CITY OF MCKINNEY

NEW COMMERCIAL CONSTRUCTION OR ADDITIONS SUBMITTAL PACKET

SUBMIT ALL APPLICATIONS ONLINE AT WWW.MCKINNEYTEXAS.ORG/CSS

221 N. TENNESSEE STREET, MCKINNEY, TEXAS
# TABLE OF CONTENTS

Cover Page .......................................................................................................................... Page 1

Table of Contents .................................................................................................................. Page 2

Contact Information ............................................................................................................. Page 3

Commercial Permit & Plan Review Process ................................................................. Pages 4-6
  Commercial Permit Submittal Checklist ........................................................................ Page 7
  Subcontractor Validation Sheet ...................................................................................... Page 8

Asbestos Survey Certification (additions only) ............................................................... Pages 9-11

Multi-Structure Permits .................................................................................................... Page 12
  Multi-Structure Chart ..................................................................................................... Page 13

City of McKinney Ordinances ........................................................................................ Page 14

Site Lighting Submittal Requirements ........................................................................... Pages 15-16

Dumpster Enclosure .......................................................................................................... Page 17
  Dumpster Enclosure Details .......................................................................................... Pages 18-21

Barrier Free Ramp Detail .................................................................................................. Page 22

Erosion Sediment Control Site Standards ...................................................................... Pages 23-26

Special Inspections Instructions & Forms ....................................................................... Pages 27-32
  Special Inspectors Qualification Chart .............................................................. Pages 33-34
  Fabricator’s Certificate of Compliance ................................................................. Page 35

Commissioning Instructions & Forms ........................................................................... Pages 36-41

Certificate of Occupancy Contact Sheet .......................................................................... Pages 42-43

Solid Waste Requirements .............................................................................................. Page 43
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This publication can be made available upon request in alternative formats, such as, Braille, large print, audiotape or computer disk. Requests can be made by calling 972-547-2694 (Voice) or email contact-adacompliance@mckinneytexas.org. Please allow at least 48 hours for your request to be processed.
COMMERCIAL PERMIT APPLICATION
AND PLAN REVIEW PROCESS - NEW CONSTRUCTION

The following is a general overview of the procedures and requirements for obtaining a commercial building permit with the City of McKinney. To allow us to process your building permit request in a timely manner, it is essential that you provide all information requested.

Our goal is to maintain a cooperative and positive relationship with the construction community. If we can assist you in any way, please do not hesitate to contact a Plans Examiner at (972)547-7459, (972)547-7476 or the Project Expeditor 972-547-2633.

The McKinney Fire Department may have requirements that could impact the design of your project. We suggest contacting them directly at 972-547-2879 for more information.

OBTAIN SITE PLAN APPROVAL
- The Planning Department staff must receive all site plans prior to submittal of building plans for review. All conditions of site plan approval must be satisfied prior to issuance of any building permit.
- Contact the Planning Department at (972) 547-2000 if you have questions regarding the site plan approval process.

SUBMIT PLANS
- Plans are submitted online at www.mckinneytexas.org/CSS.
- Use the Commercial Permit Checklist to verify that all data required has been included in the submittal.
- If building is to be protected by a fire suppression system, submit fire sprinkler/fire suppression plans directly to the Fire Department.
- If building is to be protected by a fire alarm system, submit fire alarm plans directly to the Fire Department.
- Drawings and documents must be sealed, signed, and dated by a State of Texas Registered Architect or Registered Engineer, where applicable, as required by the State of Texas Engineering and Architecture Practice Act. Plans must be drawn to scale and dimensioned.
- Plans must be designed to construction codes adopted by the City of McKinney:
  - 2021 International Building Code
  - 2021 International Mechanical Code
  - 2021 International Plumbing Code
  - 2021 International Energy Conservation Code
  - 2021 International Fuel Gas Code
  - 2021 International Fire Code
  - 2020 National Electric Code
  - Local Amendments and NCTCOG Amendments
- Drawings containing a label such as "NOT FOR CONSTRUCTION" or "FOR PRICING ONLY" will not be accepted for permit application.
- A $200 plan review fee will be assessed through CSS prior to permit issuance.
- Building permit fees are not accepted until the permit is actually approved and the permit fee is invoiced.
- Sign and fence permits are permitted separately in CSS.

PLAN REVIEW
Plan review time will vary according to:
1. the specific project;
2. additional data or revisions required; and
3. the internal workload of the Plans Examiners.
For new construction (including additions to existing buildings), applicants should plan on an average of 3 to 6 weeks from the date the completed permit application is processed to the date of permit issuance.

For alterations (including lease space finish-outs), applicants should plan on an average of 2 to 3 weeks from the date the completed permit application is processed to the date of permit issuance.

Plans will be reviewed by the following departments. You will be contacted if additional information or revisions are needed.

