**Submittal is incomplete and will not be accepted if any of the checklist items are missing.**

**BUILDING INSPECTIONS      500 S. Oak Street, Roanoke, TX 76262**  
**Phone: 817-490-1308      [www.roanoketexas.com](http://www.roanoketexas.com)**



CITY OF ROANOKE  
 500 S. OAK STREET  
 ROANOKE, TEXAS 76262  
 (817) 490-1308

## RESIDENTIAL BUILDING APPLICATION

Inspection Request: [inspections@roanoketexas.com](mailto:inspections@roanoketexas.com)

Type of Construction       New       Remodel       Addition       Other

Job Address				
Owner		Contractor		
Address, City, Zip		Address, City, Zip		
Phone	Email	Phone	Email	
Lot	Block	Phase	Subdivision	
Zoning	No. of Stories	No. of Baths	No. of Bedrooms	
Square Footage	1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor	Garage	Height
Set Backs	Front	Left Side	Right Side	Rear
Gas and Electric		Total Electric	% Masonry	
Use of Structure		Roof Material		
Electrical Contractor		Plumbing Contractor		
Address		Address		
Phone		Phone		
HVAC/Mech. Contractor		Concrete Contractor		
Address		Address		
Phone		Phone		

HAVE ALL DEED RESTRICTIONS AND ORDINANCES BEEN COMPLIED WITH?     YES     NO

EXPLAIN: \_\_\_\_\_

Separate permits are required for Electrical, Plumbing, Mechanical, & Plumbing trades. This permit becomes **Null** and **Void** if work or construction authorized is not commenced within 180 days or if work ceases for a period of 180 days after the work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Any owner or authorized agent violating any of the statements in this building permit shall be deemed guilty of a misdemeanor and shall be punishable by a fine of not more than \$2000.00 or imprisonment for not more than 90 days, or by both such fine and imprisonment.

\_\_\_\_\_  
SIGNATURE OF BUILDER

\_\_\_\_\_  
DATE APPLIED

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
DATE

Residential Fee \$ \_\_\_\_\_

Plan Review Fee \$ \_\_\_\_\_

Total Permit Fee \$ \_\_\_\_\_



## City of Roanoke

# Residential Construction Guidelines for New Dwellings

These guidelines are for information purposes only.  
The contractor is obligated to comply with all adopted codes and ordinances

**BUILDING INSPECTIONS**  
500 S. Oak Street, Roanoke, TX 76262  
(817) 490-1308

**PLAN REVIEW:** The established goal is to complete plan reviews within fifteen (15) working days, excluding day of submittal. The ten day period begins when all submittal requirements are met. Once the permit is processed and approved, the contractor will be notified of all applicable fees and can obtain the permit. Accessory structures and uses included on plans for new homes require separate permitting and review. Any plans not picked up within 45 days after notification will be considered abandoned and plan review fee assessed.

### **SEPARATE PERMIT REQUIRED:**

A separate permit shall be required for:

- Masonry fences and/or masonry columns for fences or gates.
- Retaining walls more than 48 inches from the bottom of the footing.
- Detached structures such as garages or shade structures.
- Outdoor kitchens, fireplaces and living areas that are not part of the main structure.
- Fountains, pools and spas.
- Irrigation systems that are tied to city water.

## **RESIDENTIAL PERMIT SUBMITTAL REQUIREMENTS**

The following items must be included with the online application. Incomplete plans, submittals, and/or applications may create delays. Once permit is approved online a final set of paper plans will be required for field use.

**A. Prior to permit submittal the SWPPP must be approved by the Public Works Environment Services.**

**B. Building Permit Application.** All information must be completed online or the application will not allow submittal. All MEP subcontractors shall be listed and currently registered with the city. (There is no registration fee for state license holders.)

