



RESIDENTIAL BUILDERS PACKET  
NEW HOME CONSTRUCTION

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](mailto:inspections@fairviewtexas.org)

[permits@fairviewtexas.org](mailto:permits@fairviewtexas.org)



THE TOWN OF FAIRVIEW HAS ADOPTED THE FOLLOWING CODES:

[2017 National Electrical Code with amendments](#)

[2018 International Building code with amendments](#)

[2018 International Residential Code with amendments](#)

[2018 International Plumbing Code with amendments](#)

[2018 International Mechanical Code with amendments](#)

[2018 International Fuel Gas Code with amendments](#)

[2018 International Fire Code with amendments](#)

[2018 International Energy Conservation Code with amendments](#)

[2018 International Swimming Pool & Spa Code with amendments](#)

The Town of Fairview is regulated by [Chapter 14 of the Code of Ordinances](#), “Zoning,” as well as other applicable local ordinances.



## RESIDENTIAL NEW HOME CONSTRUCTION SUBMITTAL

It is our goal to complete your plan review within the shortest possible time. We strive to complete your plan review within 15 days from receipt of a complete plan submittal package. Please be advised that incomplete submittals, revisions, changes may delay your final approval.

Residential plans that require fire protection must be submitted by a separate PDF. Please submit them with your building plans and send them to [fireplans@fairviewtexas.org](mailto:fireplans@fairviewtexas.org)

All residential buildings 5000 square feet or more are subject to the Town of Fairview's Fire Safety ordinance. If you are adding an addition to an existing home that is over 4999 square feet, you will need to submit fire plans.

Fire Inspections can be scheduled by emailing [fireinspections@fairviewtexas.org](mailto:fireinspections@fairviewtexas.org).

Please upload to your permit application:

### **SUBMITTALS**

- a. A scaled site plan showing all buildings or structures on the lot
- b. Copy of recorded plat
- c. Drainage plan
- d. Geotechnical report
- e. Engineered foundation plan with letter NOTE: THE ENGINEERED FOUNDATION ON RESIDENTIAL NEW HOME CONSTRUCTION MUST CONFIRM THAT GROUNDWATER EFFECTS WERE CONSIDERED AND INCORPORATED INTO THE DESIGN.

### **All residential foundation designs must have the following verbatim:**

I, \_\_\_\_\_, do hereby affirm that existing subsurface groundwater conditions and soils were examined and that the foundation design submitted has accounted for these conditions.

- f. Engineered shear wall
- g. Architectural plans
- h. Structural plans
- i. Electrical, Mechanical and Plumbing plans
- j. Fire plans if over 4999 square feet
- k. Access control plans

#### **REQUIRED AT THE TIME OF APPLICATION**

1. Drainage & Grading Affidavit
2. Termite form
3. Impervious Surface form
4. Energy compliance path form (to be completed at plan submittal)
5. Copy of paid impact fee invoice
6. Utilities will serve letter (if applicable)
7. SWPPP form
8. Outdoor Lighting Conformance Certification (if applicable)
9. Subcontractor Validation Form
10. Service agreement form
11. Release from electric and gas service form
12. Water application
13. Septic plans and application (if applicable)
14. Solid waste service contract (any work that has a value of over \$10,000 worth of work requires a listed trash hauler. The Town of Fairview has a contract with Republic services. Please contact [Republic Services](#) at 972.422.2341.

### **REQUIRED AT OR BEFORE THE SCHEDULED INSPECTION**

1. Engineer foundation letter
2. Engineer shear wall letter

### **REQUIRED AT THE TIME OF FINALS**

Residential energy certification form

Plan review fee: \$300.00

Permit fee: variable, based on square footage "total under roof"

1,000 or less	\$650.00
1,001 to 1,250	\$ 825.00
1,251 to 1,500	\$ 975.00
1,501 to 1,750	\$ 1,150.00
1,751 to 2,000	\$ 1,300.00
2,001 to 2,250	\$ 1,500.00
2,251 to 2,500	\$ 1,700.00
2,501 to 3,000	\$ 1,950.00
3,001 to 3,500	\$ 2,300.00
3,501 to 4,000	\$ 2,600.00
4,001 to 4,500	\$ 2,925.00
4,501 or more	\$ 2,950 (+ \$0.65 per sf in excess of 4500sf)

#### Fire Fees:

Minimum fee	\$150.00
1-100,00 SF	\$0.35 sf
100,001-300,000	\$ 3,500 plus 0.017 sf over 100,000sf
>300,000	\$ 6,900 + \$0.01 sf over 300,000 sf

Residential Certificate of Occupancy \$ 75.00

Impact Fees : Check the attached worksheet

**Red Tag Fees (if applicable) \$50.00 for the first inspection & increasing in \$25.00 increments for each reinspection of the same items thereafter (i.e. \$50.00, \$75.00, \$100.00)**

#### Detached Accessory Structure

\$100 min fee, 250' over +\$0.25/sq. ft.

With new concrete pad: +\$25.00

With electric trade: +\$25.00

With plumbing trade: +\$25.00

With mechanical trade: +\$25.00

Minimum fee \$150.00

1-100,000 SF \$0.035/SF

100,001 300,000 SF \$3,500 plus 0.017/SF over 100,000

>300,000 SF \$6,900.00 + \$0.01/ SF over 300,000 SF

RED TAG FEES (if applicable) \$50.00 for the first Inspection & increasing in \$25.00 increments for each reinspection of the same items thereafter



## Drainage and Grading Affidavit

I, \_\_\_\_\_, by filing this affidavit certify that I am the owner or authorized agent of \_\_\_\_\_; and further, certify that I have enclosed a record set of, or photocopy thereof, the Grading and Drainage Plans to be included as part of the Building Permit Application for the following:

**LOT:** \_\_\_\_\_ **BLOCK:** \_\_\_\_\_ **SUBDIVISION:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

Furthermore, I certify that the lot grading of the aforementioned parcel will be consistent with the submitted plans. If it is determined by the Town of Fairview at a later date that the drainage configuration does not function as intended because the grading is not consistent with the attached plans, I will assume full responsibility to make corrections in order that the drainage will function as intended.

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ATTEST: THE STATE OF TEXAS: COLLIN COUNTY**

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared known to me to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he or she executed the same for the purposed and consideration therein expressed.

**GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS**

THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

**NOTARY PUBLIC**

(SEAL)

372 Town Place

Fairview, TX 75069



## Protection Against Termites

Date: \_\_\_\_\_

Permit No: \_\_\_\_\_ Job Address: \_\_\_\_\_

Builder: \_\_\_\_\_

The residential address above meets or exceeds the requirements for protection against termites set forth in Section R318 of the 2018 International Residential Code.

Name of Protection Provider Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

State License No: \_\_\_\_\_





The Fairview Code of Ordinances, sections 14.02.204 (c) 8, 14.02.254 (c) 8 14.02.304 (c) 8, and 14.02.354 (c) 8 limit the maximum ground coverage of all buildings and impervious surfaces to 35% in the RE-1 district, 30% in the RE-1.5 district, and 25% in the RE-3 districts.

Violations may result in citation and removal of structures exceeding the total allowed impervious surface area. To comply with the ordinance, please complete the following form and have it notarized.

Address \_\_\_\_\_

House Pad	_____	sq ft.
Driveway	_____	sq ft.
Sidewalk	_____	sq ft.
Swimming Pool Deck	_____	sq ft.
All current accessory buildings	_____	sq ft.
Other impervious surface	_____	sq ft.
Proposed new use (s)	_____	sq ft.
_____	_____	sq ft.
_____	_____	sq ft.
_____	_____	sq ft.
Total square footage	_____	

Total Impervious Surface (sq ft)	_____	(a)
Lot size (sq ft)	_____	(b)
Impervious Surface to Lot Ratio	_____	

_____	divided by	_____	=	_____
Total Impervious Surface		Lot Area		Impervious Surface Ratio%

I hereby attest under penalty of law that the above information is true and correct:

_____ Signature of Surveyor, Architect, or Engineer	_____ Print Name	_____ Date
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_____ Applicant Signature	_____ Print Name	_____ Date
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State of Texas  
County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_  
by \_\_\_\_\_.

Signature of Notary: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
My commission expires: \_\_\_\_\_



## Guidelines for Preparing Stormwater Pollution Prevention Plans for Construction Activities

Areas of Soil Disturbed	Submittal Requirements
Less than 1 acre and the site is not part of a larger common plan of development	<b>Erosion Control Plan</b>
Less than 1 acre and the site is part of a larger common plan of development outside urbanized area	
Less than 1 acre and the site is part of a larger common plan of development inside urbanized area	<b>SWPPP</b>
1 acre up to less than 5 acres	
5 acres and larger	<b>SWPPP and copy of NOI filed with the State</b>

Erosion Control Plans for a construction site are measures to prevent sedimentation and debris from going over sidewalks, into streets, gutters, inlets, drainage features, and neighboring properties during construction activities. Contractors and owners are responsible for keeping soil, sediment, and debris contained on the construction site and return soil and sediment to the areas to be stabilized, while properly disposing of debris. Plan of area must show entire site, limits of soil disturbance, location of construction entrance(s), and sediment barriers along the down slope perimeter of the disturbed areas. Stormwater Pollution Prevention Plans (SWPPP) include all elements of erosion control plans plus pollution control measures. When a SWPPP is required, the SWPPP. Supplement to Permit Application form must accompany the construction and/or building plan submittals in addition to an adequate plan describing and ensuring implementation of practices that will be used to reduce the pollutants in stormwater discharges associated with construction activity at the construction site and assure compliance with the terms and conditions of a TCEQ or EPA stormwater permit. The contents and minimum requirements of a SWPPP can be found in the TPDES General Stormwater Requirements for Construction Activities dated March 5, 2008, or the most recent version as the regulations are updated. When applicable, the Notice of Intent (NOI) sent to the state shall be submitted to the Town electronically.

