



BUILDING INSPECTIONS

1301 Solana Boulevard, Building 4, Suite 4202, Westlake, Texas 76262

Telephone: (817) 430-0941 * Fax: (817) 430-1812

To schedule inspections:

email Customer Service Department at customerservice@westlake-tx.org

(or)

call Customer Service Department at (817) 490-5718

Residential Project Guidelines

These guidelines are for informational purposes only. The contractor is obligated to comply with all adopted [codes and ordinances](http://www2.municode.com/library/tx/Westlake/codes) which can be viewed at www2.municode.com/library/tx/Westlake/codes.

Contacts:

<u>Staff Member</u>	<u>Title</u>	<u>Direct Line</u>	<u>Email Address</u>
Eddie Edwards	Director of Building Construction Services & Zoning Enforcement	(817) 490-5726	eedwards@westlake-tx.org
Jarrod Greenwood	Director of Public Works/ Assistant to Town Manager	(817) 490-5717	jgreenwood@westlake-tx.org
John Ard	Deputy Fire Chief/ Fire Marshal	(817) 490-5786	jard@westlake-tx.org
Brian Avirett	Town Engineer	(817) 640-8535	BAvirett@grahamcivil.com
Joel Enders	Development Coordinator/ Management Analyst	(817) 490-5738	jenders@westlake-tx.org
Paul Andreason	Public Works Technician	(817) 253-8458	pandreason@westlake-tx.org
Sherry Lewis	Utility Billing Coordinator	(817) 490-5732	slewis@westlake-tx.org
Hardin & Associates	Customer Service Inspection	(972) 823-8800	Questions/Clarification ONLY

**** For Water Meters please call (817) 490-5732 ****

Permitting process general information:

CREATION OF A BUILDING SITE

Before a Building Permit application may be submitted the property must be zoned for the use intended and platted as a lot of record.

PERMIT APPLICATION PACKETS

May be left for review and permits picked up between 8:00 A.M. and 5:00 P.M. Monday through Friday. Our goal is to complete plan reviews within ten (10) working days, excluding the day of submittal. Plan reviews will not begin until all application requirements are met. Once the plans have been approved the applicant will be notified that the permit is ready for issuance and informed of the total amount of fees due.

- Once plans are released for construction, any revisions must be submitted for review. An \$85.00 per hour fee may be charged for the additional plan review time.
- Residential review is limited to the primary residential structure and any accessory structures and or fences included on the submittal plans. Any future accessory structures and or swimming pools will require separate review and permitting.

Utility Construction in easements and Rights-of-Way is not authorized by Building Permits. Such work is only authorized by the Public Works Department. Contact the Public Works Director/Assistant to the Town Manager, Jarrod Greenwood at (817) 490-5717 for submittal requirements and fees.

Residential Permits Submittal Requirements:

The following items must be included to apply for a building permit:

(Incomplete plans and/or applications may result in delays or denial.)

Permit Application Form. Filled out completely and accompanied by **two hard-copy sets**, and **one digital set**, of all required plans.

Required Plans:

Site Plans (to scale and of legible size) showing:

1. All building setbacks.
2. Street Address.
3. Lot, Block, and Subdivision.
4. Scale of drawing (appropriate for sheet size).
5. Percentage of lot coverage by building footprint.
6. North arrow.
7. Dimensioned location of house.

Drainage/Grading Plans

Site Plan with arrows showing directional flow of surface water. The submittal must comport to the subdivision grading plan. For sites that are single lots, not within a platted subdivision, an engineered drainage study and plan must be submitted. Unless draining directly to right-of-way or to a storm drainage system, show easements crossing adjacent properties.

Building Plans (24" X 36" maximum) bound together as a set, and including the following:

1. Floor plans for all floors having any habitable or storage areas. If floorplan cannot fit on a single sheet, also provide an entire floorplan in a smaller scale.
2. Door and window schedule showing sill heights and identifying egress compliant windows.
3. A typical cross-sectional framing detail; to include a complete floor joist detail and/or truss plan.
4. Elevations of all sides of the structures. Showing height to mid-span of highest pitched roof section, percent of exterior walls covered by masonry, and roofing types.
5. Some Planned Developments have enhanced Design Guidelines that will require additional information to be included in the building plans. See the PD zoning ordinance for the development that you are building in.

Wall Bracing Plans demonstrating compliance with the International Residential Code. This may include standard braced wall panels, alternate braced wall panels, or an engineered product or system. Continuous structural panel sheathing must be a component of all wall bracing plans per town ordinance.

Engineered Foundation Plans with Engineer's seal and signature.

Telecom Connection.

