

EFFECTIVE: FEBRUARY 1, 2020

CITY OF MCKINNEY

COMMERCIAL PROJECTS FIELD INSPECTIONS INFORMATION PACKET



BUILDING
INSPECTIONS

WWW.MCKINNEYTEXAS.ORG



221 N. TENNESSEE STREET, MCKINNEY, TEXAS 75069



**Building Inspections
Field Inspections Information packet
“Commercial”**

February 1, 2020

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Commercial Temporary Meters

- Address visibly posted
- Building completely in the dry and able to be secured

Electric Meter Releases

- Electrical Room to be lockable with a key for the electrician only
- Electric and gas provider must be marked on the breaker panel
 - Failure to identify your provider will result in a dis-approval
- Provide a torque letter for 400 amps or larger. Report must contain the following information:
 - Company Letterhead
 - Master Electrician's name
 - License number, and
 - Signature of the Mater Electrician
 - Address
- Panel ready for inspection:
 - All dead front panel covers to be removed and to be reinstalled after inspection.
 - Grounding electrode system to be connected to panel and complete
 - Ground-fault performance test report must be on the job site for the inspector on service, branch circuit and feeders disconnect rated 1000 amps or more installed on solidly grounded wye electrical service of more than 150 volts to ground but not exceeding 600 volts phase to phase for each service disconnect rated 1000 amperes or more per Art. 210.13, 215.10 and 230.95.
 - All service equipment, transformers and feeder shall be completed.

Gas Meter Release

- All gas fueled furnaces valved and connected
- Gas must pass OR have passed sizing / test inspection
- Must have gas rough approval
- Valve & cap or valve & connected all branches
- Equipment with gas connected to it will be checked for proper venting, combustion air and access.



Apartment / Hotel Frame Inspection Form

Date: _____

Address: _____

Permit Number: _____

Building Number: _____

To the Chief Building Official:

The frame and shear wall inspections of the above referenced location have been completed after all mechanical, electrical and plumbing roughs were installed and any damage to framing components has been corrected.

The frame and shear walls is in compliance with the 2021 International Building Code and/or the City approved plans

State of Texas Professional Engineer _____
(Print)

(Signature)

(Stamp)



2020 National Electrical Code

Selective Coordination

517.31 (G)	Required Coordination (Separation of Curves Beyond 0.01 seconds) of the Essential Electrical Systems in Hospitals
620.62	Required for Circuits with Multiple elevators
645.27	Required for Critical operations Data Systems
695.3 (C)(3)	Required for Multibuilding Campus-Style Complexes Fire Pumps
700.32	Required for Emergency Systems
701.32	Required for Legally required Standby Systems
708.54	Required for Critical Operations Power Systems

Ground Fault Protection of Equipment

210.13	Required on Branch Circuits Disconnect Rated 1000 Amperes or More and Installed on Solidly Grounded Wye Systems of More than 150 Volts to Ground, but not exceeding 600 volts Phase to Phase
215.10	Required on for each Feeder Disconnect rated 1000 amperes or more and Installed on Solidly Grounded Wye Systems of More than 150 Volts to Ground, but not exceeding 600 volts Phase to Phase
230.95	Required on Service Equipment rated 1000 amperes or More and installed on Solidly Grounded Wye Systems of more than 150 volts to Ground, but not exceeding 600 volts Phase to Phase

Ground Fault Protection is NOT Required for the following:

- > Any system with a Disconnect Less than 1000 amps.
- > Any 208Y/120 Volt, 3-Phase, 4-Wire (Wye) System
- > Any Single-Phase System
- > System over 600-Volts (High or Medium Voltage Systems)
- > Any Delta System (Grounded or Ungrounded)
- > Service with Six Disconnects or Less (NEC 230.71) where each Disconnect is less than 1000 amps
- > Resistance or Impedance Grounded Systems
- > Fire Pumps
- > Continuous Industrial Process where a Non-Orderly shutdown would Increase Hazards.



Building Inspection Department

Cold Weather Concrete Pour

Policy

Concrete may be poured when the air temperature is 35 degree and rising. If concrete is poured outside of this parameter or if it is poured when the air temperature is 40 degree and falling the Contractor must provide the following based on where the concrete is placed:

Foundation: Written verification from a Registered Engineer (stamped and sealed) stating that the foundation complies with ACI 306R-10.

Flatwork:

1. Remove the flatwork, have it re-inspected and re-pour.

OR

2. A core sample must be taken 28 days after the pour, this must pass a 4,000 psi break test. The lab will provide written verification that the concrete has passed. The core must be re-filled.