**DISCLAIMER:** The purpose of this guidance document is to assist the Owner and Operator of a construction activity within the Town of Fairview Ordinances. By providing this general guidance, the Town is not providing a guarantee of compliance or protection from enforcement under Town Ordinances. The Owner and Operator of a construction activity are fully responsible for being familiar with all the ordinance requirements and ensuring their construction activity is following the Town Ordinances and other state and federal regulations that are applicable to the construction activity.

Project Description: (Describe the type of construction activity and the type of development that will result from it.)	
Address of Construction Site:	
Legal Description of Construction Site: (Addition, Block, Lot)	
Acreage of Entire Site:	
Acreage Disturbed:	

Names of Contracting Company and Point of Contact:	
Contractor's Address:	
Contractor's Phone Number:	
Contractor's Email:	

Name of Property Owner:	
Owner's Address:	
Owner's Phone Number:	
Owner's Email:	

The **SWPP** must be in place prior to construction commencing and must comply with applicable notes at all times.



## **OUTDOOR LIGHTING CONFORMANCE CERTIFICATION**

(This form covers all outdoor lighting excluding street lights and parking lot lights)

### **Town of Fairview Lighting Regulations**

- Article 3.14 of the Town of Fairview Code of Ordinances
- Article 5 of the Commercial Plan Development District (CPDD) Standards and Guidelines (Adopted by Ordinance 2014-9-11B, as amended)

Please check if residential or commercial:

☐

Residential

☐

Commercial

Fairview Address:

Please check the correct lighting district (Map located on page 3):

☐

District 1

☐

District 2

**If in District 1, Article 3.14 of the Town of Fairview Code of Ordinances and Article 5 of the CPDD Standards and Guidelines requires the following (check the following if compliant):**

- ☐ - All exterior lighting fixture details have been submitted to the Town of Fairview for review and have been approved Article
- ☐ - Lighting glare from any lighting source will not be directly visible from public view or from a residential unit and a maximum average of 1-foot candle at residential property lines has not been exceeded
- ☐ - All fixtures are full cutoff. Any proposed fixtures not meeting the full cutoff requirement must be approved by minor warrant. All outdoor lighting fixtures approved by minor warrant shall not exceed 20,000 lumens per developed acre
- ☐ - Lighting levels conform with standards established in Article 3.14 of the Town of Fairview Code of Ordinances and Article 5 of the CPDD Standards and Guidelines
- ☐ - Lighting elements do not include flood, cobra head (unless LED), HID – mercury vapor and sodium vapor, high pressure sodium and fluorescent lights (except fluorescent bulbs that screw into standard socket fixtures)
- ☐ - All other applicable provisions of Article 3.14 of the Town of Fairview Code of Ordinances and Article 5 of the CPDD Standards and Guidelines have been met on this site

**If in District 2, Article 3.14 of the Town of Fairview Code of Ordinances requires the following (check the following if compliant):**

- ☐ - All exterior lighting fixture details have been submitted to the Town of Fairview for review and have been approved
- ☐ - All outdoor lighting fixtures have been designed, located, installed, aimed downward or towards structures, retro fitted if necessary, and maintained in order to prevent glare, light trespass, and light pollution
- ☐ - Light trespass at property lines does not exceed the maximum of 0.20-foot candles
- ☐ - Light fixtures conform with shielding requirements applicable to fully shielded, partially shielded, and unshielded
- ☐ - Lighting levels conform with standards established in Article 3.14 of the Town of Fairview Code of Ordinances
- ☐ - All lamp types for new security lights are LED, metal halide, high-pressure sodium or low-pressure sodium. Security lights intended to illuminate a perimeter (such as a fence line) shall include motion sensors and be designed to be off unless triggered by an intruder located within five feet of the perimeter. The zone of activation sensors must be within the property boundaries of the property wishing to be illuminated.
- ☐ - A maximum limit of 50,000 lumens per developed acre for all lighting irrespective of shielding conditions has not been exceeded. Unshielded and partially shielded lighting are limited to a maximum of 10,000 lumens per developed acre
- ☐ - All floodlighting, that is not motion activated, is full cutoff or permanently directed downward
- ☐ - Upward lighting is used in the form of one narrow cone spotlight for flags, statues, public art or other objects of interest that cannot be illuminated with down-lighting
- ☐ - All other applicable provisions of Article 3.14 of the Town of Fairview Code of Ordinances have been met on this site

I, \_\_\_\_\_, do hereby certify that the exterior lighting  
printed name

meets or exceeds the outdoor lighting standards of the Fairview Code of Ordinances.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF TEXAS §

COUNTY OF \_\_\_\_\_ §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_  
Notary Public State of Texas



## Dark Sky Ordinance

Fairview is dedicated to preserving the idyllic natural setting of this region. In 2006, we adopted a series of restrictions and guidelines designed to limit glare, reduce unnecessary light and control other light pollution. Our Dark Sky Ordinance helps to ensure adequate lighting only where it is needed in order to reduce spillover light between properties, increase safety for travelers and increase aesthetic value for our town. Our residents are able to take full advantage of a starry sky surrounded by plenty of nature, an experience unique to other cities in the DFW area.

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**Purpose and Intent:** To regulate the installation and use of outdoor lighting fixtures in the town. This will improve night-time public safety, utility and security by restricting the night-time emission of light rays. These emissions are sources of light that trespass and cause unnecessary glare which are detrimental to the safety and security of persons, property and vehicular traffic.

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**Below is a compressed checklist for District 1 to act as an aid in compliance and not to replace or severe any of the requirements of Chapter 3 Building Regulations, Article 5 of the Commercial Plan Development District (CPDD) Standards and Guidelines, hereon referred to as the CPDD Security and Guidelines:**

- Lighting glare from any lighting source will not be directly visible from public view or from a residential unit and a maximum average of 1-foot candle at residential property lines has not been exceeded
- All fixtures are full cutoff. Any proposed fixtures not meeting the full cutoff requirement must be approved by minor warrant. All outdoor lighting fixtures approved by minor warrant shall not exceed 20,000 lumens per developed acre
- Lighting levels conform with standards established in Article 3.14 of the Town of Fairview Code of Ordinances and Article 5 of the CPDD Standards and Guidelines
- Lighting elements do not include flood, cobra head (unless LED), HID - mercury vapor and sodium vapor, high pressure sodium and fluorescent lights (except fluorescent bulbs that screw into standard socket fixtures)

**Below is a compressed checklist for District 2 to act as an aid in compliance and not to replace or severe any of the requirements of Chapter 3 Building Regulations, Article 3.14 of the Town of Fairview Code of Ordinances:**

- All outdoor lighting fixtures have been designed, located, installed, aimed downward or towards structures, retro fitted if necessary, and maintained in order to prevent glare, light trespass, and light pollution
- Light trespass at property lines does not exceed the maximum of 0.20-foot candles
- Light fixtures conform with shielding requirements applicable to fully shielded, partially shielded, and unshielded
- Lighting levels conform with standards established in Article 3.14 of the Town of Fairview Code of Ordinances
- All lamp types for new security lights are LED, metal halide, high-pressure sodium or low-pressure sodium. Security lights intended to illuminate a perimeter (such as a fence line) shall include motion sensors and be designed to be off unless triggered by an intruder located within five feet of the perimeter. The zone of activation sensors must be within the property boundaries of the property wishing to be illuminated.
- A maximum limit of 50,000 lumens per developed acre for all lighting irrespective of shielding conditions has not been exceeded. Unshielded and partially shielded lighting are limited to a maximum of 10,000 lumens per developed acre
- All floodlighting, that is not motion activated, is full cutoff or permanently directed downward
- Upward lighting is used in the form of one narrow cone spotlight for flags, statues, public art or other objects of interest that cannot be illuminated with down-lighting
- Accent lighting may shine upward if the light is contained by the structure and the lamps are low intensity