**C. Plot Plan showing:**

- Construction access from public street or alley
- Street address
- Location and dimensions of new structure with all building setbacks with distance from all property lines
- Drainage arrows to conform with engineered drainage plan
- Scale of drawing (appropriate for sheet size)
- North arrow

**D. Complete Set of Plans to scale, in pdf and labeled accordingly to include the following: (Labeling must specify the sheet or plan set. Ex: Arch plans, Site plan, Energy Code, etc.)**

- Floor plan
- Electrical plan
- Engineered framing plan which includes flooring details for **any future finish out space.**
- Elevation plan
- Roof plan
- Engineered floor truss layout
- Engineered wall bracing plans demonstrating compliance with 2018 IRC Section 602.10
- Foundation Plans with State of Texas Engineer seal and signature along with an engineer's cover letter referencing the current code and soil report.
- Drainage/grading plan with arrows showing the directional flow of drainage and must match the subdivision grading plan. For sites that are single lots or lots in subdivisions without an engineered drainage plan, an engineered drainage study and plan must be submitted. If a pond is planned for the site, it must be shown on the drainage/grading plan.

**E. Energy Code Analysis. Acceptable programs:**

- ICC E-CALC certification - available from Texas Energy Systems Lab at [iccc.tamu.edu](http://iccc.tamu.edu)
- REScheck - available from the US Department of Energy at [energycodes.gov](http://energycodes.gov)
- Energy Star Certification – available from U.S. EPA at [energystar.gov](http://energystar.gov)
- Prescriptive Method – from the 2018 IECC

Energy code documents must include the following:

1. Insulation R-values
2. Fenestration U-Factors & SHGC calculations
3. Area – weighted U-factor
4. Mechanical System design criteria
5. Mechanical and service water heating; type, size & efficiencies
6. Equipment system controls
7. Duct sealing, duct & pipe insulation and location
8. Air sealing details.

*Additional submittal information may be required based on project and subdivision requirements.*

**AUTOMATIC FIRE SPRINKLER SYSTEMS** - Required when under roof calculations including porches, balconies, garage and habitable attic space, with sloped ceilings 5-ft or higher with a minimum of 70 square feet of 7' ceiling height, and accessible by a stairway, exceeds 5,000 square feet. If a ceiling design in a residential structure exceeds an 8/12 pitch, special requirements must be accomplished to ensure proper fire protection coverage. It is the responsibility of the fire sprinkler system designer of record to verify that all products used meet the current adopted version of NFPA13-R. Sprinkler plans are submitted by the Licensed Fire Protection Contractor to the Roanoke Fire Marshal, Doug Parks. Applicant is responsible for fees charged for their review. Plans will be reviewed and approved by the Fire Marshal's office and forwarded to the Building Official.

**FORM SURVEY** Submittal required a minimum 24 hours before requesting foundation inspection. The survey shall verify the location of the building on the lot and elevation in cases where a minimum finish floor elevation is specified. Form surveys may be uploaded and emailed or a copy in packet at Plumbing Rough inspection.

### **CONTRACTOR REGISTRATION**

The General Contractor must be currently registered with the City of Roanoke prior to submittal of the building permit.

### **FENCE OR RETAINING WALL**

Fences and retaining walls meeting the criteria listed below require a separate fence permit:

- A non-masonry fence greater than seven (7) feet in height. Fences over eight (8) feet in height from grade require a variance to the zoning ordinance.
- Any fence that is all or part of a swimming pool barrier.
- A masonry fence or retaining wall 48 inches or greater from the bottom of the footing to the top of the wall.

### **CODE ADOPTION**

The following model codes have been adopted by ordinance:

- 2018 International Residential Code with amendments as adopted in Ordinance #2020-131
- 2020 National Electrical Code – State of Texas requirements, Ordinance #2020-135
- 2018 International Fire Code – Ordinance #2020-125
- 2018 International Energy Conservation Code – Ordinance #2020-127

**STAFF OFFICE HOURS:** Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays.

**PLANS EXAMINERS** are generally available during 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays. Appointments are encouraged to meet with a specific person.