{COMPANY LETTERHEAD}

Chief Building Official
City of McKinney
P.O. Box 517
McKinney, TX 75070

RE: Cold Weather Concrete Certification:

[Project Name]
[Location]
[Permit Number]

Dear Chief Building Official:

This letter is to verify the work associated with the construction of the above referenced foundation project was completed per the design prepared under my supervision.

A representative of this firm made onsite visits on the following dates to review the construction of the above referenced foundation and I confirm that it complies with the ACI 306R -10 (Guide to code weather concreting):

[date] [describe observations]

Please contact me at *[phone number]* or *[email address]* if you have any questions or need additional information.

Sincerely,

[Engineer of Record], P.E.
[Firm Name]
Texas Registered Engineering Firm #F-*[0000]*

{P.E. SEAL}



February 1, 2020

Certificate of Occupancy Procedures for Apartments

Each building must complete all requirements listed below before the building will allowed to be occupied.

Building Inspection Department:

- Each building receiving a TCO shall have completed all construction in the area to be occupied.
- An approved barrier shall be provided between occupied spaces and construction. A site map showing the barrier location shall be provided at each TCO request.
- The last building shall not receive a TCO; this building cannot be occupied until a full C.O. of entire complex is issued.
- All required paper work shall be provided at each TCO inspection.

Planning Department:

CO Checklist: Each building receiving a TCO must have fully satisfied the Planning Department CO checklist:

- **Parking:** All required parking must be provided for each specific building to be TCO.
- **Screening:** Screening for the entire development must be in place for the first TCO.
- **Striping:** Fire lanes and parking spaces striping in place. The fire lane and striping must connect the building to the street and provide the proper fire access to the building.
- **Architectural Elevations:** Architectural building elevations must match the approved elevations with regard to materials, colors, and location/percentage of each type of material.
- **Dumpster:** Dumpster must be on-site for a TCO and in the final location with required screening prior to issuance of the full CO.
- **Plat:** Plat must be filed prior to the issuance of a CO for the last building in the development.

Landscape Architect

TCO requirements:

- Contractor shall contact Landscape Architect to verify requirements are met for the subject building before a TCO is issued.

CO requirements:

- Contractor shall contact Landscape Architect to verify project vegetation is complete.

Landscape Checklist

Canopy and Ornamental Trees: All required canopy and ornamental trees are to be provided in the approved location and are of the quantity, caliper size, and height as approved on the landscape plan for each specific building to receive a TCO.

Grass: All grass shall be provided in the approved location. Grass areas shall be established with 100 percent coverage and 70 percent density of a variety and installation method as approved on the landscape plan for each specific building to receive a TCO.

Landscape Screening: All landscape screening shall be provided in the approved location and height, and shall be planted with the materials shown on the approved site and landscape plans for each specific building to receive a TCO.

Irrigation: All required landscape areas shall be provided with an automatic underground irrigation system for each specific building to receive a TCO.

Erosion Control

- Full vegetation on all onsite/offsite areas required for each building to receive a TCO.
- Area must be free of trash and construction debris.
- Grading and backfill must be correct.
- All BMP's must be removed.

Engineering Department

- Receive a TCO sequencing plan defining specific areas/building and sequence.
- Conduct pre-walk on identified area.
- Receive preliminary copy of record drawings.
- Conduct punch list walk on identified area
 - Verify all public improvements including all utilities serving identified area meet City standards.
 - Verify all downstream gravity, and upstream water utilities are obstruction free and functional.
- Issue & verify punch list completion for designated area.
- Approve TCO for designated area.

Complex CO requirements

Same as above except TCO sequencing plans, plus:

- Final acceptance documentation.
- Verify all water meters have been returned and all water usage bills have been paid.

Fire Marshal Office

TCO requirements:

- All fire protection system shall be 100% inspected and approved.
- All fire protection and fire department signage shall be installed.
- All operational and construction permits (storage tanks, access control, other) shall be 100% inspected and signed off.
- Fire lanes shall be striped.
- 2 points of access provided if construction fencing is required to separate building still under construction.
- Knox boxes shall be installed and keys to access the fire protection equipment provided.

CO requirements:

- Each building receiving a TCO shall have completed all construction in the area to be occupied.
- All buildings or portions of buildings previously issued a TCO will be required to undergo a final inspection prior to CO Signoff.

Irrigation

Irrigation TCO first building

- Permitted through public works and paid for by Irrigator.
- Backflow prevention has been installed per irrigation code and test report turned in.
- Master valve installed.
- All landscaped areas shall be irrigated per ordinance sec 110-482. Design and installation minimum requirements.