- **Building Inspections Department**
  - Reviews building construction plans (including electrical, plumbing, and mechanical) for compliance with current codes and ordinances
  - Computes building permit fees
  - Verifies TDLR Registration Submittal to the State
  - Verifies submittal of the Asbestos Survey Certification Form (additions only)
  - Verifies receipt of certifications that plans comply with the 2018 International Energy Conservation Code
  - Coordinates review comments from other departments or divisions
  - Approves permit issuance when all requirements have been met

- **Planning Department**
  - Verifies filing of plats, calculates roadway impact fees, calculates water/wastewater impact fees, and verifies approval of site plan and landscape plans.

- **Engineering Department**
  - Reviews civil engineering plans: Grading plan; paving plan; drainage plan; water and sewer plan; and sidewalks, approaches, and erosion control
  - Other plans may be required depending on specific site characteristics

- **Fire Department**
  - Reviews site plan for fire lanes and fire hydrant locations
  - Reviews site plan for location of building(s) on property
  - Reviews construction plans for fire suppression system and fire alarm system, if applicable; smoke control system, if applicable; standpipe system, if applicable; automatic smoke and heat vents, if applicable.
  - Other related requirements, based on occupancy type and use, as applicable.

- **Code Department**
  - Upon the applicant’s request, Code Department will provide applicant with the McKinney Plan Review for Food Service Establishments.
  - An Environmental Health Specialist will review plans as applicable.

**COMPLETE SIGNATURE VERIFICATION FORM**
- The Signature Verification form must be submitted through CSS and verified prior to permit issuance.
  - For information about Contractor Registration, please refer to our website www.mckinneytexas.org.

**PERMIT ISSUANCE**
Once the permit is approved, permit payment and issuance is processed online, through CSS.
Commercial Permit Submittal Checklist
for New Construction or Additions

To process your application as quickly as possible, it is important that you upload complete and accurate information via the Citizen Self Service (CSS) portal. If you have code questions, please call a Plans Examiner at (972) 547-7461 or (972) 547-7459 to discuss. For assistance in completing the application, you should call the Project Expeditor at (972) 547-2633. Incomplete submittals cannot be processed.

(items listed on this page are due at the time of submittal unless noted otherwise)

① Construction Plans in PDF format. We ask that you please upload your drawings in a single, multi-sheet PDF, or, if you have a large drawing set (greater than 100 sheets), group them by discipline (i.e. Architectural Plans, Structural Plans, MEP Plans) and name the files accordingly for ease of reference during the review process. Refer to the Permit Submittal & Plan Review Process for required content.

② In accordance with state law, verification of a TDLR Registration for accessibility compliance must be provided by the applicant for construction projects costing in excess of $50,000. Therefore, a copy of the TABS confirmation page shall be provided. If the project is less than $50,000 then a page stating “Less than 50K” can be uploaded.

③ To comply with State of Texas requirements, all commercial building permit submittals must include certification that the construction plans comply with the 2021 International Energy Conservation Code (2021 IECC), with NCTCOG Amendments (i.e., COMcheck Compliance Certificates with the project street address on the form). Certifications shall be under the signature of the appropriate design professional in responsible charge.

④ A completed Signature Verification Sheet based on the project’s scope of work. This item is not required at time of submittal, but must be received prior to permit issuance.

⑤ If Multiple Structures are proposed for a site, submit the Multi-Structure Chart.

⑥ If Site Lighting is proposed then a Photometric Site Plan and fixture cut sheets are required to be submitted per the Site Lighting Submittal Requirements.

⑦ If Special Inspections and Tests are required by Chapter 17 of the 2018 International Building Code (2018 IBC), then the Special Inspections Agency Validation Form and the Statement of Special Inspections Form are required to be submitted. See Special Inspections Program. This item is not required at time of submittal, but must be received prior to permit issuance.

⑧ The IECC 2021 code requires that mechanical systems, service water heating systems and lighting control systems be completed and commissioned. The construction documents including notes and specifications shall clearly indicate provisions for commissioning and completion requirements. Refer to the Commissioning Process Requirements. This item is not required at time of submittal, but must be received prior to permit issuance.

⑨ If an addition to a public or commercial building disturbs the existing interior then verification that an asbestos survey has been conducted is required. When applicable, the Asbestos Survey Certification Form shall be submitted.

⑩ Is this project in Stonebridge, Eldorado or another HOA controlled community? If so, provide a copy of their Architectural Review Committee Approval.
## Signature Verification Form