**INSPECTORS** are generally available to receive phone calls from 7:00 a.m. to 9:00 a.m. daily. At other times, messages may be left on voice mail and calls will be returned as soon as time is available.

**INSPECTION REQUESTS:** Inspection Requests are required to be requested by email.

[inspections@roanoketexas.com](mailto:inspections@roanoketexas.com)

- It is the General Contractor's responsibility to request all inspections online.
- The City stamped set of plans MUST be on the jobsite for ALL inspections.
- Inspection must be requested prior to 8:00 a.m. for same day inspection (except water heater or HVAC change-outs).
- Inspections are for same day - only water heater or HVAC change outs in an occupied building can request am/pm inspection.
- All inspections held back because of cold weather or rain MUST be re-scheduled by the general contractor online.
- No concrete or plumbing rough inspections will be made if it is too wet. No concrete inspections will be made unless the temperature is 38 degrees and rising. Do not lay brick when it will be below 40 degrees before mortar setting.
- Inspections hours in the field are 8:00am– 4:00pm. To contact inspectors prior to leaving office for questions please call 817-491-6099 or 682.220.5738 between 7am-9am. Afternoon hours for questions will be 3:30pm -5pm.
- To cancel an inspection call 817-491-6099 or 682-220-5738 or email [inspections@roanoketexas.com](mailto:inspections@roanoketexas.com) before 8:30 am.

**SAME DAY INSPECTIONS** Reasonable efforts are made to complete inspections on the same day requested (when requests are received by the 8 a.m. cut-off time). Circumstances sometimes require some inspections to be moved forward to the next day. The expectation exists that the inspection is ready when the request is made – not when work is *anticipated* to be ready.

#### **RE-INSPECTION FEE**

\$100.00 RE-INSPECTION FEE may be charged when:

- Work called for inspection is incomplete;
- Building address and/or permit card is not clearly posted;
- City approved plans are not on the job site available to the inspector;
- The building is locked or work otherwise not available for inspection when called;
- Items noted for correction on initial inspection are not corrected upon re-inspection.
- The original red tag has been removed from the job site and/or,
- Violations exist on the property including failure to maintain erosion control, trash control, etc.

Any re-inspection fees assessed shall be paid prior to any additional inspections on that job site.

**UNAUTHORIZED COVER UP FEE** Any work concealed without first obtaining the required inspection in shall be assessed a fee of \$100.00.

### **PLANS ON SITE**

City approved building plans must be available on the job site when inspections are conducted. If the approved plans are lost, an additional set must be submitted to the city to be stamped. A fee of \$50.00 per hour may be charged for additional plan review time.

### **CONSTRUCTION HOURS**

The Roanoke code regulates noise construction that is considered a nuisance. By ordinance, construction is allowed from 7:00 a.m. to 7:00 p.m., Monday through Friday, 9:00 a.m. to 5:00 p.m. on Saturday. No work on Sundays.

### **LITTER**

- Provide a litter container of sufficient size on the job site at all times.
- Verify each day that all lightweight materials, including food wrappers and drink containers are contained within the trash enclosure on the job site.
- Litter container shall be emptied when reaching half of capacity.
- Inspections may be cancelled and re-inspection fees assessed if trash is uncontained on the job site or adjacent properties.
- If a commercial container (dumpster) is used, the City of Roanoke franchise agreement requires Republic Waste Services must be contracted for that service. Contact 817-317-2424. [www.republicservices.com](http://www.republicservices.com)

### **RESTROOM FACILITIES**

- Provide a portable restroom facility on job sites unless an indoor toilet is available on the same site.
- Inspections may be withheld if a restroom facility is not provided.
- Adjacent sites may share grouped facilities with a plan approved by the Building Official.

