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 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.

   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.

   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.