

EFFECTIVE: AUGUST 6, 2019

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”

July 2, 2019

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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 1000 volts phase to phase for each service disconnect rated 1000 amper 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 Meter Releases

Project: _____

Address: _____

Permit Number: _____

Date: _____

Provider: _____

Unit Numbers:

Inspector: _____



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 2015 International Building Code and/or the City approved plans

State of Texas Professional Engineer _____
(Print)

(Signature)

(Stamp)



2017 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 Campus Style Fire Pumps
700.32	Required for Emergency Systems
701.27	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
215.1	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
- > Any System with Ground Fault Protection (Except for Health Care Facilities. See NEC 517.17)
- > 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}



24 Sep 15

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.

Building Inspection Department

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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-a-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.