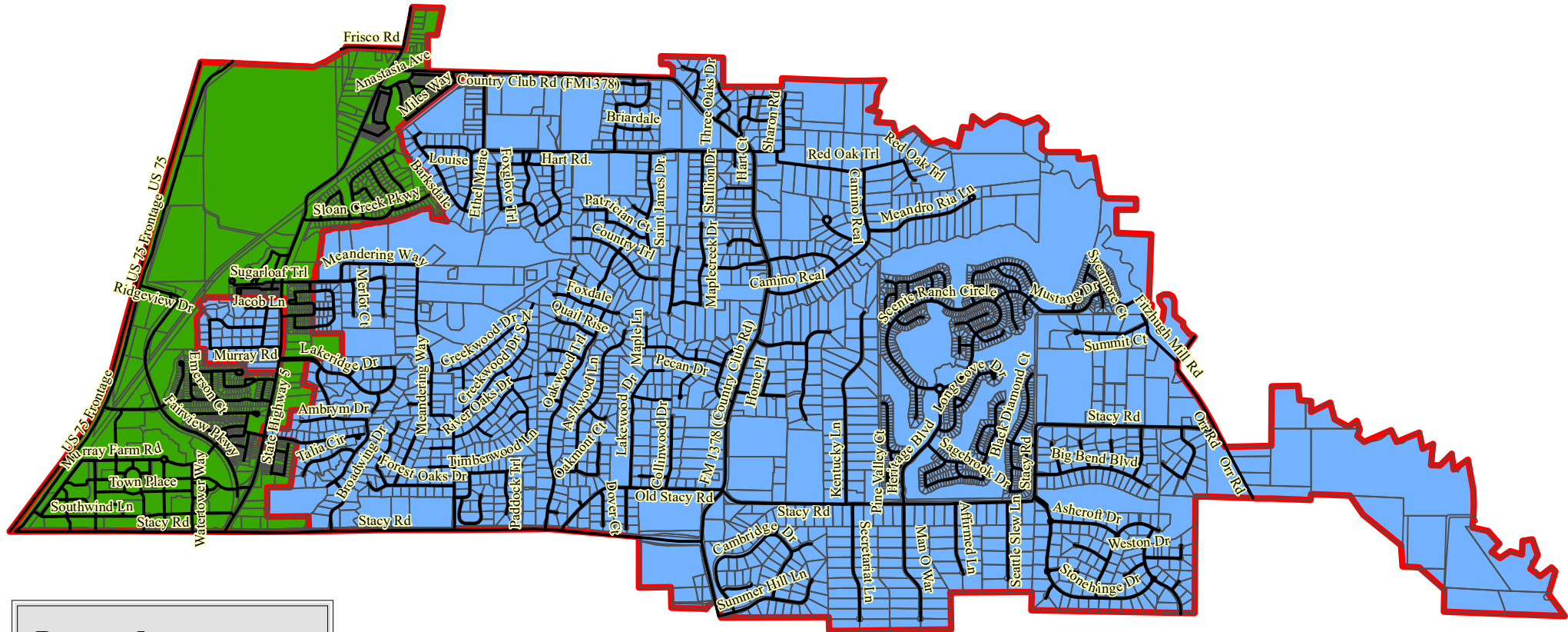
**OUTDOOR LIGHTING STANDARDS ARE DIFFERENT FOR DISTRICT 1 AND 2, BE SURE AND CHECK WHICH STANDARDS APPLY TO YOUR DEVELOPMENT.**

Thank you for helping Fairview maintain its beauty at night as well as the daytime country living that we have all come to enjoy.





# Town of Fairview Lighting Districts



## Legend

- Streets
- Fairview Parcels
- District 1
- District 2

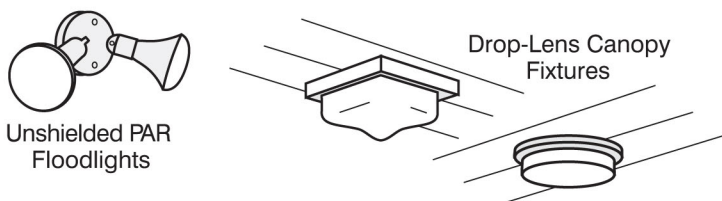
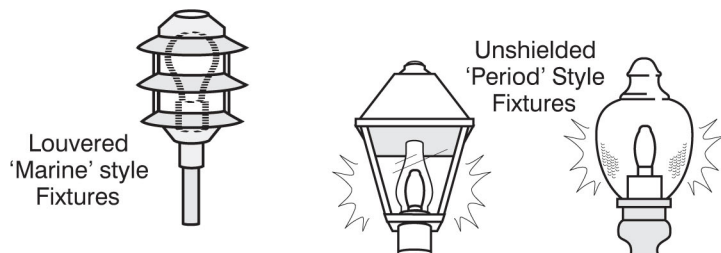
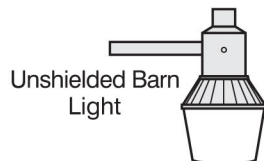
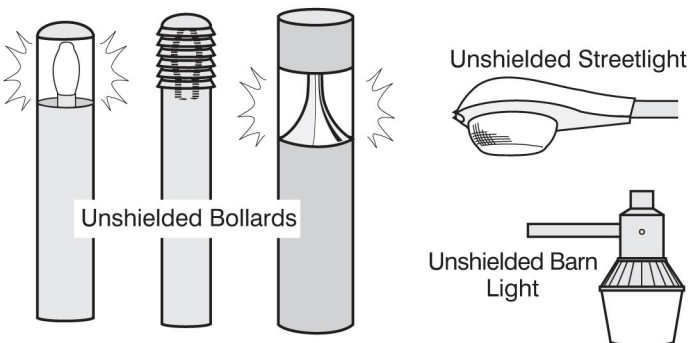
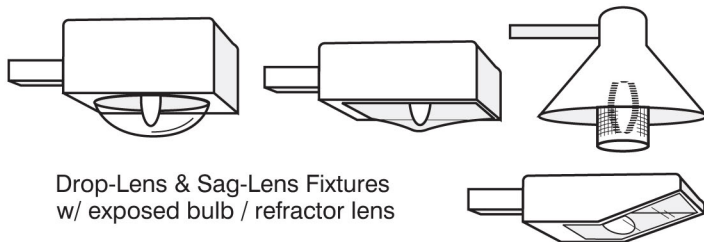
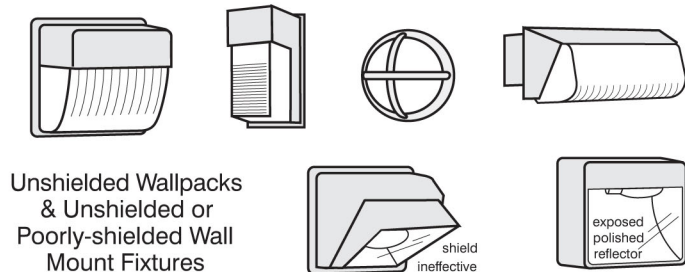
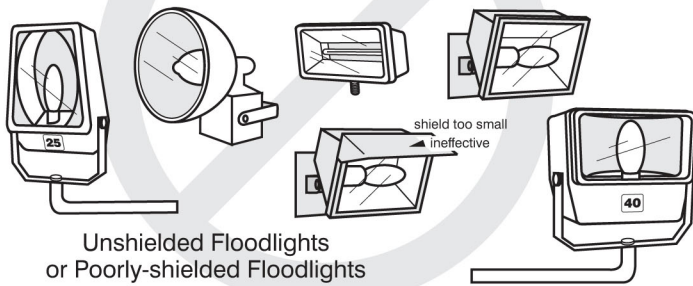




# Examples of Acceptable / Unacceptable Lighting Fixtures

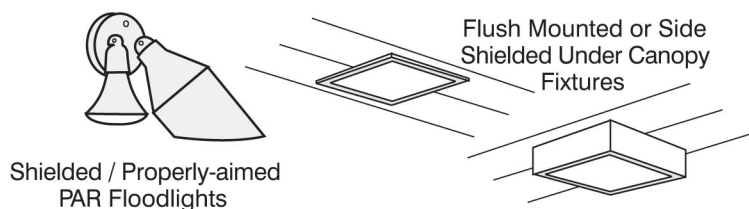
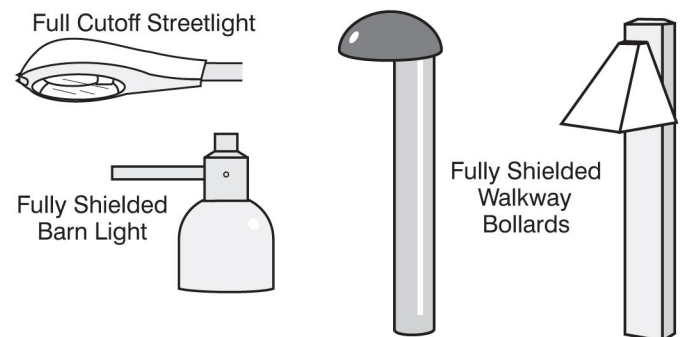
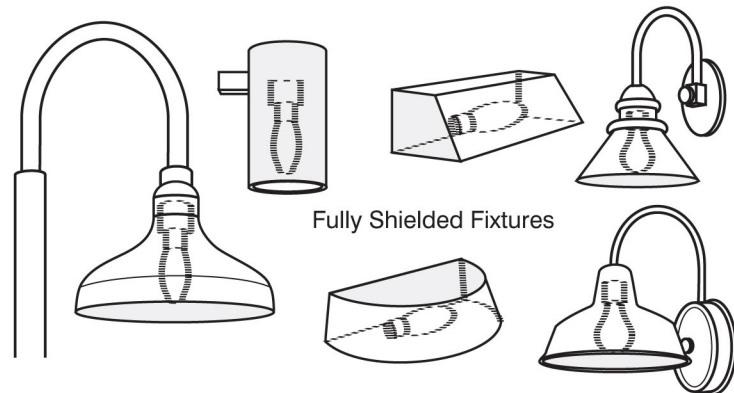
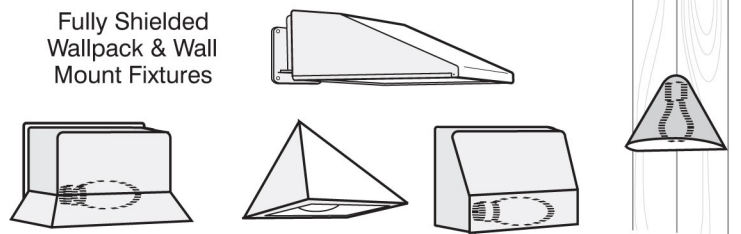
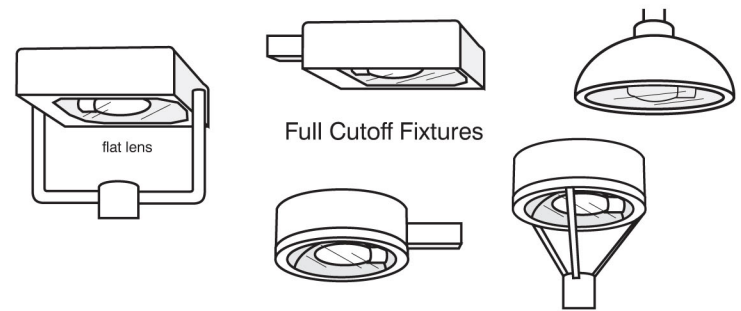
## Unacceptable / Discouraged

