



BUILDING PROCEDURES

100 Highridge Drive
Lakewood Village, TX 75068
(972) 294-5555 Office (972) 292-0812 Fax
linda@lakewoodvillagetx.us

BUILDING DEPARTMENT

REVISED: 04/17/2015

INSPECTIONS

Steve Freeman – Town of Lakewood Village Building Official

Office Number (972) 294-5555	Fax Number (972) 292-0812	Email inspections@lakewoodvillagetx.us
---------------------------------	------------------------------	---

FAXED REQUESTS

Faxed requests will be accepted until 8:00 a.m. for inspection within 48 hours. Official time will be accounted for based on time noted on the received fax. Missing the cut off time will require the inspection to be made on the following business day.

TELEPHONE REQUESTS

Telephone requests will be accepted until 11:00 AM for inspection within 48 hours.

Official time will be accounted for based on the time noted by the building inspector’s voice machine. Please also indicate the time you call when you leave your message. Missing the cut off time will require the inspection to be made on the following business day.

INSPECTION RESULTS

Inspector will leave the inspection tag on site in a designated water-tight box that is provided by the builder.

TERMS AND CONDITIONS

The Residential Code adopted by the Town defines the procedures for general contractors and subcontractors. The information below is provided as a reference and has been identified as the most relevant to residential home construction.

- A. Submittal for approval of three (3) identical sets of house plans, one (1) shall be drawing sheet size 11” X 17” and the two (2) may be drawing sheet size up to 24” X 34”, drainage plans and MECcheck compliance with all actual dimensions, including foundation plans, site plans; one set to be returned, one to be held by the Town, and one for the appraisal district. Drainage plan must have grade, elevations, show all flatwork, and the direction of water flow.
- B. A building permit fee is due upon submission of plans for approval. The fee is calculated per square foot of dwelling area for new residential structures both inside the Town’s limits and Extra Territorial Jurisdiction (ETJ). Major remodels and accessory structure permit fees shall be based on the number of inspections required. A plan review fee is included in the cost of the permit fee.
- C. It is the builder’s responsibility to comply with all building related regulations. The Town assumes **NO** liability for compliance based on the issuance of building permits or Certificates of Occupancy.
- D. Culverts, Portable Toilets shall be installed prior to construction work beginning and shall remain on site throughout the construction process.
- E. A roll off dumpster from the Town’s contracted garbage collection service shall be in place at the time of the Plumbing Rough inspection and remain onsite through the Building Final inspection.
- F. The grass shall be maintained at a height less than the requirement allowed in Nuisance Ordinance. The requirement includes but is not limited to ditches and easements.
- G. Vehicles are prohibited from parking on or accessing a construction site from an easement. Damage to utilities from unauthorized access shall be repaired by the Town’s Contractor at the expense of the builder or general contractor.



BUILDING PROCEDURES

100 Highridge Drive
Lakewood Village, TX 75068
(972) 294-5555 Office (972) 292-0812 Fax
linda@lakewoodvillagetx.us

BUILDING DEPARTMENT

REVISED: 04/17/2015

H. Inspections will be performed during construction at stages listed below. Inspection requests must be made by 11:00 a.m. in order to obtain 48-hour inspection. All inspections will be based on the 2006 International Residential Building Code, 2006 International Plumbing Code, 2005 National Electric Code AND 2006 Mechanical Code, 2006 International Energy Code and all appendices thereto, as amended by the terms of the building ordinance:

- T-Pole;
- Water and/or sewer tap(s);
- Rough plumbing-form board surveys are due and shall be available onsite;
- Foundation and/or pier and beam shall be inspected by the engineer and a stamped approval letter shall be provided to the building official;
- Foundation pre-pour;
- Sheathing / Nailing Pattern;
- Seconds inspection – includes the following:
 - Framing; Mechanical; Electrical; Plumbing Top Off
- Insulation shall be inspected by a third party energy inspection company and a stamped approval letter shall be provided to the building official at Building Final;
- Drywall;
- Four (4) foot brick inspection (every third brick should be removed for wash out) or stucco inspection;
- Electric release;
- Gas release, if applicable;
- Flatwork and/or approach pre-pour;
- Building Final

All items must be inspected prior to cover-up (i.e, concrete and sheet rock).

If any inspection is **RED** tagged, call for a re-inspection upon correction of violation.

- I. Certificate of Occupancy (CO) shall be issued, at no charge, upon successful final building inspection. The dwelling shall remain unoccupied until the Certificate of Occupancy has been issued.
- J. All construction and delivery traffic shall adhere to the Gross Vehicle Combination Weight (GVCW) for Town roads as per Weight Ordinance.
- K. Concrete pouring shall adhere to the requirements set forth in Residential Code.
- L. Once building plans are approved, **NO** changes to the plans or specifications will be accepted unless approved by the Town of Lakewood Village.
- M. Construction work times are 7:00 a.m. – 7:00 p.m. Monday through Saturday.
- N. The Town shall periodically update the procedures above to reflect building code changes, newly adopted ordinances and/or any other information pertinent to construction. It is the responsibility of the builder or general contractor to ensure no updates have occurred before a new construction project is initiated.

NOTICE

I hereby certify that I have read and understand the terms and conditions of the Town of Lakewood Village Building Procedures.

Builder or General Contractor Signature	Date
---	------