Provide details showing compliance with Smart House Technology requirements. Details are available in the Town of Westlake's [Code of Ordinances](#) (Sec. 36-225)

Tree Conservation/Mitigation Plans.

Site Plan overlaid with Footprint of the House, Driveway, Pools, Decks and Utilities. Clearly indicate all existing trees to be saved and to be removed. Include tree size (trunk diameter) and species. See Tree Preservation Ordinance which can be viewed by visiting the Town web site [Code of Ordinances](#) (Chapter 98)

Energy Code Plans.

The Town of Westlake does not review plans or inspect construction for compliance with the IECC. Applicants are required to contract with a Certified Third Party Plan Review/Inspection company. Inspection reports must be provided to the Town prior to code final inspections being approved.

Automatic Fire Sprinkler

Systems are required. **Sprinkler plans are to be submitted by the Licensed Fire Protection Contractor to Reed Fire Protection**, Amberton Tower, 4144 N. Central Expressway, Suite 510, Dallas, TX 75204, **(214) 638-7599**. Applicant is responsible for fees charged for their review. Approved plans will be forwarded to the Deputy Fire Chief/Fire Marshal's office.

NOTE: (Any plans not picked up within 180 days after notification will be considered abandoned and discarded. Plan review fees may still be charged even if no permit is issued.)

Contractor Registration / Application Forms

- The General contractor must be currently registered with the Town of Westlake at or prior to issuance of the building permit. Registration: \$200.00 bi-annually. Subcontractors (M, E, & P) shall also be listed on the application with their license numbers and must be registered before a permit will be issued. Please click [here](#) for a contractor registration form.

Permit Fees

- Building permit fees for a new house will be calculated as part of the plan review process. The Fee and Use schedule may be accessed on the Town of Westlake web site.
- When applicable, Roadway Impact fees, Parkland Dedication fees, Duct bank fees, Fire Inspection fees, Grading fees, and other Development fees will be included with the Building Permit fees.
- Water and sewer impact fees, meter charges, and water account deposits are **not** included in the Building Permit fees.

Fence or Retaining Wall

Fences or retaining walls meeting the criteria listed below, **and not included with the original plan submittal**, require a separate fence permit:

- A retaining wall 48 inches or greater in height, measured from the bottom of the footing.
- A fence of masonry or iron construction of any height.
- Any fence that is all or part of a swimming pool barrier.
- Solid wood fences and fences over seven feet in height measured from grade are prohibited.

Deed Restrictions / Homeowner Association

Deed restrictions and Homeowner Association regulations are considered a private agreement between property owners. **The Town of Westlake is not a party to such agreements and does not have any standing in the enforcement.** However, we feel it is in the best interest of all parties if the Homeowner's Association review committee has reviewed and approved the plans prior to submittal to the town, so **we do require that a letter or other form of sign-off by the review committee is submitted with your application.** It is each property owner's responsibility to be aware of and comply with such agreements.

Codes

The following codes with amendments were adopted by Ordinance.

- 2012 International Residential Code
- 2011 National Electrical Code
- 2012 International Fire Code
- 2012 International Energy Conservation Code
- 2012 International Fuel Gas Code
- 2012 International Energy Conservation Code

The amendments to the published codes can be viewed by visiting the Town of Westlake's [Code of Ordinances](#) or can be found at www2.municode.com/library/tx/Westlake/codes (Chapter 18)

Inspection Requests

Inspection Requests are accepted 24 hours daily via email at customerservice@westlake-tx.org (or) call (817) 490-5718.

- It is the General Contractor's responsibility to call or email for all inspections.
- The town stamped set of plans must be on the jobsite for all inspections.
- The type of inspection, job address, and permit number must be included with all inspections requested. A contact name and phone number must also be included.
- Inspections must be called in **prior to 8:30 a.m.** for same day inspection.
- **No inspections will be performed until all re-inspections fees have been paid.**
- **All inspections held back because of cold weather or rain MUST be re-scheduled by calling the inspection line.**
- 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.

Wait until work is ready to inspect before calling. All reasonable efforts are made to inspect within the time period requested. If the work is not ready at time of arrival, a re-inspection fee may be charged.

Fire Sprinkler and Alarm Inspections. Fire Sprinkler and Alarm tests are scheduled directly with the Deputy Fire Chief/Fire Marshal and do not go through the inspection request line. Contact the Deputy Fire Chief/Fire Marshal, John Ard at (817) 490-5786 or jard@westlake-tx.org.

