CITY OF SELMA, TEXAS
Inspection Guidelines: Commercial

Changes from previous revision are in italics or struck through

EEPOL-11 Rev. Y170901

Selma, Texas, located in Bexar, Comal, and Guadalupe Counties

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The Permits and Inspections Department welcomes you to the City of Selma. The following information is provided to you as guidance through the inspection process.

The General contractor is responsible for calling for the inspections.

The City of Selma provides inspections of construction projects. These inspections act as an additional set of eyes to help assure that the construction is in compliance with the design, applicable codes, and city ordinances. The city does not take responsibility for the construction being in compliance with the design. The responsibility for correctness lies with the contractor. If construction is found to be non-compliant with the design at any time, even after inspection and/or occupancy, it is the responsibility of the builder to correct the construction deficiency.

Construction documents often do not specify every detail of construction. This inspection checklist provides information to the builder about the city's expectations in specific inspections. Detailed inspection requirements are found at the end of this document. It contains information that should be transmitted down to the people doing the work. Please make sure that everyone needing this information is aware of the requirements.

For scheduling inspections and for additional information that may not be found in this guideline, contact *Traci White or Christine Morin*, at (210) 651-*6661 x3* or permits@ci.selma.tx.us

The Permits and Inspections office is located at the Selma Municipal Offices, *9374 Valhalla Drive,* Selma, Texas 78154.

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This checklist will be updated as needed. The checklist that is in effect at the time your permit is pulled will be the applicable revision of the checklist.

Scheduling Guidelines

The inspections department will make every effort to establish a relationship with contractors based on cooperation, with the understanding that cooperation must be mutual.

On our part, we ask for 24 hour notice within a window ending at 12 pm on any day. In other words, an inspection called in before 12 pm will be scheduled for the next day.

On your part, please do not call in inspections until the work is ready to be inspected or you are absolutely certain that it will be ready when the inspector arrives. This document will help you know what the city's requirements are, so there should be few questions about what "ready" is. If the inspector arrives to find a job-site not ready, no inspection will be done (we can not do "partial inspections"), and a re-inspection fee will be assessed. The inspection may be rescheduled no less than 48 hours later.

Inspections that have legitimate failures can be rescheduled for 24 hours later. If the failed items have not been found to be corrected at the re-inspection, the second re-inspection may be scheduled no less than 48 hours later.

Skipped Inspections

It is very important that the builder keep his copy of each inspection report (see "At the Job Site", below). Each inspection point must have a passing inspection report before further inspections will be done. Construction that continues past an inspection point without a passing inspection report can be a very serious problem. Various actions can be taken, including uncovering or making easily accessible those areas needing inspection or re-inspection, tearing out and re-doing the work, a $500 penalty, and/or a notification to the client advising him of the negligence on the part of the builder.

Re-inspection Fees

The first re-inspection fee per trade $67.50, the second re-inspection fee is $82.50, and the third (and later) re-inspection fee is $107.50. Re-inspection fees can be paid at the Permits and Inspections office.

Before the Certificate of Occupancy

Before the final inspection, the job file will be reviewed to make sure that there are no other areas that need attention, such as dumpster balances due, re-inspection fees not paid, sewer or water fees due, or similar items needing closing, on this or any other project current or complete with the contractor. Failure to resolve these items will result in the city refusing any more permits or inspections to the builder until the items are closed.

The plan container tube (see “At the Job Site”, below) must be returned to the city or replaced before a Certificate of Occupancy will be issued.

At the Job Site

Construction plans for inspections being done must be available at the job site. A plan container (a PVC tube, capped at each end) will be supplied by the city that can stay at the job site and be used to store the drawings. This tube may also be used for all document transmittals between the contractor and the city, including inspection reports, data sheets, manufacturer’s instructions, etc.

As applicable to the job and the inspection, the plans must include:

- Site plan
- Site Work, including utilities and storm water drainage
- Flatwork (all concrete work, including dumpster pads)
- Foundation
- Building construction (frame, plumbing, electrical, and mechanical)
- Energy compliance worksheet (MecCheck)
- Signage

Inspections

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Commercial building inspections do not lend themselves well to an all-inclusive checklist; however, the following items will be included in the inspections and are provided here for your convenience:

1. Site
    a. Site plans must be available.
    b. Address must be visible from street.
    c. Property pins must be visible and clearly marked.
2. Utilities
    a. Utilities plans must be available.
    b. Address must be visible from street.
    c. Every hose bib that is installed must have a vacuum breaker.
    d. Water main connections involving valves, changes in direction, or similar situations that must anchor against thrust must be equipped with both megalugs and thrust blocks.
    e. Open trench, pipe or conduit must be in trench on sand to proper depth, and sand available for cover.
        - Alternately, in very good soil, sand may not be required, but yellow tape tell-tale shall be buried 12” above the utility.
3. Building drain (sewer) rough
    a. Plans must be available.
    b. Address must be visible from street.
    c. Ten foot standpipe at high point must be filled no less than 1 hour before the inspection.
        - Leave the standpipe in place and full (re-fill, if necessary) until after the foundation pre-pour inspection is passed.
        - An air test at 5 psig is acceptable.
    d. Slopes must be correct.
    e. Pipe marking / identification must be up and visible.
    f. All drains must be exposed.
    g. Building drain must be sleeved with pipe 2 pipe sizes larger than drain, and held centered in that sleeve, where the drain penetrates the exterior beam.