Irrigation Final CO.

- Sec 110-483. Completion of Irrigation System. A final walk with irrigation inspection and irrigation system owner representative or irrigator.
- A properly operating and fully programmed ET controller.
- Properly mounted weather station.
- Zone map.

City of McKinney
Apartment Inspection Process

Building Inspection Department

February 1, 2020

1. **Club House** – No stocking or occupancy without permission from both Building Inspections and Fire Marshal Office.
2. **Inspections**
 - Frame/Electrical Rough Inspections must be inspected at the same time.
 - Mechanical/Plumbing Inspections must be inspected at the same time.
 - Building/Electrical Final must be inspected at the same time.
 - Mechanical/Plumbing Final must be inspected at the same time.
 - No insulation until all interior inspection are approved.
3. **Electrical meter inspection**
 - The units are trimmed-out with no exposed wiring.
 - Exterior – No exposed wiring (A/C unit disconnects installed, A/C whips completed with box installed to protect the wiring; Lights are installed, etc...)
 - Meters labelled with permanent address.
 - Provide spread sheet with all addresses to be released.
 - Provide torque letter for all service equipment.
 - Panel schedule to be completed.
 - All panel covers, service disconnects, access for switch gear must be open/removed for Meter inspections. Grounding Electrode system must be accessible and inspected.
4. **Firewalls and shaft enclosures** shall be inspected as it's being constructed – Use the firewall toggle for inspection.
5. **Window height**
 - Any window more than 72 inches above finish grade, the lowest part of the window opening of the window shall be at a height not less than 36 inches AFF or meet the exceptions.
6. **Ufer Ground** (Concrete encased) will be inspected at time of foundation.
7. **Site Permit (Structural 000)** of your building permit: All site work will be inspected under this permit. Examples: parking lot, piers for parking lot lights, electrical underground, water, sewer, sidewalks, etc.
8. **Shear Wall Inspection** conducted by a 3rd party and provide an approval letter at time of framing inspection, and interior shear walls at time of meter inspection, correct and proceed is not acceptable
9. **Fire Lanes** are to be installed before the building is allowed to go vertical, with permission of Fire Marshal.



Permission to Stock Requirements

City of McKinney Building Inspection Department

Permit #: _____ Address: _____

Permission to Stock Definition:

Permission to Stock may be issued to projects upon request from customers needing to stock spaces of a building prior to final CO inspection due to scheduling constraints or similar challenges. Permission to Stock is provided as an accommodation to projects that **do not** currently hold a Certificate of Occupancy (CO) and the occupancy is limited to the following:

- Moving in equipment and stock prior to grand opening/start of business to the general public.
- Permit holders are responsible to complete all work and a CO shall be issued before the general public is allowed to occupy the business.
- A permission to stock is processed as an additional inspection.
- A CO is still required prior to full occupancy of spaces or buildings.

Required Inspections:

- Fire Sprinklers 100%, tagged and in operation.
- Fire Alarm 100%, tagged and monitored.
- Exits, Egress 100% operable.
- Safe access to public right of way is provide.
- All major construction is completed.
- Verification that all stocking staff have been briefed on safety and exiting while in the building.

Comments/Conditions:

Building Inspections – Contact: Douglas Lichnovsky 972-547-7478
Jackie Buckett 972-547-2640

This form IS NOT a Certificate of Occupancy, and does not provide permission to train employee's or for the public to enter the space/building.



SPECIAL INSPECTIONS PROGRAM

Special Inspections Program - Procedures - IBC Section 1704 Special Inspections

- A. Owner - Responsibilities.
 - B. Registered Design Professional in Responsible Charge (RDPiRC) - Responsibilities.
 - C. Special Inspector - Responsibilities.
 - D. General Contractor - Responsibilities.
 - E. Forms for Special Inspections
 1. Statement of Special Inspections
 2. Approved Agency Documentation
 3. Final Report of Special Inspections
 - F. Building Inspector - Special Inspection Review (SIR)
-

A. OWNER - Responsibilities:

- Special Inspections and fees/costs are the responsibility of the Owner. These are not permit fees.
- The Owner is responsible for employing or contracting the RDPiRC(s) and shall contact the building official if there is a change in the RDPiRC(s). In the case of an owner/contractor, the building official shall specify who employs the RDPiRC(s) and special inspectors.
- The Owner shall employ one or more Approved Agencies to provide special inspections and tests.