Re-Inspection Fee

An \$85.00 RE-INSPECTION FEE may be charged when:

- The inspection called for is not ready when the inspector arrives;
- The temporary electrical pole does not have an address clearly posted on it;
- The building site does not have an address clearly posted;
- Town approved plans are not on the job site;
- The building is locked or work otherwise not available for inspection when called;
- The job site is red-tagged twice for the same item;
- The original red tag has been removed from the job site.
- Violations exist on the property including inadequate erosion control, trash control or tree protection.

Construction Before Permit is Picked Up

ABSOLUTELY NO WORK IS TO COMMENCE UNTIL A TREE PROTECTION INSPECTION HAS BEEN APPROVED AND A BUILDING PERMIT OR EARTH DISTURBANCE PERMIT IS ISSUED. NO DIRT REMOVAL, NO DIRT DUMPING, NO GRADING. WORK WITHOUT A PERMIT IS SUBJECT TO AN INVESTIGATION FEE.

Construction Hours

The Town of Westlake [Code of Ordinances](#), can also be viewed at www2.municode.com/library/tx/Westlake/codes, regulates noise very strictly. Between the hours of 7:00 PM and 7:00 AM, only work that does not create noise audible at the property line is permitted. Contractors are advised to check with the Homeowner's Association regarding work hour limitations.

Post Address Numbers

Building addresses must be posted at each building site at all times.

During construction address numbers must be a minimum of eight inches (8") in height.

At final inspection address numbers must be posted on the building and mailbox to meet the following:

- All numbers must comply with the Building Code for height and stroke width requirements.
- Be clearly visible from the street near the main entrance (numbers may need to be larger due to distance.)
- If the numbers at the front door cannot be seen from the street, an additional set of numbers shall be posted at or near the driveway entrance.

Plans On Site

Town 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 Town to be stamped. After the first re-stamp, a fee of \$50.00 will be charged for additional plan review time.

Construction Debris

- Provide a trash container of sufficient size on the job site at all times.
- Require all sub-contractors to place trash in this container each day before leaving the job site.
- See that all paper and boxes from building materials and lunch wrappers are not allowed to blow about the job site and area.
- All inspections may be canceled and re-inspection fees assessed if trash is blowing or loose on the job site. No inspections will be made until all trash has been contained.
- A commercial container is to be used per the Town of Westlake franchise agreement. Republic Services must be contracted for that service at (817) 332-7301 (or) by visiting their [website](#).

See [Chapter 74](#) of the Westlake [Code of Ordinances](#), which can also be viewed at www2.municode.com/library/tx/Westlake/codes for more information.

Job Toilets

- Provide a portable restroom facility on ALL job sites until an indoor toilet is available.
- No inspections will be made if a restroom facility is not provided.
- Adjacent sites may share grouped facilities with approval from each general contractor.

Construction Access / Staging

- The use of an adjacent lot for construction access or storage of materials is prohibited unless erosion control / tree protection is in place for that lot.

Erosion Control

- Erosion control must be installed according to town specifications prior to construction.
- Erosion control must be maintained at all times throughout the project.
- All inspections may be canceled and re-inspection fees assessed at any time erosion control conditions are inadequate.
- All activity on a site shall comply with Town, State, and Federal statutes for storm water pollution control.

Construction Office / Portable Building

If a portable office building is placed on the job site then a separate building permit is required for that building. Electrical and/or plumbing installations must be inspected.

Utilities Inspection / Release:

The contractor may request temporary utility service prior to a Certificate of Occupancy. Electric and gas meters must be installed before requesting building finals.

The release of utilities for construction purposes does not authorize occupancy of the building.

The following are inspected before release of utilities:

Electrical Meter Release:

- The entire electrical system must be made safe and be maintained in a safe manner at all times. Any circuit having unprotected openings or exposed conductors must be isolated from the power source at the circuit breaker.
- All wiring must be terminated or capped in an approved method.

Gas Meter Release:

- The gas piping and heating system must be fully installed. Non-fixed equipment such as bar-b-que grills and ranges are not required to be installed but there must be a cutoff valve with a cap and nipple installed on the down- stream side.
- **Test pressure measurement** – Test pressure shall be measured with a monometer or with a pressure-measuring device designed and calibrated to read, record, or indicate a pressure loss caused by leakage during the pressure test period. The source of pressure shall be isolated before the pressure tests are made. For tests requiring a pressure of 3 psig, mechanical gauges shall utilize a dial with a minimum diameter of three and one half inches (3 1/2”), a set hand, 1/10 pound incrimination and pressure range not to exceed 6 psi for tests requiring a pressure of 3 psig. For tests requiring a pressure of 10 psig, mechanical gauges shall utilize a dial with a minimum diameter of three and one-half inches (3 1/2”), a set hand, a minimum of 2/10 pound incrimination and a pressure range not to exceed 20 psi.
- Gas valves have been installed on all gas outlets.
- Access must be provided for the inspection of furnace units in the attic by means of an approved ladder.
- CSST systems shall have a shut-off valve for each outlet at the manifold.