Fixtures that produce glare and light trespass



## Acceptable

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night





**Contractor Registration Application**  
**(Select Only One Type Per Application)**

**Contractor Type:**

☐ General Contractor

**If renewal check here:** ☐

☐ Swimming Pool

**Cost for these contractors:**

☐ Fence

**\$50.00 New**

☐ Irrigation

**\$25.00 Renewal**

☐ Sign

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**Contractor Type:**

☐ Plumbing

☐ Fire Alarm

**There is no charge for these contractor types**

☐ Fire Sprinkler (Suppression)

**Expiration based on License/Certificate expiration date**

☐ Mechanical

**If renewal check here:** ☐

☐ Backflow/Septic

☐ Electrical

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**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **@** \_\_\_\_\_

**Master/CEO Responsible for Supervision:** \_\_\_\_\_

**License/Certificate #** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Driver's License #** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

I understand and agree that the above named shall be responsible for continuous supervision of all installation of all installations and repairs performed in the Town of Fairview under the above-named contractor and should such Master Licensee no longer be employed, no further work shall be performed until registration has been provided to the Building Inspections Department naming a new Master License holder. I will request all necessary inspections by the Town of Fairview to ensure compliance with all city regulations applicable for the proposed work.

**Contractor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\*\*\*Include a copy of your driver's license, master's license and/or certificate AND liability COI with the Town of Fairview identified as the Insured for processing**

**\*\*\*\*\* Email information to: [permits@fairviewtexas.org](mailto:permits@fairviewtexas.org)**

**Information not received thru [permits@fairviewtexas.org](mailto:permits@fairviewtexas.org) will not be processed.**



ALL PERMITS MUST BE SUBMITTED TO: [permits@fairviewtexas.org](mailto:permits@fairviewtexas.org)

**TOWN OF FAIRVIEW**  
**COMMERCIAL & RESIDENTIAL CONSTRUCTION ONLY**

# \_\_\_\_\_

Project Address \_\_\_\_\_ Subdivision/Lot/Block \_\_\_\_\_

Scope of Work \_\_\_\_\_

Property Owner (Name, Address, Phone, & Email) \_\_\_\_\_

General Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

Fire Suppression Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

Fire Alarm Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

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](http://RepublicServices.com/Customer-Support).*

**RESIDENTIAL WORK BEING DONE:**

**TYPE:**

☐ New Residential Construction ☐ Addition/Alteration/Remodel ☐ SFR(Detached) ☐ Townhome/Duplex (Attached)  
☐ Detached Accessory Structure ☐ Residential Demo (Demo intended for New Residential Home? \_\_\_\_ ) If so, please notify [Utilitybilling@fairviewtexas.org](mailto:Utilitybilling@fairviewtexas.org) to have water meter and trash bins removed from account.

Valuation of work \$: \_\_\_\_\_ (not required for **NEW RESIDENTIAL CONSTRUCTION ONLY**, however suggested for record keeping purposes)

Square Footage \_\_\_\_\_ in/ft (**Total under roof**)

Sewer \_\_\_\_\_ Septic \_\_\_\_\_

Subject property is \_\_\_\_ or is not \_\_\_\_ within the flood hazard area. Required lowest floor elevation is \_\_\_\_\_.

**COMMERCIAL WORK BEING DONE:**

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

Business/Tenant Name: \_\_\_\_\_ Valuation of work \$: \_\_\_\_\_ Square Footage \_\_\_\_\_ in/ft

Electric Provider: \_\_\_\_\_ Gas Provider: \_\_\_\_\_

**Note: Please allow 7-10 business days for processing**

**FEES:**

PLAN REVIEW FEES

\$ \_\_\_\_\_

ELECTRICAL TRADE FEE

\$ \_\_\_\_\_

PERMIT FEES

\$ \_\_\_\_\_

PRO RATA FEE (IF APPLICABLE)

\$ \_\_\_\_\_

FIRE FEES

\$ \_\_\_\_\_

WATER IMPACT FEE

\$ \_\_\_\_\_

C/O

\$ \_\_\_\_\_

ROAD IMPACT FEE

\$ \_\_\_\_\_

PLUMBING TRADE FEE

\$ \_\_\_\_\_

SEWER IMPACT FEE

\$ \_\_\_\_\_

MECHANICAL TRADE FEE

\$ \_\_\_\_\_

**GRAND TOTAL**

**\$ \_\_\_\_\_**

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 of a building or structure conforming to the codes and ordinances of the Town, regardless of information and/or plans submitted. SCOPE OF PERMIT: For new buildings and for additions to existing buildings, this permit authorizes all structural, plumbing, electrical, mechanical, work to be performed in the construction of the building or structure at this address, if done at the same time of initial construction. No separate subcontractor permits are needed for those trades. However, the permit holder is required to use only subcontractors registered with the Town of Fairview, where such a requirement is applicable. If this permit is obtained for work other than new buildings and additions, separate permits must be obtained by all subcontractors.

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  
MARCH 2023

ALL PERMITS MUST BE SUBMITTED TO: [permits@fairviewtexas.org](mailto:permits@fairviewtexas.org)



## RELEASE FROM ELECTRIC AND GAS SERVICE

PERMIT NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BUILDER: \_\_\_\_\_

ELECTRIC PROVIDER: \_\_\_\_\_

GAS PROVIDER: \_\_\_\_\_

I hereby agree to release the Town of Fairview from any liability that may result from the granting of electrical and gas service to the above-referenced building project. I further agree that, if in the opinion of the electrical or gas inspector, unsafe electrical or gas conditions are found, that electrical or gas service will be terminated upon the request of the Town of Fairview to the provider of such service.

I further agree that I am responsible for the occupancy of the premises, and that if the building is occupied in any manner, including the storage of goods, the assignment of personnel to the premises, or the operation of a business or residence at the address listed above before Certificate of Occupancy is issued, the service, upon the request of the Town, will be discontinued without notice, and citations will be issued for each day the building is occupied without a Certificate of Occupancy.

State of Texas

County of Collin

I, \_\_\_\_\_, being duly sworn, do depose and say that the information contained in the above application is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Owner or Owner's Agent

\_\_\_\_\_  
Date

Violations of move-ins without a C.O. will result in loss of any early meter sets. If you have any questions, please contact the inspector.



# Commercial Water Application

**Deposit \$500**

372 Town Place, Fairview, TX 75069

Phone: (972) 886-4242

Fax: (972) 548-0268

**E-mail:** [utilitybilling@fairviewtexas.org](mailto:utilitybilling@fairviewtexas.org)

Business Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

*Office main line*

*Accounting Office*

*Accounts Payable*

Primary Email: \_\_\_\_\_

Requested By: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Email: \_\_\_\_\_

*Office phone*

*Business Cell phone*

**TYPE OF REQUEST:** New Service      Discontinue Service  
(Complete Section A below & include Tax ID or Complete Section B Below  
Copy of Drivers License)

Wastewater Treatment plan  
(Choose one per unit)

Septic:      Sewer:

\*The Town of Fairview will collect a \$500.00 deposit which will be refunded upon  
disconnection of service.

\*\* The Town of Fairview will collect a \$35.00 **non-refundable** fee on each account  
that is terminated for past due unpaid balances.

\*\*\*A 2 business day (excluding holidays) notice is required for all new service  
accounts.