### **CONSTRUCTION ACCESS/STAGING**

The use of an adjacent lot for construction access or storage of materials is prohibited unless an earth disturbance permit has been obtained and erosion control is in place.

### **EROSION CONTROL**

- Erosion control must be maintained at all times throughout the project.
- All activity on a site shall comply with City, State, and Federal statutes for storm water pollution control.
- Storm water inspections are conducted in conjunction with every building inspection requested, after a rainfall event, and randomly during construction.
- The city has adopted the NCTCOG iSWM Manual for control methods. Refer to this guideline along with the site SWPPP [http://iswm.nctcog.org/Documents/technical\\_manual/Construction\\_Controls\\_4-2010b.pdf](http://iswm.nctcog.org/Documents/technical_manual/Construction_Controls_4-2010b.pdf)

### **CONSTRUCTION OFFICE/TRAILER** A separate permit is required for any construction trailer.

Requirements for submittal: application, site plan, engineered anchor plan, floor plan, water/sewer tie in. Sales trailer requirements also include TAS accessibility requirements and landscape. Additional information see IRC Section R106.

**FIRE SPRINKLER AND ALARM INSPECTIONS** Fire Sprinkler and Alarm tests are scheduled directly with the Fire Marshal's office and do not go through the inspection request line. Contact the Fire Marshal's office at 817-491-2301.



**INSPECTIONS REQUIRED** The following list represents typical inspections for residential construction. The list is not all-inclusive and there may be circumstances where additional or special inspections are required. Consult with a Building Inspector to determine when/if such inspections are necessary. Permit card must be present and City approved (stamped) plans must be on the job site at the time of the inspection. CITY STAMPED APPROVED PLANS MUST BE ON SITE FOR THE INSPECTION TO OCCUR.

**1. TEMPORARY POLE** Address shall be posted and pole properly braced.

**2. PLUMBING ROUGH**

*A form survey must be in permit packet for plumb rough inspection.*

- Pipe shall be bedded in sand.
- Hot water lines must have minimum ½" insulation.
- Fire sprinkled structures shall have a minimum of 1 ½" uninterrupted water service from tap to fire line riser. Valves are prohibited within service line to fire line riser.
- Pipes passing through concrete shall allow for movement utilizing material with a minimum wall thickness of 0.025 inches.
- Pipes passing under a footing or through a foundation wall shall be sleeved with material that is at least two pipe sizes larger than the pipe passing through the wall.

**3. ELECTRICAL INSTALLATION IN FOUNDATION** Materials and methods must comply with the 2017 NEC. This inspection may be performed concurrently with the foundation inspection provided the installation is visible for the inspector.

**4. FOUNDATION**

- A grounding electrode conductor of bare copper of a least 20ft and not smaller than 4 AWG shall be located horizontally within the bottom portion on the foundation footing that is in direct contact with earth, per 250.52 of the 2020 National Electrical Code
- Structural Steel reinforcing bars shall when used shall be made available for connecting to the electrical grounding electrode system, per 250.52 of the 2020 National Electrical Code
- All foundations must comply with Chapter 4 of the 2018 IRC. • Foundation plates or sill shall be treated against subterranean termites per IRC section R318.
- Foundation plates or sills must be bolted to the foundation or foundation wall with no less than ½" nominal diameter steel bolts embedded at least 7" into the concrete or masonry and spaced no more than 6' apart. A minimum of one bolt shall be located within 12" of each end of each section of sill plate. A properly sized nut and washer must be tightened on each bolt to the plate.

**5. FIRE SPRINKLER SYSTEM** (where applicable) Sprinkled structures shall have fire sprinkler system installed, inspected and approved by Fire Marshall's Office prior to seconds inspection.

**6. SECONDS** Request for 2NDS includes framing, electric, plumbing, and mechanical trades which are inspected simultaneously. It is the general contractor's responsibility to call for the inspection when **all trades are ready**. The house shall be enclosed, roof covering installed, temporary doors set, and all windows installed with fenestration stickers attached. The house shall be free of scrap building materials and swept clean before an inspection.