INSPECTIONS REQUIRED

1. TEMPORARY POLE

2. FIRST LOT GRADING / TREE PROTECTION / EROSION CONTROL

Call when the forms are set to verify elevation. Tree protection and erosion control shall be in place.

3. FORM SURVEY (NOT AN INSPECTION)

Approval required a minimum 24 hours before 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 **emailed to eedwards@westlake-tx.org and cc: customerservice@westlake-tx.org.**

4. PLUMBING ROUGH

Must comply with 2012 IRC. A 5' head of water on last stack in house or air test (5lb on drainage with diaphragm gauge) and (60 lb on water with spring gauge) Pipe shall be bedded in sand. Hot water lines must have minimum ½" insulation. Sprinkled structures shall have a minimum of 1 1/2" uninterrupted water service from meter to fire line riser. Sewer tap connections must be inspected by a Town public works representative. NOTE: Sewer cleanouts at the property line are REQUIRED. **For more information, see attached Sanitary Sewer Connection Standard Diagram.**

5. ELECTRIC CONDUIT IN SLAB

Materials and installation shall be per the 2011 NEC – inspected during foundation inspection. Electrical conduit may not displace concrete in the pad area unless the foundation engineer signs off on the installation.

6. FOUNDATION - A form survey is required 24 hours before a foundation inspection.

Foundations placed on fill dirt must have soil compaction tests submitted that are approved by the structural engineer that designed the foundation. All foundations must comply with the **2012 IRC**. Foundation inspections are to occur after all reinforcement steel or cables are installed, but **prior to the placement of concrete.**

7. WOOD SHAKE AND SHINGLE ROOFS (where applicable)

- a. The roof covering shall have a Class C fire rating or better.
- b. The inspector must view bundles on site before they are opened.
- c. Installation shall comply with instructions printed on the packaging and with IRC requirements.

8. TRUSS INSPECTION

An inspection of the floor trusses must be called for after all floor trusses are installed but prior to the installation of the electrical, plumbing and mechanical systems.

9. FIRE SPRINKLER SYSTEM

Sprinkled Structures shall have the Fire Sprinkler System installed, inspected & approved by Fire Department prior to seconds inspection.

10. SECONDS

All trades must be ready. It is the general contractor's responsibility to call for the inspection. The house shall be enclosed, roof on, and windows and doors set for seconds inspection. Temporary windows or doors may be used to keep out the weather if the permanent ones are not available.

- a) **Plumbing Top-out** Shall comply with 2012 IRC, Chapters 25 through 32. All vents must extend through the roof with flashing installed at the roof.
- See Chapter 31 of the IRC for venting options.
 - No vents may be less than 45 degrees from the horizontal until they are at least 42" in height.
 - Air Admittance Valves may be permitted in limited use for islands and bar sinks only. Building Official approval is required for any other locations before installation.
 - All water lines must be braced.
 - Hot water lines must have minimum ½" insulation.
 - Pop-off and pan drain lines must run separately to the outside and cannot be installed in the slab.
 - Where PEX piping is installed as a T & P drain, it shall be minimum 1" inch in diameter due to ID fitting reduction.
- b) **Gas piping** Shall comply with Chapter 24 of the 2012 IRC.
- A pressure test must be performed. See **Test Pressure Measurement** under Utilities Inspection above.
 - All gas lines, regardless of their location, must be properly secured and protected.
 - Gas pipe in contact with any masonry must be galvanized or otherwise protected.
 - The log lighter valve must be outside firebox wall and within 6' of the gas outlet, with key in place for inspection.
 - CSST systems shall have a shut-off valve for each outlet at the manifold.

c) **Electrical Rough** Shall comply with 2011 NEC.

- Ground clamps used on ground rods and pool belly steel must be listed for direct burial.
- Ground and neutral conductors will be made up in all indoor panels at rough-in stage. Bonding screws (when required) must also be installed at this time.
- A grounding electrode conductor must connect to the cold water piping with a supplemental grounding rod or to any approved grounding electrode.

d) **Mechanical Rough** Shall comply with 2012 IRC, Chapters 12 through 23.

- Flexible ducts must be supported and turns must be made in such a way that the air flow is not deterred. See duct manufacturer's specifications.
- Provide draft stop at each ceiling level around chimneys of factory built fireplaces unless more restrictive in manufacturers listing requirements.
- Ducts shall be sealed with approved tapes or mastics, not duct tape. Duct insulation must comply with the current IECC.

e) **Framing** Shall comply with 2012 IRC.