Domestic:      Irrigation Only:  
Type of Meter (please select one): PD-Positive  
Displacement Meter  
(Typical Residential Meter)  
CMPD-Compound Meter  
TURB-Turbine Meter  
SIZE OF METER: \_\_\_\_\_

## **Section A      New Service**

Service Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Tax ID/DL: \_\_\_\_\_ On-site Service Contact phone/email: \_\_\_\_\_

Service Connect Date: \_\_\_\_\_

## **Section B      Disconnect Service**

Service Address: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Date to Disconnect: \_\_\_\_\_

- Each Commercial account is billed for water, sewer charges and stormwater. Irrigation only meters are billed at irrigation water rates.
- For rate information, visit the UtilityBilling website at [www.fairviewtexas.org/](http://www.fairviewtexas.org/) water and sewer page. Rates are subject to change.
- Commercial solid waste services are provided by Republic Services. The Town of Fairview has contracted with Republic Services to provide commercial garbage services and billing for the Town's commercial business; therefore, please contact Republic Services at 972-422-2341.
- \*Irrigation meters are subject to impact fees and permit requirements. Email: [permits@fairviewtexas.org](mailto:permits@fairviewtexas.org) for fees.

## **FOR OFFICE USE ONLY:**

**Account # :** \_\_\_\_\_

**Receipt # :** \_\_\_\_\_

**Date received** \_\_\_\_\_

**Commercial Deposit \$500 Meter:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SERVICE AGREEMENT

- I. **PURPOSE.** The Town of Fairview is responsible for protecting the drinking water supply from contamination or pollution, which could result from improper private water distribution system construction or configuration. The purpose of this service agreement is to notify each customer of the plumbing restrictions, which are in place to provide this protection. The utility enforces these restrictions to ensure the public health and welfare. Each customer must sign this agreement before the Town of Fairview will begin service. In addition, when service to an existing connection has been suspended or terminated, the water system will not re-establish service unless it has a signed copy of this agreement.
- II. **RESTRICTIONS.** The following unacceptable practices are prohibited by State regulations.
- A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure-zone backflow prevention device.
  - B. No connection which allows water to be returned to the public drinking water supply is permitted.
  - C. No pipe or pipe fitting which contains more than 8.0% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
  - D. No solder or flux which contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.
- III. **SERVICE AGREEMENT.** The following are the terms of the service agreement between the Town of Fairview (Water System) and Customer.
- A. The Water System will maintain a copy of this agreement as long as the Customer and/or the premise are connected to the Water System.
  - B. The Customer shall allow his property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the Water System or its designated agent prior to initiating new water service; when there is reason to believe that cross-connections or other potential contamination hazards exist; or after any major changes to the water distribution. The inspections shall be conducted during the Water System's normal business hours.
  - C. The Water System shall notify the Customer in writing of any cross-connection or other potential contamination hazard which has been identified during the initial inspection or the periodic re-inspection.
  - D. The Customer shall immediately remove or adequately isolate any potential cross-connections or other potential contamination hazards on his premises.
  - E. The Customer shall, at his expense, properly install, test, and maintain any backflow prevention device required by the Water System. Copies of all testing and maintenance records shall be provided to the Water System.
- IV. **ENFORCEMENT.** If the Customer fails to comply with the terms of the Service Agreement, the Water System shall, at its option, terminate service or properly install, test, and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the customer.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SOLID WASTE SERVICES CONTRACT**

This Solid Waste, Construction and Demolition Debris, and Recyclable Materials Collection, Transportation, Disposal, and Processing Contract ("Contract"), is entered as of the effective date by and between the Town of Fairview, Texas, a Texas home rule municipality (hereinafter called "Town"), and Allied Waste Systems Inc., D/B/A Republic Services of Plano, hereinafter called "Contractor," acting by and through their duly qualified representatives (Town and Contractor collectively referred to herein as "Parties" and individually as "Party").

WHEREAS the Town, therefore, desires to grant to Contractor 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; and

WHEREAS Contractor desires to operate and maintain the 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,

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF FAIRVIEW, TEXAS:

No commercial container, dumpster, or roll-off container should be overloaded to the point where the lid or covers, will not close, or the tarp will not properly cover the load. The Contractor may decline to empty an overloaded container until the Customer unloads the dumpster or roll-off container to the point where the lid(s) will close, or where the load may be safely tarped before transport.

To the extent allowed by law, this Contract will provide exclusive rights to Contractor for the collection of construction and demolition debris, and waste materials, such as carpeting, roofing, drywall, etc., resulting from remodeling and construction activities, which are generated in quantities requiring a roll-off container for onsite storage, collection, and transport.

*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](http://RepublicServices.com/Customer-Support).*





The General Contractor is responsible for requesting inspections for each trade (Call Fire Department for Fire Inspections). The Town will schedule all requested inspections as soon as practical. A request properly received by 4 PM will usually be on the next day's inspection list, unless workload or the inspectors' absence prohibits. In the case of extended absences, an alternate inspector will be employed.

Inspection Line: 972.886.4250

[inspections@fairviewtexas.org](mailto:inspections@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](mailto: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.

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 any time 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.

**IF APPLICABLE TO THE PROJECT PLEASE HAVE:**

1. Portable toilet, 911 address, trash bins, debris, fence, & form board survey MUST be in place at time of first inspection. Concrete drive or rock entry of 3" rock (minimum) 6" thick x 20' wide x 12' deep must also be in place to prevent mud & debris on public streets.
2. SWPPP documents on-site and erosion control measures in place once dirt work is commenced.
3. Builders' identification sign with current contact information must be prominently always displayed on site.
4. Working hours are 7 AM to 7 PM (restricted by ordinance), Monday through Saturday. NO WORK OF ANY KIND TO TAKE PLACE OUTSIDE OF PERMITTED HOURS OR ON SUNDAYS OR HOLIDAYS (please refer to the holiday schedule online)

Violations may result in suspension of permit (stop work order), and prosecution in municipal court citation. A holiday schedule is available upon request.

5. Approved by the Town of Fairview plans on site for review during inspections.

**RESIDENTIAL INSPECTION CHECKLIST – 2018 INTERNATIONAL RESIDENTIAL CODE****FOUNDATION:**

- ☐
- ☐ Approved plans on site R106.3.1
- ☐ Setbacks per lot plan R106.3.1
- ☐ Continuous footing size/depth, per plan and soils report R401.2, R403.1 & Table R403.1
- ☐ Horizontal & vertical steel reinforcing per plan
- ☐ Concentrated load piers/footings per plan
- ☐ UFER #4 - 20' min or alternate ground E3608.1.2

**STEM WALLS:**

- ☐ 13" above pad grade and foundation R403.1.7.3
- ☐ Concrete 6" min, masonry CMU 8" min width R404; Table R404.1.1(1-9)
- ☐ Horizontal & Vertical steel reinforcing per plan
- ☐ Concrete cover 1-1/2" min ACI 318-99
- ☐ Shear-wall hold-downs; type & location per plan
- ☐ Sill-plate anchor bolts; size, spacing R403.1.6
- ☐ Reinforcing bond beam per plans (CMU) R606.12.2.2.3; Figure R606.11.(2)
- ☐ Masonry head/bed joints 3/8" R606.3.1

**UNDERGROUND PLUMBING:****A. SEWER:**

- ☐ Material & size
- ☐ Min 1/4" per foot for 2-1/2" diameter or less; min 1/8" per foot for 3" diameter or greater R3005.3
- ☐ Proper glue/fittings R3003.3.2
- ☐ Exterior 2-way clean-out P3005.2.8
- ☐ Additional clean-outs as needed P3005.2
- ☐ 1. Each 100' P3005.2.1
- ☐ 2. Change of direction greater than 45 degrees P3005.2.4
- ☐ Sand or clean soil bedding P2604.1 (ALL TRADES)
- ☐ 12" clean backfill placed before mechanical compaction P2604.3 (ALL TRADES)
- ☐ 5' water head P2503.5.1
- ☐ Drain & vent pipe sizing P3005.4; Tables P3005.4.1 & P3005.4.2
- ☐ Proper sweep at all fittings Table P3005.1
- ☐ Trap arm size P3201.7 & Table 3201.7
- ☐ Island venting/foot vents P3112.2

**B. WATER SERVICE:**

- ☐ Water service/line size P2903.7 & Appendix P
- ☐ Soldered/brazed joints for copper/brass P2103.3
- ☐ Pipe supported at all cross-over P2605.1
- ☐ Pressure regulator if 80 PSI or greater P2903.3.1
- ☐ Frost-proof hose bibs & vacuum breakers P2903.10
- ☐ Water & sewer located in the same trench:
  1. Sewer pipe is approved for use under building P2906.4.1
  2. 5' min horizontal separation of uncompacted earth P2906.4.1
  3. Placed on a ledge 12' above & 12" horizontal from sewer pipe P2906.4.1
  4. No separations required at cross-overs if sleeved 5' in each direction from center line of sewer pipe P2906.4.1

**C. WATER DISTRIBUTION:**

- ☐ Hot & cold water branch sizing P2903.6 & Table P2903.6
- ☐ Brazed joints required under concrete slab P2906.15
- ☐ No kinked or damaged copper
- ☐ Piping sleeved (2) sizes greater penetrating masonry walls P2603.4
- ☐ No piping to pass through footings

**PRESLAB/INTERIOR BEARING FOOTINGS:**

- ☐ Size/depth/location of footings per plan R403; Table 403.1(1)
- ☐ Expansion joints per ACI 318-99.6.4
- ☐ Slab thickness (min 3-1/2") R506.1 or per soils report and/or engineering report(s)
- ☐ Copper & plastic piping sleeved through foundation walls P2603.4
- ☐ No copper or plastic piping parallel to footings P2604.4
- ☐ Under-ground electrical conduit E3803; Table E3801.4, Table E3802.1 & E3803.1