## **FRAMING**

- Engineered framing systems including wall bracing shall require the design engineer's letter of compliance.
- Factory-built metal fireplaces and chimneys shall be installed at the time of framing inspection and shall comply with the manufacturer's installation requirements and/or Chapter 10 of the 2018 IRC (whichever is more restrictive). Installation manual shall be provided at each unit.
- Stairways shall comply with the 2018 IRC Section R311.
- Attics containing appliances requiring access shall be provided clear access opening dimensions a minimum of 20 inches by 30 inches, or larger and large enough to allow removal of the largest appliance. A walkway to an appliance shall be rated as a floor. As a minimum, for access to the attic space, provide one of the following: a permanent stair, pull down stair with a minimum 300 lb capacity, an access door from an upper floor level.
- One layer of No.15 asphalt felt or other approved water-resistive barrier shall be installed over all exterior walls in accordance with IRC 703.2. Approved barriers shall comply with manufacturer's installation requirements.
- Operable windows located more than 72 inches above finished grade or surface below shall require the lowest part of the clear opening to be a minimum 24 inches above the finished floor of the room in which the window is located.

## **ELECTRIC ROUGH IN** Materials and methods shall comply with 2020 NEC.

- All splicing of conductors shall be complete at boxes.
- Ground and neutral conductors shall be made up in all indoor panels at rough-in stage. Bonding screws (where required) must also be installed at this time.
- A grounding electrode conductor must connect to any metallic cold water piping with a supplemental grounding rod or to any approved grounding electrode.
- Recessed luminaires installed in the building thermal envelope shall be IC-rated and sealed to limit air leakage between conditioned and unconditioned spaces.
- CSST systems shall be bonded to the electrical service grounding electrode system at the point where the gas service enters the building. The bonding jumper shall not be smaller than 6 AWG copper wiring or equivalent.

## **PLUMBING TOP-OUT**

- Notching, boring, and cutting of framing shall comply with Section R602
- Hot water lines must have minimum ½ inch insulation.
- T & P drain lines and pan drain lines cannot be combined, must run separately to the outside, and cannot be installed in the slab.
- All water heaters must have a metal drip pan with drain.
- Removable, self-draining, frost-proof hose bibs must be installed.
- Combustion air inlets and grills must be installed at water heater closets.
- All vents must extend through the roof with flashings installed.
- Air Admittance Valves are permitted for limited use for islands and bar sinks only. Building Official approval is required for any other locations before installation
- Roof drains that are concealed within the construction must be installed and tested.

## **GAS SYSTEM ROUGH IN**

- Gas system must be complete.
- A pressure test must be performed consisting of a three (3) lb. air test utilizing a (5) five lb. diaphragm gauge.
- All log lighter valves must have the key installed for testing past the valve.
- All gas lines must be properly secured and supported.

- Gas pipe in contact with any masonry must be galvanized or wrapped.
- CSST systems shall be bonded to the electrical service grounding electrode system at the point where the gas service enters the building. The bonding jumper shall not be smaller than 6 AWG copper wiring or equivalent.
- CSST systems shall have a shut-off valve for each outlet at the manifold and identified.