- Fur downs, chimneys, ceilings of different heights, and vertical wall spaces over 10' must be fire blocked. See section R602.8 IRC.
- Roof drains that are concealed within the construction must comply with the Plumbing Code piping (i.e. PVC or cast iron). Such installations shall be tested.
- There must be a 2" gap between masonry fireplace walls and wood studs or any other combustible material. This includes ISOKERN and FIREROCK fireplace systems.
- All brick shall bear on foundation unless specifically permitted.
- Wall bracing shall be installed as designed and specified. For engineered wall bracing systems. An engineer's letter of substantial compliance is required.
- Weather resistant sheathing paper per IRC 703.2. This may be a house wrap type product, 15# asphalt saturated felt or a sheathing product listed to provide equivalent protection.

11. FIREPLACE

Shall comply with 2012 IRC. Inspection should be called when firebox, damper, and first flue tile are in place. Do not lay face brick before inspection.

Gas line Shall comply with 2012 IRC, Chapter 24.

- A pressure test must be performed.
- All gas lines, regardless of their location, must be properly secured and protected.
- Gas pipe in contact with any masonry must be protected.
- The log lighter valve must be outside firebox wall with key inserted for inspection.

12. INSULATION INSPECTION (See Chapter 11, IRC)

An insulation inspection is required before walls and ceilings are covered up. Blown insulation shall be inspected at the final. **Contact a third-party Certified Energy Code Inspector for these inspections.**

13. WALL-TIE/SHEATHING (Call sheathing inspection prior to stucco or other finish)

Wall tie may be called at time of seconds or may be called separately afterwards. Moisture barrier may be applied before inspection.

14. TUB ENCLOSURE (where applicable)

Must comply with 2011 NEC and 2012 IRC section P2720. Electrical bonding and GFCI. Inspection required before sealing of any whirlpool or garden tub.

15. APPROACHES AND SIDEWALKS

Driveways and flat work must be approved before any concrete pour is initiated.

- Approaches must have a depth of 6" and be reinforced with Number 3 bars, 18" on center.
- A turn radius of 5' is required unless greater is shown on plans.
- For streets with curb and gutter, dowel 6" into gutter with Number 3 deformed bars, 18" on center.
- For asphalt streets without curb and gutter, saw cut a straight edge and use existing street as the form. Expansion joint only required at right-of-way line.
- Where public walks are provided, they shall be 4" deep and reinforced with number 3 bars, 18" on center. Expansion joints at least every 20 feet. Use smooth dowel bars through expansion joints.
- If there is a bar ditch a culvert may be required. Contact inspector for approval of culvert size and design.

16. FINAL LOT GRADING INSPECTION/DRAINAGE LETTER

A letter and as-built drawing must be prepared by a civil engineer. The letter must state that the site has been inspected and found to accept and convey water in accordance with approved plans and industry standards.

17. BUILDING CODE FINALS

- Electric and gas meters must be installed before requesting a building final/certificate of occupancy.
- Final grading must be completed.
- Electric panel must be specifically and clearly labeled.
- The permanent address must be posted on the house or mailbox.
- The water cut-off valve at the house must be operable with a valve box lid set 2" above the grade.
- A water meter box must be set 2" above grade with dirt removed from the top of the meter.
- 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.
- A gas line pressure test must be performed unless gas is already connected.
- All light fixtures on switched receptacles must be installed.
- All plumbing fixtures must be installed.
- A removable access panel must be provided for whirlpool tubs.
- Sewer clean-outs must be 2" above grade.
- Street, alley, and all flatwork must be clean and clear of mud and debris.
- Chimneys must be extended 2 ft. above any portion of the roof within 10 ft.
- The project property and adjacent properties must be clear of debris and trash.
- At least one full-length continuous handrail must be installed at each stairway. Ends must be returned to the wall or terminate at a Newel post. Handrails must be installed at a height of 34"-38".
- Guards, aka guardrails, are required at floors, landings, or stairs where the drop-off is 30" or more. The minimum guardrail height is 36". Intermediate spaces shall be such that a 4" diameter ball cannot pass through. A 4 3/8" ball may be used for openings on the sides of stair treads.
- If a lawn sprinkler system is installed, a separate permit must be issued and the final back-flow prevention testing certification form must be submitted. Rain/freeze sensors are required.
- Safety glazing shall be identified in a permanent manner (etched on glass) where required by Section R308.4,. IRC
- Third party Energy Code compliance inspection report provided to the Town

BUILDING CODE FINALS MUST BE PASSED PRIOR TO PUBLIC WORKS, CUSTOMER SERVICE, AND CERTIFICATE OF OCCUPANCY FINAL INSPECTIONS. BUILDING CODE FINAL INSPECTIONS ARE NOT A CERTIFICATE OF OCCUPANCY.