B. RDPiRC - Responsibilities - Registered Design Professional in Responsible Charge (RDPiRC):

- The RDPiRC(s) are licensed design professionals responsible for coordination of Required Special Inspections, per Section 1704 of the International Building Code (IBC).
- The RDPiRC(s) contracts with or is employed by the owner. The RDPiRC(s) and the special inspectors and testing technicians may not be in the employment of the general contractor, subcontractors, or material suppliers.
- The RDPiRC(s) are responsible for providing the general contractor with a list of all required Special Inspections and the associated special inspectors prior to construction.
- The Agency or RDPiRC(s) shall prepare the [Final Report of Required Special Inspections](#) using the form approved by the building official.

C. SPECIAL INSPECTOR/ Approved Agency - Responsibilities:

- Each special inspector /agency shall be qualified in the area of expertise of special inspection required.
- Each special inspector/agency contracts with or is employed by the owner or the owner's authorized representative.
- Each special inspector is responsible for verification of items detailed in the plans and specifications.
- Special inspectors/agency shall prepare, sign, and submit to the RDPiRC(s) inspection reports. Submit reports within a reasonable time with supporting documentation.
- The special inspector/agency shall bring non-complying items to the immediate attention of the general contractor and the RDPiRC(s). If non-complying items are not corrected in a timely manner, the special inspector

shall prepare and submit field reports or a Notice of Non-Compliance (NNC).

- The inspector/agency shall submit special inspector field reports or any Notice of Non-Compliance items to the RDPIRC(s), owner, general contractor and upon request to the Building Official. The Building Official may suspend all future work in the areas of such non-compliance until items are corrected.
- The inspector/agency shall prepare, sign, and submit, to the Building Official, an approved Final Report of Required Special Inspections after the general contractor completes his work in accordance with the approved construction documents.

D. GENERAL CONTRACTOR - Responsibilities:

- The general contractor shall not employ the special inspector.
- The general contractor is responsible for coordinating all testing and inspections and notifying the special inspector of work ready for inspection.
- The general contractor shall keep a special inspections logbook readily available for both the special inspectors and the city building inspector. Failure of the general contractor to maintain a logbook may result in a STOP WORK order. The logbook shall include a copy of the following:
 - 1) Statement of Special Inspections
 - 2) The special inspections log & sign in sheet
 - 3) A copy of all special inspection reports from the special inspector
 - 4) Any changes that may apply to special inspections on the project

E. FORMS - Lists, Notice Forms and Report Forms for Special Inspections

I. Statement of Required Special Inspections:

- A complete itemized list according to IBC Chapter 17-Required Verification and Inspection Tables submitted by the RDPIRC(s) as part of the permit documents and signed by the owner
- List the RDPIRC(s) name and contact information
- The RDPIRC(s) shall furnish the frequency of each special inspection.

II. Approved Agency Documentation:

- A complete itemized list of all required special inspections with the name of the Inspector/Agency that will perform the subject inspection services is to be submitted, prior to required special inspection. Documentation of the inspector/ agency's qualifications shall be provided for the Building Officials' approval. Any updates to the list during the course of the project shall be submitted to the Building Official.

III. Final Report of Required Special Inspections:

- Report prepared, signed, and submitted by the RDPIRC(s) and or Approved Agency shall be submitted to the building official.
- Submittal indicates completion of all special inspections and resolution of all NNC items.
- Copy the general contractor and all special inspectors listed in the report.
- Final report is required prior to the issuance of a C.O.

F. BUILDING INSPECTOR - Special Inspection Review

- Building Inspections Department Inspectors may review the special inspection reports submitted by the Agency in conformance with plans and specifications.
- A logbook of all identified special inspections must be located on the job site and presented to the building Inspector for review when requested.

Statement of Required Special Inspections

DATE: _____ PERMIT NUMBER: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

AT SUBMITTAL : The registered design professional in responsible charge (RDPiRC), acting as the owner's agent, may complete this Form / Statement of Special Inspections in fulfillment of the requirements of the International Building Code Chapter 17. The Owner acknowledges responsibility to hire the special inspectors.