#### **MECHANICAL ROUGH IN**

- Supply ducts 3 inches or greater in diameter in attics shall be insulated to a minimum of R-8. Smaller ducts shall be insulated to a minimum R-6. Exception: Ducts located completely within the building thermal envelope.
- Ducts shall be sealed with approved tapes or mastics; duct tape is not permitted.
- If duct testing is done at this time submit written report from the third party inspector.
- A/C condenser lines require piping insulation of ¾ inch minimum or R-3.
- Flexible ducts must be supported and turns must be made in such a way that the air flow is not restricted. See duct manufacturer's specifications.
- Combustion air vents must be installed in closets enclosing gas appliances the top and bottom portion of closets enclosing gas appliances and comply with Chapter 18, IRC.
- Provide draft stop at each ceiling level around chimneys of factory built fireplaces unless more restrictive in manufacturers listing requirements.
- Makeup air shall be provided for all exhaust hood systems capable of exhausting in excess of 400 cfm at approximately equal to the difference between the exhaust are rate and 400 cfm. Such makeup air system shall be equipped with a means of closure and shall be automatically controlled to start and operate simultaneously with the exhaust system. Kitchen exhaust makeup air shall be discharged into the same room.
- Direct vent appliances with two-pipe systems shall be installed in attic spaces where spray-applied foam is used to create a building thermal envelope.

#### **7. MASONRY AND FACTORY-BUILT FIREPLACE AND CHIMNEY** shall comply with Chapter 10 of the 2018 IRC.

- Inspection required when firebox, damper, and first flue tile are in place. Do not lay face brick before inspection.
- Minimum 2" gap must be maintained between masonry fireplace walls and wood studs or any other combustible material. This includes ISOKERN and FIREROCK fireplace systems
- Factory-built Chimneys shall be listed and labeled and installed and terminated in accordance with the manufacturer's instructions. Installation manual shall be provided at each unit

#### **8. ENERGY CONSERVATION COMPLIANCE**

##### **LEAKAGE TESTING** *Required for building thermal envelope and duct systems.*

- Code compliance shall be demonstrated by utilizing third party RESNET certified HERS Raters. The insulation installer cannot inspect his own work. Certificates of compliance shall be on file with the City of Roanoke before requesting a final inspection.

##### **The RESNET certified HERS Rater shall determine compliance of building thermal envelope:**

- At the rough-in stage by performing a visual test in accordance with the 2018 IECC **OR**
- At building final utilizing a blower door test. *A separate insulation inspection shall be required at rough in and final if this option is chosen.*

**The RESNET certified HERS Rater shall test ducts, air handlers, filter boxes, and plenums for leakage:**

- At the rough-in stage where leakage tolerances are greatest **OR**
- At building final where leakage tolerances are less
- New and/or existing air handlers, ducts, filter boxes, and plenums that serve additions and remodel projects shall be tested for leakage.

**INSULATION INSPECTION**

- Performed by RESNET certified HERS Rater.
- All penetrations and openings in building envelope must be sealed.
- Seal attic and floor penetrations where MEP installations penetrate building envelope.
- Seal fireplace cavities where adjacent to building envelope.
- All windows must be installed with NFRC label attached.
- All batt insulation must be labeled and legible.
- Insulation batts installed in walls shall be totally surrounded by an enclosure on all sides consisting of framing lumber, gypsum, sheathing, wood structural paneling, or other equivalent material approved by the Building Official.
- Spray-foam applied insulation shall require an installer's certificate that demonstrates approved Rvalues for the installation.

**9. WALL-TIES** Wall ties may be requested concurrently with 2NDS or may be called separately afterwards. For brick veneer provide one tie per 3 ¼ square feet (for 16" framing one every 24" high or for 24" framing one every 16" high) unless structural engineer or architect specifies more. Moisture barrier must be applied before inspection.

**10. STUCCO/EIFS INSPECTIONS** – Installer's certificate shall be on file with the City of Roanoke.

**Curing Requirements** - the finish coat for two-coat cement plaster shall not be applied sooner than 7 days after application of the first coat. For three-coat cement plaster, the second coat shall not be applied sooner than 2 days after the first coat. The third coat shall not be applied sooner than 7 days after the second coat.

Inspections required are:

- Paper Inspection - at framing inspection, inspector will verify two layers of Kraft grade D building paper per Section R703.7 or other approved material. Upper layer shall overlap lower layer a minimum of 2 inches. Horizontal joints shall overlap minimum 6 inches. Window frames shall be properly sealed and flashed.
- Insulation (EIFS) Inspection – mechanical fasteners installation shall be as required by the ICC report.
- Lath Inspection – lath and lath fasteners shall be corrosive resistant. Staples shall be spaced a maximum of 6 inches or as otherwise approved. Weep screeds shall be installed a minimum of 4 inches above grade or 2 inches above an impervious surface.