**MASONRY WALLS:**

- ☐ Steel lintel size & reinforcement per plans R606.10
- ☐ Horizontal reinforcement R606.12.2.3(1)
- ☐ Vertical steel reinforcing per plan; R606.12.2.3(2)
- ☐ 9 Gauge Horizontal joint reinforcement @ 16" O.C. R606.6.4.1.2
- ☐ Bond beam at top of wall per plan Figure R606.6.4
- ☐ Head/bed mortar joints 3/8" R606.3.1
- ☐ Beam pockets/seats/embed straps per plan
- ☐ Clean-outs for grout heights greater than 6' R606.3.5.2

**ROOF SHEATHING:**

- ☐ Roof sheathing properly rated, spaced & oriented R803.2.1
- ☐ Material & span index per plans R803.2.2
- ☐ Sheathing fastened per plans Table 602.3(1)
- ☐ OSB joints space 1/8" or per mfr. specs
- ☐ Panel joints staggered R803.2.3 or APA30
- ☐ Roof ventilation R806.1

**ROUGH FRAMING:****A. FLOOR FRAMING:**

- ☐ Floor joists within 18" & beams within 12" of soil; exterior & interior sill plates in contact with concrete treated R317.1
- ☐ Floor/girder spans per plans R502.5; Table R502.5(1) & 502.5(2)
- ☐ Load bearing lumber, beams, girders, Glu-lam beams, logs identified with grade mark or inspection agency R502
- ☐ Post size & beam connection; supported & strapped R502.9
- ☐ Fastening of framing members Table R602.3(1)
- ☐ Beam, girders & joist bearing min 1-1/2" at wood framing; 3" min at masonry; or approved metal hanger R502.8
- ☐ Notching and drilling per IRC & MFR Specs R502.8
- ☐ Web stiffeners/bracing per truss calcs; BCSI; R502.11.2
- ☐ Joist lateral support with 2x solid blocking, bands or rim joists R502.7
- ☐ Floor openings framed per plans R502.10
- ☐ 2nd floor bearing walls perpendicular to floor joists not offset greater than depth of joists R502.4
- ☐ Floor joist under & parallel with 2nd floor bearing walls doubled R502.4
- ☐ Floor decking glued & nailed per plans Table R602.3(1)
- ☐ Stair stringers sized & installed per details
- ☐ Stair risers max 7-3/4"; treads min 10" R311.7.5.1
- ☐ Door landing depth equal to width of stairs, min 36" R311.7.6

**RESIDENTIAL INSPECTION CHECKLIST – 2018 INTERNATIONAL RESIDENTIAL CODE****A. FLOOR FRAMING Cont.:**

- ☐ Min 6'8" headroom above stairs R311.7.2
- ☐ All miscellaneous nailing per table R602.3(1)
- ☐ Fire-blocking at floor openings R602.8 & R302.11.1
- ☐ Holes with annular spaces exceeding 1/2" shall be sealed

**B. WOOD FRAMING:**

- ☐ Wood wall studs grade & size per plans R602.2 & R602.3
- ☐ Size, height, spacing of wood wall studs R602.3.1; Table R602.3(5) & Table R602.3.1
- ☐ Interior wood wall studs R602.5
- ☐ Exterior walls & interior bearing walls have double top plate; offset 24" min R602.3.2
- ☐ Max anchor bolt spacing 6' O.C.; min (2) per sill plate within 12" & not more than (7) bolt diameters from plate ends R403.1.6
- ☐ No excessive holes or notching in studs R602.6
- ☐ Header/beam sizes per plan R602.7 & Table R602.7(1)
- ☐ Interior non-bearing walls studs max 24" O.C. R602.5
- ☐ Fire-blocking at chases, soffits, framed pop-outs, top of entry & patio columns, top plate openings R602.8 & R302.11
- ☐ Bedroom emergency egress windows per R310.1
- ☐ Min 36" hallway width R311.6
- ☐ Min 7' 0" ceiling height in habitable rooms R305.1
- ☐ Notching/boring of top plates in excess of 50% requires 16 gauge metal tie 1.5" wide with 8-16d nails on each side or covered with wood structural panel sheathing R602.6.1
- ☐ Sill plates & 1" offset at column framing contact with concrete R317.1.4

**C. PRE-FABRICATED JOISTS & TRUSSES:**

- ☐ Truss design calcs & layout plan on job site R802.10.1
- ☐ Truss calcs & layout reviewed & sealed by structural engineer R802.10.2
- ☐ Design loads per plans & truss calcs R802.10.1
- ☐ Plate connectors match truss calcs R802.10.1(7)
- ☐ Lumber size, species & grade marks match truss calcs for each member R802.10.1(8)
- ☐ Girder truss plies & fastening matches truss calcs R802.10.1(9)
- ☐ Correct hangers, uplift devices, bearing locations & widths per truss calcs R802.10.1 & R802.11
- ☐ No cuts, notches, bored holes or spliced trusses without engineer's approval R802.10.4
- ☐ Lateral web bracing installed per truss calcs & plans R802.10.3
- ☐ Gable end truss bracing & connection to exterior wall per plan details R802.10.3
- ☐ Roof ventilation per plans R806

**D. ROOF / CEILING FRAMING:**

- ☐ Ceiling joist size, species & grade per plan R802.5; Table R802.5.1(1)
- ☐ Roof rafters size, species & grade per plan R802.4.1; Table R802.4(1-8)
- ☐ 1-1/2" min bearing at joists & rafters R802.6
- ☐ Solid sawn wood & Glu-lam beams & headers sized per plan
- ☐ Joists & rafters fastened to top of wall per Table R602.3(1)
- ☐ Insulation baffles installed at eave vents R806.3
- ☐ Over framed conventional rafters, ridge beam & king posts installed per plan details

**D. ROOF / CEILING FRAMING Cont.:**

- ☐ Lower roof sheathing continuous under all over-framing or 2x top chord bracing required
- ☐ Provide min 22" x 30" finished attic access where attic height is greater than 30" or area greater than 30 sf R807.1

**E. MECHANICAL:**

- ☐ Attic furnaces supported by truss top chords & installed per mfr. installation instructions R106.1.2
- ☐ Attic furnace sized per ACCA Manual S based on building load calcs from ACCA Manual J; M1401.3
- ☐ Min 22" x 30" finished attic access within 20' of equipment location M1305.1.2
- ☐ Min 24" walkway from access opening to equipment; 20' max distance; all edges blocked & nailed M1305.1.2
- ☐ Min 30" wide work platform full length in front of equipment access; min 30" head clearance; edges blocked & nailed; no obstructions M1305.1.2
- ☐ Upper & lower combustion air vents required when gas appliances installed in confined space M1701 & G2407
- ☐ Attic equipment & "B" vents installed mfr. Installation instructions with 1" min clearance to combustibles R106.1.2, M1306.2 & M1306.2.2
- ☐ Gravity "B" vents offset max 60 degrees from vertical G2427.6.9.2
- ☐ "B" vent max horizontal length 75% of vertical length G2427.6.9.2
- ☐ Primary furnace condensate trapped & vented; slopes 1/8" per foot; supported 48" O.C. max & terminates in readily accessible location M1411.3
- ☐ Attic furnaces/air handlers shall have a drain pan installed with slope to secondary drain outlet or water level detection/equipment shut-off device M1411.3.1
- ☐ Secondary condensate line sloped 1/8" per foot & terminates in a conspicuous location M1411.3.1(1)
- ☐ A/C refrigerant lines insulated to R-4 M1411.6 & IECC 403.3
- ☐ All HVAC supply & return ducts sized per plans & installed per mfr. specs M1601.1.1 & M1602.1.2
- ☐ Metal HVAC duct insulated to R-8 in unconditioned attic space M1601.4.6; IECC403.2
- ☐ Max 1/2" per foot sag in flex duct supported at 4' O.C. per mfr. specs, SMACNA or M1601.4.4
- ☐ All HVAC flex supply & return duct connections to rigid collars have band connectors, sealed & properly taped M1601.3, M1601.4 & IECC 403.2.2
- ☐ Metal HVAC duct supported 10' O.C. with 18 gauge 1/2" wide straps, installed per mfr. specs M1601.4.3
- ☐ (1) thermostat for each separate HVAC system IECC 403.1

**F. PLUMBING:**

- ☐ Gas line min, 3PSI air test for 10 minutes G2417.4
- ☐ Gas piping sizing G2413.3
- ☐ Black iron gas piping supports: 1/2"=6' O.C.; 3/4" or 1"=8' O.C.; 1-1/4" or larger=10 O.C.; Table G2424.1
- ☐ Gas S.O.V. outside each building G2420.3
- ☐ Gas S.O.V. within 6' of appliances G2420.5
- ☐ Electrical wiring/cable isolated from gas piping
- ☐ Elevate appliance ignition source 18" above floor in garages M1307.3 & G2408.2
- ☐ Protection from motor vehicle impact for garage appliances G2408.3