18. PUBLIC WORKS SIGN-OFF

The Public Works Department must approve all water meter installations and the setting of the boxes. The contractor must also video the sewer line all the way to the sewer main with a Town public works representative present. All public infrastructure related to the project must be inspected and approved and all fees paid prior to getting a sign-off. Sewer cleanouts at property line must be to grade. **Please see attached Public Works Meter Installation and CO Inspection Requirement sheet for a full listing of inspection requirements.** Public works inspections must be requested 24 hours in advance by emailing customerservice@westlake-tx.org or calling (817) 490-5718. Please include your Plumber's contact information when calling the inspection line for a Public Works final inspection. The Public Works Representative will contact your plumber and will schedule a date and time for the Public Works final inspection. ***NOTE: The builder/project manager/superintendent MUST also be present during the Public Works final inspection.***

19. FIRE DEPARTMENT SIGN-OFF

The Fire Department must sign-off on the project prior to the issuance of a Certificate of Occupancy. All Fire Code regulations must be complied with prior to acceptance. For inspections please contact Deputy Fire Chief/Fire Marshal, John Ard directly at (817) 490-5786.

20. CUSTOMER SERVICE INSPECTION (CSI)

A TCEQ mandated cross-connection inspection is required after Building Code finals and Public Works final inspections. Customer Service Inspections must be requested 24 hours in advance by emailing customerservice@westlake-tx.org or calling (817) 490-5718. **The Customer Service Inspection must be passed prior to the Certificate of Occupancy Final Inspection.**

NOTE: The Customer Service Inspection is relative to the entire property and is not confined to any specific project. For example, an irrigation system, pool, and single family residence must all be in compliance with TCEQ cross-connection requirements before a property is able to pass the CSI Inspection.

21. CERTIFICATE OF OCCUPANCY FINAL INSPECTION

Includes applicable zoning and ordinance regulations, landscaping, lighting, lot grading / drainage, cleanup and/or repair, removal of construction materials and temporary fencing. **Third party Energy Code Compliance inspection report must be turned in before a Certificate of Occupancy will be issued.**

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. Permits expire after 180 days of no inspections or activity.

TEMPORARY CERTIFICATE OF OCCUPANCY:

No Temporary or Conditional Certificate of Occupancy will be issued prior to sign off from the Public Works Department and the Fire Department or when life safety or hazardous conditions exist.



TOWN OF WESTLAKE Certificate of Occupancy Process

Before a Certificate of Occupancy is issued, the Town requires the SFR site pass (1) Building Code Final Inspections, (2) Fire Department Final Inspection, (3) Public Works Final Inspection, (4) Customer Service Inspection, and (5) Certificate of Occupancy Inspection.

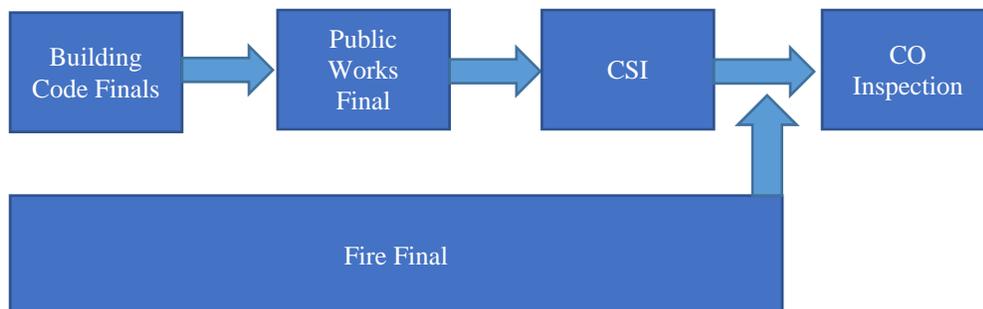
A Building Code Final Inspection ensures overall compliance with adopted building, electrical, mechanical and plumbing Codes. This inspection is set up by emailing Customer Service at customerservice@westlake-tx.org or by calling the automated inspection line at 817/490-5718. Requests must be received before 8:30 A.M. for same day inspection.

A Public Works Final Inspection is required after Building Code Final Inspections are passed. This inspection must be requested 24 hours in advance by emailing Customer Service at customerservice@westlake-tx.org or by calling the automated inspection line at 817/490-5718. For more information, please see attached Public Works Meter Installation and Public Works Final Inspection Requirement sheet.