**11. TUB ENCLOSURE** Pump motor electrical bonding (where required), wiring, and tub seal inspection is required for any whirlpool or garden tub. Access shall be provided to circulation pumps in accordance with the fixture or pump manufacturer's installation instructions. Where the manufacturer's instructions do not specify the location and minimum size of field-fabricated access openings, a 12-inch by 12-inch minimum size opening shall be installed for access to the circulation pump. Where pumps are located more than 2 feet from the access opening, an 18-inch by 18-inch minimum size opening shall be installed.

A door or panel shall be permitted to close the opening. In all cases, the access opening shall be unobstructed and be of the size necessary to permit the removal and replacement of the circulation pump. IRC P2720.

## **12. APPROACHES, SIDEWALKS AND PAVING**

These inspections are conducted by Public Works and scheduled by emailing the inspection request line. Approaches and pavement in right-of-way must be approved before any concrete pour is initiated.

**13. LANDSCAPE FINAL INSPECTION** Where specific landscape plantings are required by statute in a residential subdivision, a Landscape Final Inspection must be obtained PRIOR to calling for Building Final.

**14. UTILITIES INSPECTION** – Permanent electric and gas meters must be installed before requesting building final.

### **ELECTRIC METER RELEASE**

- Electrical system must be complete with all switches and receptacle outlets installed.
- Electrical fixtures or equipment not installed shall require conductors be capped off with wire nuts and blank cover plates shall be placed over the outlet boxes. Cover plates are not required on outlets over 8 feet high.
- Overcurrent protection devices shall not be installed for equipment that is not installed. Blank covers shall be installed at such openings at electric panel.
- All circuits shall be specifically labeled at the electric panel with permanent marker.
- Service grounding electrode conductor(s) shall be accessible for inspection of connection to grounding electrode.
- Receptacles and switches shall be secured within approved boxes with cover plates attached. Extension of devices from walls for tile work, cabinetry, etc. is prohibited.
- Pull-down attic access stairs that serve equipment shall be installed and secured properly with lag bolts.
- HVAC equipment shall be identified by number at each unit as well as electric panel. Overcurrent protection sizing shall be in accordance with manufacturer's nameplate rating.
- Smoke and carbon monoxide detectors shall be installed at the time of inspection.

### **GAS METER RELEASE**

- All gas appliances shall be installed. *EXCEPTION:* Kitchen range/oven/cooktop.
- All gas appliance vents shall be installed with proper clearance from combustibles.
- Gas system must be complete.
- Sediment traps shall be installed where required.
- Install gas valves on all gas outlets. Systems utilizing CSST shall have valves installed for each outlet at the manifold. Each outlet shall be identified using permanent marker.
- Three (3) lb. air test on gas system using a five (5) lb. diaphragm gauge.
- Gas outlets installed for future use shall have valves installed with a threaded plug.
- Log lighters shall be capped with key installed for testing past valve.
- Pull-down attic access stairs serving equipment shall be installed and secured properly with lag bolts.

#### **15. FINAL LOT GRADING INSPECTION (concurrent with building final)**

- Permanent vegetation (sod or hydro mulch) shall be established on the site with even distribution throughout.
- During adverse weather conditions such as drought, floods, extreme heat/cold, etc., the Building Official may authorize the installation of temporary stabilization until such time as permanent measures can be established.
- Temporary stabilization shall include BMP's listed in the iSWM manual produced by NCTCOG.

