



MECHANICAL, ELECTRICAL, PLUMBING AND IRRIGATION PACKET

Town of Fairview

372 Town Place

Fairview Texas 75069

Phone: 972.886.4209

Fax: 972.548.0268

Inspection Line: 972.886.4250

inspections@fairviewtexas.org

permits@fairviewtexas.org



MEMORANDUM

DATE: SEPTEMBER 9, 2025
TO: CONTRACTORS, BUILDERS, SUBCONTRACTORS
FROM: BUILDING INSPECTION DEPARTMENT,
SUBJECT: WATER METER PROTECTIVE BARRICADE POLICY

Beginning September 9, 2025, this Policy will be in effect.

All water meters must be protected from damage on all construction sites. No construction materials shall be placed upon the meter/meter can, no traffic shall drive over the meter/meter can, there shall be no dirt/trash in the meter can, and the following requirements shall be met.

- The protective barricade shall be a three-foot square, with a minimum height of twenty-four inches.
- The protective barricade must be constructed of two by four lumber, at a minimum, and be anchored to the ground, forming a three-foot-by-three-foot area of protection for the water meter.
- The protective barricade shall allow access for the meter to be read.
- The protective barricade must be installed within twenty-four hours of the meter installation.
- The protective barricade shall remain in place for the duration of construction on the site.
- Nothing shall be set upon or obstruct the water meter from being accessible for reading at any time during the duration of construction.

Please observe this policy as there will be no warnings for violations. Any violation will result in a citation being issued to the individual responsible for the construction site.

The consequences of violations will be as follows:

Construction inspection: \$200.00.

Repair of any damage to water line (Town of Fairview side of meter) including material and labor

Cost of replacement / reset meter labor if required

Cost of Meter Box /reset box labor if required



ALL PERMITS MUST BE SUBMITTED TO: permits@fairviewtexas.org
TOWN OF FAIRVIEW
MECHANICAL, ELECTRICAL, PLUMBING, IRRIGATION
PERMIT

Project Address _____ Subdivision/Lot/Block _____

Scope of Work _____

Property Owner (Name, Address, Phone, & Email) _____

Contractor: _____ Phone: _____ Email _____

Contractor Address: _____

Business/Tenant Name: _____

Trash Hauler Contractor: _____ Anything over \$10,000 requires a listed trash hauler on your permit

WHEREAS the Town, therefore, desires to grant to Republic Services the right to operate as the sole provider for Town-provided services of collection, transportation, and disposal of residential, commercial, and industrial (both permanent and temporary) Garbage and Trash, Construction and Demolition Debris, and Recycling, subject to the terms of this Contract. Additional questions, service requests and concerns, should be directed to the Republic Services at 972-422-2341 or via their website at RepublicServices.com/Customer-Support

WORK BEING DONE:

TYPE:

- ☐ Water Filter ☐ Alteration/Remodel ☐ Solar ☐ Stand Alone Permit
☐ Detached Accessory Structure ☐ Electrical ☐ Mechanical ☐ Plumbing
☐ Addition
☐ Generators

☐ New Construction (Shell) ☐ New Construction/Finish Out ☐ Commercial Demo

Valuation of work \$: _____ Square Footage _____ in/ft (Total under roof)

Electric Provider: _____ Gas Provider: _____

NOTE: There may be required forms and information sheets for the specific type of work being done.. Please contact the permits department for required submittal.

Remote Virtual Inspections RVI Instructions:

- All remote inspections should be scheduled a minimum of one business day prior to the requested date.
- Schedule inspection either on-line or by telephone. inspections@fairviewtexas.org / 972-886-4250
- Schedule after-hours or emergency inspections on a case-by-case basis. Additional fees apply.
- Video telephony platform: Face-time (Note: Please leave a call back number for the inspector if you are requesting face time.)
- When scheduling the inspection, provide the address, permit number, and type.
- Remote virtual inspection (RVI) may be done via live stream, pictures, video or any combination.

NOTICE TO APPLICANT: This permit is issued based on information furnished in this application and on any submitted plans and is subject to the provisions and requirements of the Town of Fairview Code of Ordinances and any other applicable ordinance. This permit is used only for the purpose of allowing construction or trade work conforming to the codes and ordinances of the Town, regardless of information and/or plans submitted.

APPLICANT SIGNATURE _____ DATE _____

TOWN APPROVED _____ PLAN REVIEW DATE _____

PICKUP SIGNATURE _____ DATE _____

TOWN OF FAIRVIEW, 372 TOWN PLACE, FAIRVIEW, TEXAS 75069, 972-562-0522

AUTOMATED INSPECTION LINE: 972-886-4250
APRIL 28, 2025

ALL PERMITS MUST BE SUBMITTED TO: permits@fairviewtexas.org



Inspection Request

Inspection hours are from 8:00am-4:00 pm Monday – Friday. To request your inspection please call the Inspection Request line at 972-886-4250 or at inspections@fairviewtexas.org before 4:00 PM to receive your inspection the next business day. If you call in your inspection on Saturday or Sunday you will not receive your inspection until Tuesday.