**RESIDENTIAL INSPECTION CHECKLIST – 2018 INTERNATIONAL RESIDENTIAL CODE****F. PLUMBING Cont.:**

- ☐ Water heater T & P drain installed & sloped min 1/8" per foot to exterior P2804.6.1
- ☐ Protection of water & drainage pipes at wall studs & top & sill plates < 1-1/2" P2603.2.1
- ☐ Piping secured & supported to ensure alignment & prevent sagging P2605.1; Table P2605.1
- ☐ Horizontal drain & waste lines 2.5" & less sloped a min 1/4" per foot; 1/8" per foot for 3" & larger P3005.3
- ☐ Max tarp arm length & size P3201.6; Table P3105.1 & P3201.7
- ☐ Island vent height P3112.2
- ☐ All hose bibs have vacuum breakers P2902.4.3
- ☐ All concrete floor openings for P-traps grouted

**G. ELECTRICAL:**

- ☐ Install grounding electrode conductor per E3608.1.2
- ☐ Min. #4 copper or #2 aluminum water piping bond for (200 amp service) E3609; Table E3603.1.4
- ☐ Gas bonding per E3609.7; Table E3908.12
- ☐ SES mounted securely & identified with mfr. label E3404.8 & E3404.11
- ☐ SE & NM cable supported 4.5' O.C. vertically & secured within 8" of NM box Table E3802.1
- ☐ SE & NM cable protected from damage E3802.3.2
- ☐ No unprotected SE or NM cable located within 6' of attic access E3802.2.1
- ☐ Min (2) 20-amp small appliance circuits at kitchen & dining E3901.3
- ☐ No other room receptacles or lighting on small appliance circuits E3901.3.1
- ☐ Kitchen counter receptacles max space 48" O.C. & within 24" of ends of counter-tops E3901.4
- ☐ Floor boxes listed for intended application E3905.7
- ☐ Arc-fault protection required in bedrooms E3902.16
- ☐ All boxes secured, no over-fill, no pancake boxes less than 6 cubic inches E3906.8 & E3905.12
- ☐ Min 6' of conductors within boxes E3406.11.3
- ☐ Min 1/4" of NM sheathing within boxes E3905.3.1
- ☐ Boxes for ranges & ovens have proper knock-outs & sized for conductors E3905.4.2
- ☐ Proper sized conductors for A/C, ranges, cooktops, water heaters & dryers Table 3705.1
- ☐ Min (1) 20-amp circuit for laundry E3703.3
- ☐ Min (1) 20-amp circuit for bathroom receptacles E3703.4
- ☐ General receptacle spacing at 12' O.C. & within 6' of all openings & at wall greater than 24" wide E3901.2
- ☐ GFCI receptacle locations E3902.1
- ☐ Inter-connected smoke alarms required at bedrooms/rooms with closets, within the immediate vicinity outside of bedrooms, each story including basements & habitable attics R314
- ☐ Attic furnaces:
  1. light switch at attic access E3903.4
  2. Disconnect for hardwired equipment E4101.5
  3. Service outlet for at same level & within 25' of equipment E3901.12

**ENERGY EFFICIENCY (2015 IECC):**

- ☐ R-values for Zone 2A: Ceilings R-38(markers affixed to trusses at combo inspection); wood framed walls R13; mass walls R5; floors R-19; basement & crawl space wall R-10/13; concrete slab R10, 2 feet; IECC 402.1; Table 402.1.1
- ☐ (1) layer grade D felt paper over framing & sheathing R703.2
- ☐ House wrap taped, sealed & installed per mfr. specs IECC402.4
- ☐ Window & door flanges flashed/sealed & insulated between frame & jamb IECC402.4.1
- ☐ 0.3 cfm max window, skylight & Sliding Glass Door air-infiltration; 0.5 cfm max door air-infiltration IECC402.4.2
- ☐ Recessed can lights IC-rated & labeled or in airtight sealed box IECC402.4.3

**EXTERIOR STUCCO:**

- ☐ 3-1/2" weep screed flange R703.7.2.1
- ☐ 4" weep screed clearance to finished grade; 2" to concrete slabs R703.7.2.1
- ☐ Stucco: (2) layers grade D felt vapor barrier at OSB, plywood & AIS sheathing R703.6.3
- ☐ House wrap installed per mfr. specs
- ☐ 1-1/2 lb. density foam W/ES report number at walls
- ☐ 2x blocking at foam butt joints
- ☐ T & G joints for foam taped & installed per mfr. specs
- ☐ Wire lath fastened at 6" O.C. max R7003.7.1
- ☐ All pop-outs & corner aid installed, fastened 6" O.C.
- ☐ All exterior wall penetrations (piping, boxes, etc.) sealed
- ☐ All foam butt joints & windows caulked for gaps greater than 1/4"
- ☐ 1-coat, synthetic stucco systems applied per mfr. specs

**GYPSUM WALLBOARD:**

- ☐ 1/2" under stairs where accessible R302.7
- ☐ Shear fastener type & spacing per shear schedule
- ☐ Horizontal blocking & nailing per shear schedule
- ☐ Min. 1-3/8" nails at 7" O.C. at 1/2" gypsum ceilings; 8" O.C. walls Table R702.3.5
- ☐ Water resistant Gypsum board used at all tub & showers enclosure walls to 72" above drain R702.3.7 & R307.2
- ☐ Exterior soffit, entry & patio cover ceilings protected & rated for type of use
- ☐ 5/8" Type X required at garage ceiling with livable above R302.6; Table R302.6
- ☐ Cement, fiber-cement or glass mat gypsum backing at showers R702.4.2; Table R702.4.2

**FINAL INSPECTION:****A. GARAGE:**

- ☐ Floor slopes to a drain or vehicle door R309.1
- ☐ GFCI receptacles or single device for dedicated use E3902.2
- ☐ All appliances installed have vehicle impact protection (steel bollard or out of path) M1307.3.1
- ☐ Appliances with ignition sources elevated 18" M1307.3
- ☐ Upper & lower combustion air vents installed as required G2407
- ☐ Gas appliance single wall vent connectors sloped a min 1/4" per foot & all joints fastened with (3) sheet metal screws G2427.10.6 & G2427.10.7
- ☐ Metal ceiling fire-stop installed at "B" vent penetration per mfr. specs
- ☐ Water & gas lines #6 AWG copper (200 amp) or #3 AWG copper (400 amp) bond wire clamped at an accessible location E3609.7; Table E3908.12

## RESIDENTIAL INSPECTION CHECKLIST – 2018 INTERNATIONAL RESIDENTIAL CODE

### **A. GARAGE Cont.:**

- ☐ Water heater T & P discharge pipe completed per P2803.6.1
- ☐ Water heaters elevated 18" P2801.7
- ☐ Over-flow pan required at water heater installed where leakage can cause damage to interior surface P2801.6
- ☐ Occupancy separation between house & garage R302.5.1
  1. 1-38" solid core or rated/labeled 20 minutes
  2. Weather-stripped gaskets & tight fitting
  3. Self-closing & self-latching

### **B. ATTIC AREA:**

- ☐ Finished access opening 22" x 30" at 30+ sf & greater than 30" high R807
- ☐ Light & switch for equipment platform E3903.4
- ☐ Primary & secondary condensate drains installed, tapped & vented per mfr. specs M1411.3 & M141.3.1
- ☐ Furnaces & air handlers connected to supply circuit disconnect switch within sight or lockout device E4101.5; Table 4101.5
- ☐ Combustion air ducts installed & clear G2407.11
- ☐ Ridge, dormer & soffit vent openings clear & installed per attic ventilation calcs R806.2

### **C. LAUNDRY:**

- ☐ Operable window or mechanical ventilation required R303
- ☐ Wall switched controlled lighting outlet required E3903.2
- ☐ Min. (1) outlet (20) amp circuit to serve laundry appliances E3901.8 & E3703.3
- ☐ Dryer vent terminates outside & 3' from openings M1502.3
- ☐ Floor drains to maintain a liquid seal or trap primer P3201.2

### **D. HALLWAYS:**

- ☐ 36" minimum clear R311.6
- ☐ Smoke alarm(s) and carbon monoxide detectors required within immediate vicinity of bedrooms R314 & R315
- ☐ Min. (1) outlet required if greater than 10' in length E3901.10
- ☐ Wall switch-controlled lighting outlet required E3903.3

### **E. STAIRS:**

- ☐ 36" minimum clear R311.7.1
- ☐ Landings 36" min. depth x width of stairs R311.7.6
- ☐ Min. 10" tread depth; max. 7-3/4" rise; +/- 3/8" deviation R311.7.5.2
- ☐ 6' 8" min. head clearance R311.7.2
- ☐ Handrails required @ four or more risers R311.7.8
- ☐ Handrails 34" - 38" above nose of tread R311.7.8.1
- ☐ Handrails have 1-1/2" clearance to wall R311.7.8.3
- ☐ Handrail 1-1/4" - 2" cross-dimension R311.7.8.5
- ☐ Handrails extend to top & bottom risers with returns to wall or newel post R311.7.8.4
- ☐ Safety glazing within 3' of walking surface or <60" A.F.F. or within 5' horizontally of the bottom tread in any direction & <60" A.F.F. R308.4.6 & R308.4.7
- ☐ Min. 36" high guardrail that does not allow passage of a 4" sphere between openings R302.1.3
- ☐ Wall switch-controlled lighting outlet required E3903.3.1