#### **16. BUILDING FINAL**

- Lot drainage survey or sealed engineer letter stating that the drainage matches the subdivision engineered drainage plan is required in the packet prior to final inspection.
- Electric and gas meters must be installed before requesting a building final.
- Certificates of energy compliance for the building envelope and also duct leakage from HERS certified inspectors must be on file before requesting final inspection.
- The permanent address must be posted on the house or mailbox.
- The water meter box and water cut-off valve box at must be set at grade with dirt removed.
- Access doors from conditioned spaces to unconditioned spaces shall be weather stripped and insulated to a level equivalent to the insulation of the surrounding surfaces. 2018 IECC R402.2.4.
- All light fixtures must be installed.
- A minimum of 75 percent of the lamps in permanently installed lighting fixtures shall be high efficacy lamps (typically CFL or LED)
- All plumbing fixtures must be installed.
- Sewer clean-outs must be 2" above grade.
- Street, alley, and all flatwork must be clean and clear of mud and debris.
- Yard and garage must be clear of debris and trash.
- All Backflow test reports shall be submitted online with SC Tracking.
- Fire sprinkled structures shall be inspected and approved by the Fire Marshal's office prior to final building inspection.

#### **EXPIRED PERMITS**

It is the responsibility of the permit holder to obtain final inspection prior to the expiration of the permit. If there are circumstances beyond your control such that this cannot be done, provide a written explanation to the Building Official prior to the expiration date. We will try to work with you on these issues when possible. *Your Contractor Registration can be revoked for allowing permits to expire.* Permits expire after 180 days of no inspection or activity. A re-instatement fee of \$100.00 will be assessed to reactivate the permit.

**TEMPORARY CERTIFICATE OF OCCUPANCY (TCO):** The City of Roanoke maintains a philosophy that temporary certificates of occupancy are not generally issued except in the most extreme circumstances and then only on the recommendation of the inspector for the site and the written approval of the Building Official. Absolutely No Temporary Certificate of Occupancy will be issued when life safety or hazardous conditions exist.

A Fee of \$250.00 is required for a TCO and shall be renewed and paid every thirty (30) days.



Department of Building Inspections  
**INFORMATION BULLETIN 102**

**Plan Submittal requirements for residential additions,  
remodels and larger accessory structures**

This Information Bulletin lists the minimum submittal requirements for obtaining a building permit for residential additions, remodels or larger accessory structures such as garages and workshops. However, additional information may be required due to unusual circumstances. All work shall comply with the 2018 International Residential code and 2018 International Energy Code and 2020 National Electrical Code.

- A. **Building Permit Application Form** – one (1) copy of the completed building permit application form.
- B. **Plot Plan** – Two (2) copies of the plot plan drawn to scale showing the proposed structure relative to all property boundary lines, easements and existing buildings. The plot plan shall indicate the existing and proposed drainage flow using arrows. **For interior remodeling only, a plot plan is not required.**
- C. **Construction Plans** – One (1) set of construction plans (max size 11 x 17) dimensioned and drawn to scale, 1 CD or thumb drive (PDF complete file) which indicate the location nature and extent of **all** proposed work. The drawings must contain sufficient detail for the Plans Examiner to determine conformity with the provisions of all codes, ordinances, and regulations. Drawings shall be legible and contain the following minimum information:
  1. **Floor Plan** – the floor plan shall indicate all openings. Identify each room for its intended use (example: bedroom, living room, garage, dining, etc.) For interior remodeling and additions, show all rooms adjacent to the proposed remodeling or addition.
  2. **Foundation Plan**
  3. **Exterior Elevations** – At least 100% of the total front exterior constructed of brick, stone or other masonry material and 75% for the sides and rear to be of masonry material.
  4. **Framing Details** – of removal of any load supporting walls must be shown. Otherwise, the framing details shall show compliance with all applicable code requirements.
  5. **Miscellaneous information** – relocation of utilities (electrical, sewer, water, gas services) and mechanical equipment must be shown. Show existing and proposed locations.
  6. **Energy Code Compliance Report required**