Please provide:

1. Your name
2. The address where work is to be inspected. Suite Numbers. Lock Box code and instructions to the inspector if needed for entry. Example: "Access hatch is in electrical room on north side of building" or "Homeowner will meet you between 11am and 1pm"
3. Call back telephone number/ onsite contact if required.
4. Permit number
5. Type of inspection
6. Time you are requesting the inspection to take place.
7. If you are requesting an RVI inspection, please have all photos uploaded to your permit prior to calling for RVI inspection.

Please note: When calling for inspections, the inspection will be scheduled for the next business day. If you need same day inspection, we must receive it by 8:00am or it will be assigned the next business day.

Emergency Inspections may be called in at anytime and will incur a \$75.00 inspection fee and must be paid prior to inspection. Emergency inspections on weekends will incur a \$150 inspection fee and you must call 469.628.4913. Please leave detailed voice mail and return contact number.



The purpose of the Town of Fairview's Remote Virtual Inspection Program is to provide an alternative for eligible residential and commercial inspections. This helps contractors stay on target with job schedules and workflows and provides the homeowners with the advantage of not having to take time off work for the Inspector to inspect the project. The applicable Codes to be used for RVI are the same as the adopted codes and referenced standards of the Town of Fairview.

HOW TO AND SUBMITTAL REQUIREMENTS

Please upload all photos to the permit prior to scheduling the inspection. If you are having trouble uploading photos or videos to the permit, send the photos or video to inspections@fairviewtexas.org

Do Not Submit Photocopies OF Photos Make sure the address is on Photo. Include your signed Photo/Video Certification Form when scheduling the inspection. Please remember to leave your inspection request as you would for an in-person request.

How to submit PHOTO/VIDEO for inspection:• Record the photos/video, please review them for focus and content. Make sure the address of the project is in a photo.

- Upload the photos/video to the correct permit.
- Please name each file you upload to identify the type of document, such as, Photo, Video, or type of Letter. Example: Photo1, Photo2, Engineer, Under slab
- Take high quality color photos or video so that proper determination can be made by the Inspector. DO NOT SUBMIT PHOTOCOPIES OF PHOTOS
- If the inspection requires a measurement, a picture of the distance verified by tape measure must be included. If the inspection requires a check of proper slope, a picture with a level showing proper slope must be included. Include the address in the photo.
- For inspections that require systems to be on test, the installation work may be inspected with photos or video. Video is preferred.

Submission Review: Photos will be reviewed during business hours. The approval or correction will be sent via email. The inspector may call you to discuss the photos or video, request additional information or to schedule an on-site or live video inspection, if needed.

INSTRUCTIONS FOR PHOTO/VIDEO UPLOADS

ALL INSPECTION REQUESTS MUST BE SUBMITTED TO

inspections@fairviewtexas.org

Please upload all photos to the permit prior to scheduling the inspection.

How to submit PHOTO/VIDEO for inspection:

- Record the photos/video, please review them for focus and content. Make sure the address of project is in a photo.
- Upload the photos/video to the correct permit.
- Please name each file you upload to identify the type of document, such as, photo, video, or type of letter. Example: Photo 1, Photo 2, Engineer, PhotoCert, Underslab
- Take high quality color photos or video so that proper determination can be made by the inspector. **DO NOT SUBMIT PHOTOCOPIES OF PHOTOS**
- If the inspection requires a measurement, a picture of the distance verified by tape measure must be included. If the inspection requires a check of proper slope, a picture with a level showing proper slope must be included. Include the address in the photo.
- For inspections that require systems to be tested, the installation work may be inspected with photos or video. Video is preferred.

SUBMISSION REVIEW:

Photos will be reviewed during business hours. The approval or correction will be sent via email. The inspector may call you to discuss the photos or video, request additional information or to schedule an on-site or live video inspection, if needed.



Photo/Video Inspection Certification

I hereby swear and affirm that the photos and/or videos which I have submitted for review in conjunction with the Permit listed below is a true and accurate documentation of the work performed.

I acknowledge that by submitting inaccurate or incorrect information, photos or videos, I am falsifying official government documents of the Town of Fairview and may be prosecuted to the fullest extent of the law, which may include fines and citations from the Town of Fairview and further action from the State of Texas. I also understand that the Town of Fairview may not accept these photos and/or videos as sufficient and may require an onsite visit or more photo/video documentation.

*This must be signed and on file prior to scheduling this inspection.

PERMIT NUMBER: _____ DATE: __ _ __ _

ADDRESS OF WORK PREFORMED: _____

TYPE OF WORK: _____

NAME OF COMPANY: _____

PRINT NAME OF (CONTRACTOR/RMP): _____

LICENSE NUMBER OF (CONTRACTOR/ RMP): _____

SIGNATURE OF (CONTRACTOR/ RMP): _____