Once the Building Code Finals and Public Works Final have passed, a Customer Service (Cross-Connection) Inspection is required. This inspection must be requested 24 hours in advance by emailing Customer Service at customerservice@westlake-tx.org or by calling the automated inspection line at 817/490-5718.

A Fire Department Final Inspection must be passed prior to the issuance of a Certificate of Occupancy. Please contact Deputy Fire Chief/Fire Marshal, John Ard directly at 817/490-5786 to set an inspection. Note that this inspection can be scheduled prior to Building Code Final inspections but must be completed before a Certificate of Occupancy Inspection can be requested.

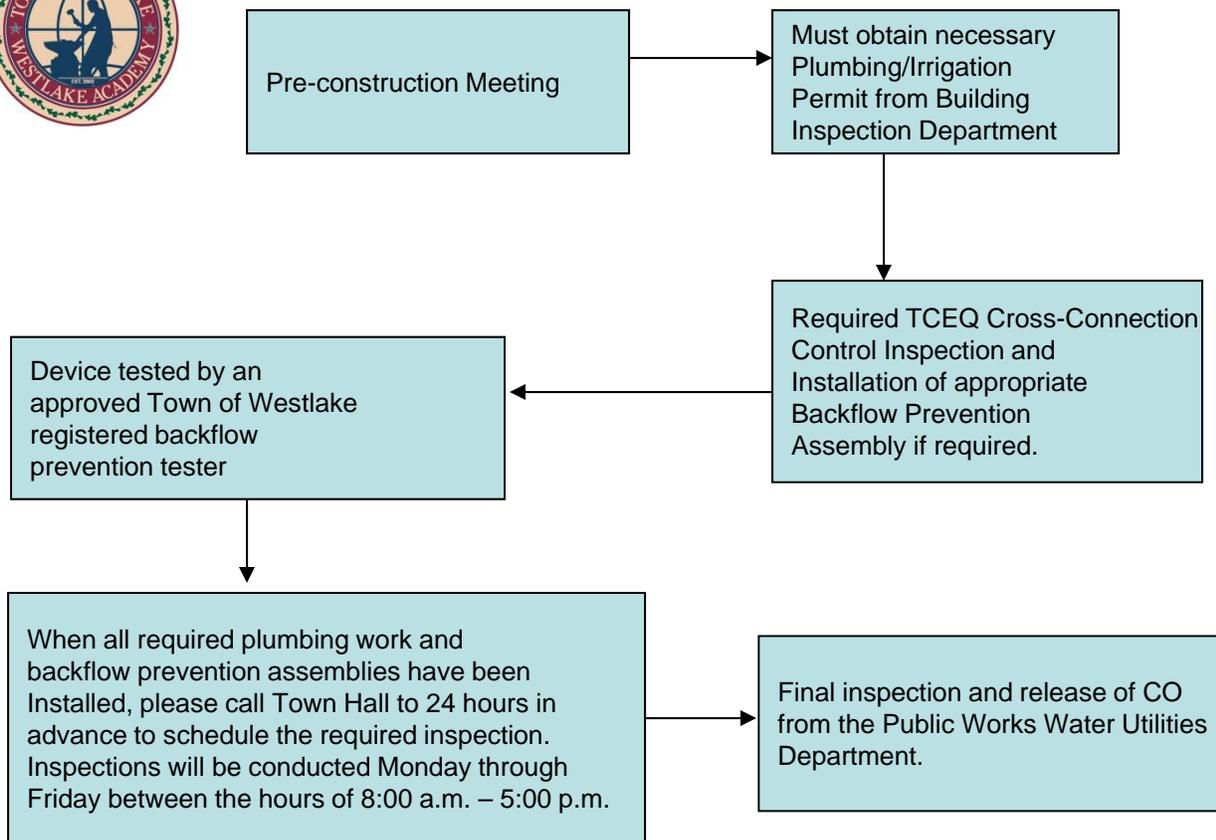
After Building Code, Public Works, CSI, and Fire final inspections are passed, a Certificate of Occupancy Inspection can be requested. This inspection can be scheduled by emailing Customer Service at customerservice@westlake-tx.org or by calling the automated inspection line at 817/490-5718. The Certificate of Occupancy Inspection is the last step in the process.



Public Works Water Utilities Flow Chart for Backflow Prevention Assembly Installation / Testing and TCEQ Customer Service Inspection



Certificate of Occupancy Approval



Important:

It is the builder/property owner's responsibility to schedule the required TCEQ Cross-Connection Control Inspection to ensure that there are no cross-connections that would expose the potable water supply to a possible source of contamination and lead exceedance on plumbing materials.