   h. DO NOT connect the building drain to sewer main until the end of the construction. This connection must be inspected by the city before covering it up.
4. Plumbing and underground electrical rough
   a. Plans must be available.
   b. Address must be visible from street.
   c. Every hose bib installed must have a vacuum breaker.
   d. Pipe passing through interior concrete beams or a concrete slab or floor must be wrapped with a minimum of 32 mils of poly (6 wraps of 6 mil poly).
   e. Pipe passing through the perimeter beam must be sleeved and held centered in a pipe sleeve two pipe diameters larger than the sleeved pipe.
   f. Potable water lines, electrical conduit, condensation lines, and T&P drains must be located per plans.
   g. Copper and PEX water lines must be sleeved with poly sleeves designed for that purpose.
5. Foundation pre-pour
   a. Inspections must be performed by the city's inspector and the engineer (or an authorized agent of the engineer). It is preferable that the engineer and the city's inspector perform the inspection at the same time.
   b. Foundation plans must be available.
   c. Address must be visible from street.
   d. Copy of engineer's inspection report must be provided to the city.
   e. Dimensions must be correct.
      - Overall dimensions
      - Square
      - Beam depth
      - Beam width
   f. Reinforcement must be correct.
   g. Sufficient chairing must be in place.
   h. Beams must be dry.
   i. Steel must be a minimum of 2" from dirt or poly.
   j. Moisture barrier must be 6 mil minimum (or per design) poly, taped at seams and reasonably free of holes.

6. Frame
    a. Plans must be available.
    b. Address must be visible from street.
    c. The rough opening of wood framed exterior doors shall be blocked and nailed as illustrated in the Code of Ordinances.
    d. Exterior sole plates 12” long and shorter may have only one anchor that is roughly centered. Sole plates 12” – 84” long must have two anchors, 3”– 6” from each end. Sole plates longer than 84” must have anchors no more than 6 feet apart. Splices (in-line or at corners) must have anchors within 6” of the splice.
    e. Straps are an acceptable substitute for anchor bolts, but must be installed per manufacturer’s instructions. Manufacturer’s instructions must be available on the job site.
    f. All shavings, wood chips, sawdust, and debris must be cleaned from the sole plates and the area adjacent the sole plates.
    g. Roof sheathing must have either plywood clips or a physical gap between sheets unless tongue-and-groove sheathing is used.
    h. Brick ties must be in place at the time of frame inspection.
    i. Sheetrock and insulation may not be installed until this inspection is passed.
7. Electrical rough
    a. Plans must be available.
    b. Address must be visible from street.
    c. Nail plates must be installed where needed.
8. Plumbing top-out
    a. Plans must be available.
    b. Address must be visible from street.
    c. Every hose bib installed must have a vacuum breaker.
    d. All vent pipes must penetrate the roof and be to their full height.
    e. DWV pipes must be air tested to 5 psig or filled with water to highest point.
    f. Water pipes must be tested to 90 psig.
    g. Pipes must be insulated in appropriate areas.
    h. Gas lines must be tested at a minimum of 10 psig for 15 minutes.
    i. Gas lines must be separated from electrical lines by insulation that is additional to the non-metallic sheathing on the Romex.
    j. All gas shut-offs must be easily accessible.

9. Mechanical
    a. Plans must be available.
    b. Address must be visible from street.
    c. Ducts must be installed with size, UL listing, and R factor marking down and visible from below. Ducts not factory marked with the size shall be field marked at both the plenum and register ends.
    d. Duct joints must be completely sealed.
    e. Ducts must be supported such that there are no sags or bellies, but no more than 6' between slings in any case.
10. Insulation
    a. MecCheck must be available.
    b. Plans must be available.
    c. Address must be visible from street.
    d. Insulation must be not compressed.
        - Insulation must be cut around wires, plumbing, and electrical boxes.
    e. Poly-seal around doors, windows, and at corners.
        - Stuffed insulation may not be substituted for poly-seal.
    f. Insulation must be up against interior surface that is being insulated.
        - Garage ceiling insulation must be supported to be against a floor that may be above the garage.
        - Plumbing wall insulation must be against the interior wall.
    g. Blown insulation data sheet must be in attic near the attic access door.
    h. Vertical penetrations must be poly-sealed.

11. Flatwork
    a. No construction design plans are required to be on site for driveways or sidewalks, because design guidelines are the same as those in San Antonio. However, site plans showing the location of driveways and sidewalks must be on site.
    b. Other flatwork, such as transformer pads and dumpster pads, must have construction plans on site.
    c. Reinforcement must be sufficiently chaired.
    d. Mesh reinforcement must be mat, not roll.

e. New concrete poured next to existing concrete (such as a sidewalk adjacent to a slab) must be doweled 16” O.C.
f. Expansion joints must be smooth-doweled and installed straight to allow relative movement.

12. Irrigation
    a. Irrigation plans must be on site
    b. Call for irrigation open trench inspection when system is completely ready to be covered up.
    c. Irrigation trenches must be a minimum of 12” deep.
    d. All pipes must be bedded in a minimum of 2” of clean material such as sand.
    e. There must be a minimum of 3” of sand bedding and cover if rocks are present.
    f. Pipes crossing under driveways or sidewalks must be sleeved with pipe 2 pipe sizes larger than the irrigation pipe.
    g. Rain sensors must be installed.
    h. Backflow preventer (double check type) inspection report must be left in the BFP box or in the plan container.
13. Final
    a. All functional items of the building project will be checked, including electrical, plumbing, mechanical, and irrigation.
    b. Cosmetic items that are not complete, including landscaping, will be accepted only with written acceptance of incomplete work by the owner. In this case, a temporary Certificate of Occupancy may be issued at the discretion of the Permits & Inspections department.