



# INSPECTION PERMIT GUIDELINES

**\*\* 4 P.M. is the cut off time for next business day scheduling\*\***

For your convenience this general guide has been provided. Please contact the Development Services Department at 512-272-5555 or [inspections@cityofmanor.org](mailto:inspections@cityofmanor.org) with any questions pertaining to inspection procedures or scheduling.

**1. Residential – Plumbing Rough – BUILDER – (This inspection triggers Layout Inspection)**

**Commercial – Plumbing Rough – PLUMBER**

Plumbing rough in place, properly pitched, uncovered, with 10-foot head of water for test or 5 PSI air.

**2. Residential – Form Survey – BUILDER**

**Commercial – Form Survey – BUILDER**

- a. String lines MAY be substituted on large lots where setbacks are clearly maintained. This must be approved prior to inspection.
- b. A REPUBLIC SERVICES roll-off dumpster.
- c. Port-o-lets must be provided, to services area of no more than four houses.
- d. Address must be visible from the street.
- e. Make sure trees are adequately protected.
- f. A form survey should be provided unless otherwise specified.

**3. Residential – Foundation & Water Line – BUILDER/PLUMBER**

**Commercial – Foundation & Water Line – BUILDER/PLUMBER**

- a. Forms all set, reinforcement all in place, beams clean and sized per plan, waterlines in place and protected.
- b. Everything in place except the concrete.
- c. Ground Electrode in place.

**4. Residential – Electric/Mechanical Rough and Plumbing Top Out (See #5 – Framing)**

**Commercial – Electric/Mechanical Rough and Plumbing Top Out – ELECTRICIAN, MECHANICAL & PLUMBER**

- a. Gas, water, DWV tests on.
- b. All phases protected, supported, and secured properly.
- c. Everything completed and ready to be covered up.

**5. Residential – Framing – BUILDER (this inspection triggers Electrical/Mechanical Roughs & Plumbing Top Out)**

- a. Must have insulation inspection approval, after frame inspection, prior to cover up.
- b. Drywall inspection not required.

**Commercial – Framing**

- a. To be scheduled by building contractor AFTER the Electrical/Mechanical Roughs and the Plumbing Top Out are approved (only applies to commercial).
- b. Must have insulation inspection approval, after frame inspection, prior to cover up.

**FIRE INSPECTION (REQUIRED FOR ALL COMMERCIAL) CONTACT TCESD #12 AT (512)-272-4995.**

- a. Drywall inspection not required except for multiple layers of drywall to be inspected for each layer. Rated firewalls which must be inspected by the Fire Inspector or Building Inspector.
- b. After all trades rough inspections have passed and prior to insulation or sheetrock, the Fire Inspector must be contacted to complete a top-plate inspection to ensure that all penetrations have been sealed with an approved fire stop sealant conforming to UL 1479. This inspection applies to combustible construction.

**6. RESIDENTIAL/COMMERCIAL – Gas Rough – PLUMBER**

**7. RESIDENTIAL/COMMERCIAL – Gas Final/Release – PLUMBER**

- a. Gas test must hold 5 PSI on 15 PSI Gauge
- b. This inspection is what is needed to have a gas meter release from the City.

**8. RESIDENTIAL/COMMERCIAL – Temporary Construction Power (T-POLE) – ELECTRICIAN**

- a. Can be scheduled any time after permit is issued.

**9. RESIDENTIAL/COMMERCIAL – Water/Sewer and Electric Yard Lines – PLUMBER & ELECTRICIAN**

- a. Can be scheduled any time after the permits are obtained.
- b. Maintain proper burial depth.
- c. Properly bed and test.
- d. Maintain pitch for sewer line & provide 10 ft head test.

**10. RESIDENTIAL – Permanent Power (Meter Release) – ELECTRICIAN**

- a. Supplies power to structure for final inspection of all systems.
- b. Structure must be made safe with no exposed wires.
- c. When approved, a GREENTAG will be on service meter.

**COMMERCIAL – Permanent Power (Meter Release) – ELECTRICIAN**

- a. Supplies power to structure for final inspection of all systems.
- b. This inspection must be scheduled prior to final inspections.
- c. When approved, a GREENTAG will be on service meter.

**11. COMMERCIAL – Electrical, Mechanical, Plumbing Finals – ELECTRICIAN, MECHANICAL, PLUMBER**

- a. When complete, tested and each phase is ready for occupancy.
- b. All other phases have been approved.
- c. Everything is complete and ready to be occupied, including exterior landscaping. This should be done prior to final inspection to avoid any conflicts.

**12. RESIDENTIAL – Building Finals – BUILDER, ELECTRICIAN, MECHANICAL, PLUMBER**

- a. Everything is complete and ready to be occupied, including exterior landscaping.
- b. All reinspection fees should be paid prior to issuance of Certificate of Occupancy.
- c. **A penalty of up to \$2000.00 per day could be assessed for a house that is occupied prior to receiving an approved Certificate of Occupancy. (Ordinance 165)**

**13. COMMERCIAL – Building Final – GENERAL CONTRACTOR**

- a. All other final inspections must be complete and approved prior to this inspection.
- b. Approval must be obtained by Fire Inspector prior to issuing Certificate of Occupancy.
- c. Submit Backflow Test Reports.
- d. Submit approved elevator inspection from TDLR if required.
- e. Approval from all Building Inspector and Fire Inspector will be required before issuing Certificate of Occupancy.

**\*\*RE-INSPECTION FEES\*\***

**RESIDENTIAL**

- 1. Any item – First Fail - \$75.00 each - Second Fail or more - \$100.00 each.

**COMMERCIAL**

- 1. Any item – First Fail - \$100.00 each – Second Fail or more - \$125.00 each.

**All re-inspection fees must be paid prior to release of CSI or issuance of Certificate of Occupancy**