### **F. BEDROOMS & DENS (w/ closet):**

- ☐ Egress window min. 5.7 sf except 5.0 sf at grade level R310.2.1
- ☐ Min. egress opening 24" height; min 20" width R310.1.2 & R310.2.1
- ☐ Window sill height max 44" measured from the finished floor R310.2.2
- ☐ Window sill height max 44" measured from the finished floor R310.2.2
- ☐ Min. 24" sill height if > 72" above exterior grade R312.2.1
- ☐ Basement window well min 9 sf total area R310.2.3
- ☐ Window well ladder required if height >44" R310.2.3.1
- ☐ Bars, grills, covers & screens operable without special tools or knowledge R310.4
- ☐ Natural light 8% floor area R303.1
- ☐ Natural ventilation 4% of floor area or mechanical ventilation R303.1
- ☐ Smoke alarm in each bedroom/ sleeping room; all inter-connected & install per mfr. Instructions R314
- ☐ Light fixtures installed in clothes closets measured horizontally min. 12" or depth of shelf; 6" min. if fluorescent R4003.12

### **G. BATHROOMS:**

- ☐ Min 50 cfm exhaust fans installed in heater closet rooms & bathrooms or natural ventilation of 1.5 sf min R303.3 & Table M1505.4.4
- ☐ Water closet 1.6 GPF required ARS45-312; Table P2903.2
- ☐ Min. 30" clear width at water closet Fig. R307.1 & P2705.1(5)
- ☐ 15" min. from wall to center of water closet Figure R307.1
- ☐ Water closet based sealed to floor
- ☐ 21" min. clear space at front of water closet Figure R307.1
- ☐ Shower compartment min. head height 6' 8" R305.1(2)
- ☐ Safety glazing at all windows <60" above floor R308.4.5
- ☐ Safety glazing required at shower doors R308.4
- ☐ Non-absorbent surface at bathtubs & showers min. 6' above floor R307.2
- ☐ Max 2.5 GPM shower heads ARS 45.312; Table P2903.2

### **H. KITCHEN / DINING:**

- ☐ Natural light 8% floor area R303.1
- ☐ Natural ventilation 4% of floor area or mechanical ventilation R303.1
- ☐ Min. (2) 20amp circuits at kitchen, dining, pantry, & breakfast E3703.2
- ☐ GFCI protected receptacles at kitchen counter max space 48" O.C. & within 24" of ends of counter-tops E3904.4.1 & E3902.6
- ☐ Kitchen sink, drain, disposal & faucet installed; max 2.2 GPM aerator ARS 45-312; Table P2903.2
- ☐ Clean-out installed for sink & foot vent
- ☐ Sink trap arm offset max 90 degrees
- ☐ Dishwasher receptacle installed within 6" of appliance E3901.5
- ☐ Permanent cooking appliances wired, plumbed, vented, installed per mfr. specs if present
- ☐ Nameplate rating of cooking appliances match conductor sizing & over current protection E3702.
- ☐ Electric wire/cable within cabinets protected from damage w/ metallic flex conduit & metal boxes installed E3802.3.2
- ☐ All gas lines have shut-off valves G2420.1
- ☐ Max 6' listed/labeled connector G2422.1.2.1

**RESIDENTIAL INSPECTION CHECKLIST – 2018 INTERNATIONAL RESIDENTIAL CODE****I. OTHER HABITAT ROOMS:**

- ☐ Natural light 8% floor area R303.1
- ☐ Natural ventilation 4% of floor area or mechanical ventilation R303.1
- ☐ Min. (1) Exit door 32" wide x 6'8" high & side hinged R311.2
- ☐ Safety glazing at windows R308.4:
  - 1. Manufactures label etched into glazing R308.1
  - 2. Within 24" of arc of door R308.4.2(1)
  - 3. Fixed & sliding panels of door assemblies R308.4.2
  - 4. All glazing < 18" A.F.F. with the top edge >36" A.F.F. with individual panes > 9 sf & within 36" of a walking surface R308.4.3
- ☐ Fireplace installation complete:
  - 1. Factory-built gas fireplaces installed per listing R1004.1 & R106.1.2
  - 2. All gas lines have shut-off valves G2420.1
  - 3. Max 6' listed/labeled connector G2422.1.2.1
  - 4. Approved for wood burning only by EPA & installed per mfr. installation instructions & masonry per R1001.1 & R1003.1

**J. EXTERIOR:**

- ☐ Address numbers plainly visible & legible from front street R319.1
- ☐ Exterior door landings within 1-1/2" of threshold R311.3.1
- ☐ Roofing complete with approved roof covering R903.1
- ☐ Fireplace spark arrester installed, min. 2' above any roof within 10' horizontal R103.9.2
- ☐ ABS vents extend min. 6" above roof P3103.1.1
- ☐ "B" vents min. 12" above roof; not within 48" of window or other openings; min 8' from vertical wall G2427.6.4
- ☐ Roof vents installed per attic ventilation calcs R806.2
- ☐ HVAC equipment have proper fuse size per mfr. label E3702.11
- ☐ HVAC equipment have disconnects within sight; E4101.5 & Table E4101.5
- ☐ Disconnects have min. 30" x 36" working clearance E3405.2
- ☐ Ground mounts HVAC units have 3" high pad M1305.1.3.1
- ☐ All roof flashing installed per R90.2
- ☐ Exterior GFCI receptacles installed E3902.3
- ☐ Exterior light fixtures installed at exit doors & stairs E3903.3
- ☐ Exterior boxes, conduits & fittings listed for wet locations & have W/P covers E3905.11
- ☐ A/C condensate drain(s) installed to exterior w/90-degree elbows M1411.3
- ☐ All hose bibs have vacuum breakers P2902.4.3
- ☐ Grade away from foundation 6" min. within 10' R401.3
- ☐ Sewer back water valve installed; extension arm required if over 18" P3008.1
- ☐ Electric Panel board complete:
  - 1. #4 copper UFER, E3608.1.2
  - 2. Proper size/type circuit breakers E3404.3
  - 3. Min. (2) 20 amp small appliance circuits E3703.2
  - 4. Min. (1) 20 amp bathroom circuit E3703.4
  - 5. All circuits permanently labeled with indelible ink or equal E3706.2
  - 6. No damaged conductors
  - 7. Min. 36" deep x 30" wide working clearance at front of enclosures E3405.2
  - 8. Lugs not over-filled E3406.10
  - 9. Same size conductors under same lug per mf specs
  - 10. Oxide inhibitor installed at aluminum conductor termination at lugs/breakers E3406.8
  - 11. Rear bushing installed for home runs E3803.7
  - 12. Dead front installed E3404.9

**J. EXTERIOR Cont.:**

- 13. No unused openings (knock-outs) E3404.6, E3906.4 & E3907.5
- 14. 1/4" air space behind panel E3907.3
- 15. Panels securely mounted to wall with solid wood, plywood, metal brackets & be weather resistant R703.1 & E3404.8

**K. MISCELLANEOUS:**

- ☐ Verify all inspections have been approved & permit is still valid; not expire
- ☐ Drainage & grading cert submitted & recorded prior to final inspection
- ☐ Verify that all building certifications are received; stucco, insulation, etc.
- ☐ Verify that all post tension cable & tensioning reports are received

All items on this check list are based upon the  
2018 INTERNATIONAL RESIDENTIAL CODE

# CONTRACTOR RESOURCE FOR NEW METER SETS

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## METER SET STANDARDS

The meter location is reading for meter installation when the below meter set standards are met:

- ☐ Builder will prepare meter set hole dimension at a minimum, 2ft wide, 1 ft deep, at curb height
- ☐ Builder must ensure that the location is marked, or that a trash receptacle with visible address must be present for meter installation.
- ☐ Brick or Stone must be provided to support the meter box
- ☐ Meter box with plastic lid must be provided onsite for meter installation. Metal lids are no longer permitted due to new meter technology interference.
- ☐ Meter location should be clean with no standing water or mud with curb stop exposed for meter installation.
- ☐ Original soil only should be used in the meter box at the curb. Sand is not an acceptable filler.

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## METER BOX INSPECTIONS

- ☐ Public Works will inspect the meter box and lid, curb stop, meter base and register and the meter tail installed prior to performing the regular requested installation
- ☐ Builder shall ensure that the meter box lid is in an open position for inspection of the water meter by the building inspector at the plumbing rough inspection
- ☐ Builder will ensure all meter set standards are fulfilled
- ☐ Meter box shall be set at curb height
- ☐ A solid brick or stone layer shall be provided to support the meter box
- ☐ Meter box must be level, including meter support
- ☐ Back fill the meter box as needed to secure placement
- ☐ 1-inch layer of gravel is required in the bottom of the box under the meter to reduce mud accumulation and interference of the meter technology
- ☐ Water meter area must remain clean and uncovered throughout the construction process

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## METER SET ASSOCIATED FEES

- ☐ **Damage to City Property -All damage to the meter, meter register, box and/or lid are the responsibility of the builder and billable to the builder.**
- ☐ **A return trip fee may be assessed for each incidence that Town of Fairview Utility Billing department received an installation request but the meter location did not meet specifications.**



Printed Name: \_\_\_\_\_  
My commission expires: \_\_\_\_\_