To schedule a Cross-Connection inspection, contact Town of Westlake via email at customerservice@westlake-tx.org (or) call (817) 490-5718. All inspections will be conducted Monday through Friday between the hours of 8:00 a.m. – 5:00 p.m.

- Test results can be mailed, faxed or Delivered to the Town of Westlake Public Works 1301 Solana Blvd Suite 4202, Westlake, Texas 76262, (817) 430-0941, Fax (817) 430-1812.
- Town of Westlake approved/registered backflow tester must be licensed by the TCEQ and registered with the Town of Westlake.
- Please note the Public Works Department cannot release a Certificate of Occupancy (CO) until all completed backflow prevention device test report forms have been submitted.



Public Works

Meter Installation and Final Inspection

Meter Installation

1. All meter boxes must be accessible, exposed, and free of dirt and debris.

During Construction

1. The builder will be required to maintain accessibility to all Town of Westlake infrastructures during construction. Fire hydrants, sanitary sewer manholes, clean outs, telecommunication ductbank manholes, valves, and meter boxes are not to be covered, buried, or obscured.

Public Works Final Inspection

1. The builder must be on-site during public works final inspection.
2. All meter boxes must be free of damage.
3. All meter boxes shall conform to the Town of Westlake's meter box standards.
4. Meter boxes must be exposed, accessible, and cleared of all mud, dirt, and debris. Any damage or grade adjustments or repairs will be the builder's responsibility.
5. Builder is required to camera the sanitary sewer service (from the house to sewer main) with Public Works employee present. A 48 hour notice to Public Works employee is required.
6. Meter boxes shall not be installed in driveways. Builder will be required to relocate the meter box.
7. Fire hydrants and water valves must be exposed and accessible. Any damage or grade adjustments or repairs will be the builder's responsibility.
8. Sanitary Sewer Service cleanouts must be accessible, and cleared of all mud, dirt, and debris. Any damage or grade adjustments or repairs will be the builder's responsibility.
9. Sanitary sewer manholes and end of the line clean-outs must be exposed and accessible. Any damage or grade adjustments will be the builder's responsibility.
10. Builder will be responsible for cost and fees for any damages to meter boxes, meters and meter registers.
11. The builder will be required to have all water accounts paid in full before receiving a FINAL Certificate of Occupancy.
12. Smarthouse must be completed as per Town of Westlake's Ordinance 36-225. Ductbank manholes and/or handholes must be exposed, accessible, and cleared of all mud, dirt, and debris. Any damage or grade adjustments or repairs will be the builder's responsibility.
13. All landscaping must be completed before Public Works final inspection can be requested.



Town of Westlake

May 5, 2016

To all contractors and builders working within the Town of Westlake

RE: construction dumpsters

Per Section 74 of the Town's Code of Ordinances - ALL SFR and commercial construction sites **MUST** have a container from the Town's franchised waste hauler, Allied Waste/Republic Services. Please contact Allied Waste/Republic Services at 1-800-333-7301. Builders and contractors will NOT be allowed to use a non-franchised waste hauler. Any active project that does not have a container **MUST** get one within 5 business days of this notice. Any active project with a "non-franchised" container will have 30 days to obtain a container from Allied/Republic and remove the non-franchised container. If you fail to comply, we will issue citations. I have included the applicable existing ordinance excerpts below.

We can no longer allow the builders to make a claim that they are "recycling". This claim was used and now we have builders that are completely ignoring the ordinance and allowing trash/debris to be piled up on their project or adjacent empty lots.

Please feel free to contact me directly if you have any questions or concerns regarding this notice.

Thank you,

Jarrod Greenwood

Public Works Director/Assistant to the Town Manager

(817) 680-1422

Sec. 74-5. - Building construction trash.

Trash resulting from construction of any structure within the town, including but not limited to buildings of any type, or remodeling of any structure, shall be removed promptly at the expense of the owner of the property upon which the construction took place. All construction or building site dumpsters must be provided by the town's franchised waste collector.

(Ord. No. 339, § 6, 12-13-1999)

Sec. 74-11. - Violation; penalty.

It shall be unlawful for any person to violate any provision of this chapter, and any person violating or failing to comply with any provisions of this chapter shall be fined upon conviction, not less than \$1.00 nor more than \$2,000.00.

(Ord. No. 162, pt. II, 4-6-1987; Ord. No. 339, § 11, 12-13-1999)

TOWN OF WESTLAKE



Sanitary Sewer Connection Standard