OWNER OR OWNER'S REPRESENTATIVE

REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

Name: _____ Company Name: _____

Phone No: _____ Phone No: _____

Mailing Address: _____ Mailing Address: _____

E-mail Address: _____ E-mail Address: _____

Section	Type of Special Inspections and Extent	Applicable	Non- Applicable	Continuous	Periodic
1705.1.1	Special cases				
1705.2	Steel Construction				
1705.3	Concrete construction				
1705.4	Masonry construction				
1705.5	Wood construction				
1705.5.3	Mass timber construction				
1705.6	Soils				
1705.7	Driven deep foundation				
1705.8	Cast-in-place deep foundations				
1705.9	Helical pile foundations				
1705.10	Structural integrity of deep foundation elements				
1705.11	Fabricated items				
1705.12	Special inspections for wind resistance				
1705.15	Sprayed fire-resistant materials				
1705.16	Mastic and intumescent fire-resistant coatings				
1705.17	Exterior insulation and finish systems (EIFS)				
1705.18	Fire-resistant penetrations and joints				
1705.19	Testing for smoke control				
1705.20	Sealing of mass timber				
	Other:				
	Other:				

The Owner and the Registered Design Professional in Responsible Charge acknowledge that at the completion of construction, a final report that documents all of the special inspections required will be submitted to the building official. It is our understanding that a Certificate of Occupancy will not be issued until a final report of all required special inspections is received, indicating that there are no remaining deficiencies.

Name of Owner (print name)

Name of RDPiRC (print name)

Signature of Owner

Date Signature of RDPiRC

Date

cc: General Contractor

Design Professional Seal

Approved Agency Documentation

DATE: _____ PERMIT #: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

PRIOR TO REQUIRED SPECIAL INSPECTION: The appropriate RDPIRC prepared and submitted a list of required inspections per International Building Code Sec. 1704.

OWNER OR OWNER'S REPRESENTATIVE

Name: _____ Phone No: _____

Mailing Address: _____

E-mail Address: _____

Checked below is a list of inspections I will be responsible for during this project along with names of each special inspectors/agency:

Please check all that Apply	Section	Type of Special Inspections and Extent	Special Inspector / Agency
	1705.1.1	Special cases	
	1705.2	Steel Construction	
	1705.3	Concrete construction	
	1705.4	Masonry construction	
	1705.5	Wood construction	
	1705.5.3	Mass timber construction	
	1705.6	Soils	
	1705.7	Driven deep foundation	
	1705.8	Cast-in-place deep foundations	
	1705.9	Helical pile foundations	
	1705.10	Structural integrity of deep foundation elements	
	1705.11	Fabricated items	
	1705.12	Special inspections for wind resistance	
	1705.15	Sprayed fire-resistant materials	
	1705.16	Mastic and intumescent fire-resistant coatings	
	1705.17	Exterior insulation and finish systems (EIFS)	
	1705.18	Fire-resistant penetrations and joints	
	1705.19	Testing for smoke control	
	1705.20	Sealing of mass timber	
		Other:	
		Other:	

I, representing the Approved Agency for the above checked inspections, am providing the name of the special inspector performing each inspection for this project. I am attaching all special inspectors' qualifications.

Name (print name)

Firm Name

Signature

Date

cc: General Contractor

Final Report of Required Special Inspections

Date: _____ Permit #: _____

Project Name: _____

Project Address: _____

The appropriate Agency or RDPIRC prepared and submitted a list of required inspections per International Building Code Sec. 1704 for this project.

Owner or Owner's Representative

Name: _____ Phone No: _____

Mailing Address: _____

E-mail Address: _____

Checked below is a list of completed inspections for this project with names of each special inspector/agency:

Please check all that apply	Inspections Required		Special Inspector / Agency
	1705.1.1	Special cases	
	1705.2	Steel Construction	
	1705.3	Concrete construction	
	1705.4	Masonry construction	
	1705.5	Wood construction	
	1705.5.3	Mass timber construction	
	1705.6	Soils	
	1705.7	Driven deep foundation	
	1705.8	Cast-in-place deep foundations	
	1705.9	Helical pile foundations	
	1705.10	Structural integrity of deep foundation elements	
	1705.11	Fabricated items	
	1705.12	Special inspections for wind resistance	
	1705.15	Sprayed fire-resistant materials	
	1705.16	Mastic and intumescent fire-resistant coatings	
	1705.17	Exterior insulation and finish systems (EIFS)	
	1705.18	Fire-resistant penetrations and joints	
	1705.19	Testing for smoke control	
	1705.20	Sealing of mass timber	
		Other:	
		Other:	

As the approved agency or registered design professional in responsible charge for all of the inspections checked above and to the best of my information and knowledge the listed required inspections and tests for this project have been performed and all discovered discrepancies have been resolved.

Name of Approved Agent or RDPIRC

Firm Name

Signature of Approved Agent or RDPIRC

Date

cc: General Contractor

Design Professional Seal