**for Mechanical, Electrical, Plumbing**

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<tr>
<th>Project Information</th>
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<td>Project Address:</td>
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<tr>
<th>Electrical Subcontractor</th>
<th>*Must be signed by Master</th>
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<tr>
<td>TDLR - Electrical Contractor Company Name:</td>
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<tr>
<td>TDLR - Electrical Contractor License #:</td>
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<tr>
<td>TDLR - Master Electrician Name:</td>
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<tr>
<td>TDLR - Master Electrician License #:</td>
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<th>Plumbing Subcontractor</th>
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<td>TSBPE - Company Name:</td>
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<tr>
<td>TSBPE - Master Plumber Name:</td>
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<td>TSBPE - Master Plumber License #:</td>
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<td>TSBPE - MED Gas License # (if applicable):</td>
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<tr>
<th>Mechanical Subcontractor</th>
<th>*Must be signed by Master</th>
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<td>TDLR - Air Conditioning /Refrigeration Contractor Name:</td>
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<td>TDLR - License Holder Name:</td>
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<td>TDLR - License Holder #</td>
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<th>General Contractor</th>
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<tbody>
<tr>
<td>Company Name:</td>
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<tr>
<td>Address:</td>
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<tr>
<td>Contact Person Name: Phone:</td>
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<tr>
<td>Contact E-mail Address:</td>
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</table>
On September 1, 2001, Senate Bill 509 was passed into law, affecting permits issued on or after January 1, 2002. This Bill requires municipalities to verify that an asbestos survey has been conducted prior to issuing alteration or demolition permits for public or commercial buildings. This survey shall be in accordance with the Texas Asbestos Health Protection Rules (hereafter referred to as TAHPR) and the National Emission Standards for Hazardous Air Pollutants (hereafter referred to as NESHAP). For this purpose, a commercial building is defined as a non-residential structure or apartment building (greater than four dwelling units). A public building would include schools, churches, and government buildings (federal, state, county, and local).

Therefore, beginning January 1, 2002 any permit issued for demolition or alteration of a public or commercial building, as defined herein, shall not be issued until verification that an asbestos survey has been conducted in accordance with the TAHPR and NESHAP.

Verification shall be by means of the City of McKinney Asbestos Survey Certification form below. This form shall be completed and signed by the building owner or his agent (applicant) prior to the issuance of any permit for any demolition work or any alteration work performed on an existing structure meeting the definition of a commercial or public building. The signed form shall become a part of the permit, and shall be kept on file with the permit and all associated documents.

Information regarding asbestos survey providers, as well as other information regarding compliance with Senate Bill 509 – Implementing Requirements to Verify Asbestos Surveys - may be obtained through the Texas Department of Health’s Asbestos Program website at:

http://www.dshs.texas.gov/asbestos/

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**CITY OF MCKINNEY ASBESTOS SURVEY CERTIFICATION**

I hereby certify that an asbestos survey has been done in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the area(s) being altered and/or demolished.

Project Address: ________________________________________________________________

Print Name: ________________________________________________________________

Address: ________________________________________________________________

Phone Number: ________________________________________________________________

Signature: ___________________________ Date: ___________________________
It is a common misconception that asbestos is usually found only in buildings constructed before 1970. Asbestos is still being used in many building materials such as exterior siding, insulation, ceiling and floor tile, wall board, duct work, textured paint, mastics and other adhesives. Though asbestos-containing building materials are generally believed to be safe if left undisturbed, repairs, remodeling or demolition can result in the release of microscopic fibers of asbestos into the air. Breathing asbestos fibers has been shown to be a cause of serious lung diseases and cancer. The Texas Department of State Health Services (DSHS) Asbestos Program administers the Texas Asbestos Health Protection Rules (TAHPR) that established minimum requirements to minimize the exposure of the public to asbestos fibers during the renovation and demolition of public and commercial buildings.

REQUIREMENTS

Building owners must take the following steps to ensure compliance with state and federal asbestos regulations (homes and apartments with fewer than four units are excluded from these requirements unless part of a larger project):

- Asbestos Inspection (Survey) - Make sure that a comprehensive asbestos inspection, also known as a survey, is completed by a DSHS-licensed asbestos inspector in public buildings or by either a licensed or accredited asbestos inspector in other facilities.

- Asbestos Abatement - Hire only licensed asbestos professionals to perform asbestos abatement or other asbestos-related activities in public buildings. (A list of licensed asbestos inspectors and asbestos removal contractors is available from the DSHS Asbestos Program website.) Hire licensed or accredited asbestos professionals to perform asbestos-related activities in other facilities.

- Asbestos Notification - Notify the DSHS Environmental Health Notifications Group (EHNG) if you intend to demolish or abate a public building or facility. Notification is required for any demolition, whether or not asbestos has been identified.

How to Notify

Notifications must be submitted at least 10 working days before the project start date. In addition to the scheduled start and completion dates, you will need to identify the type of project (demolition or renovation), location of the site, names of the operators or asbestos removal contractors, methods of removal and amount of asbestos involved. To submit the asbestos notification form online, visit the department’s webpage at https://vo.ras.dshs.state.tx.us. Follow the instructions under the section titled “Asbestos Notifications” to register and submit a notification. If you have questions about the online system contact the EHNG at (512) 834-6747 or via email at EHNG.help@dshs.state.tx.us.

PENALTIES

State Asbestos Inspectors have the authority to enter any area to determine compliance with the Texas Asbestos Health Protection Act (TAHPA) and the TAHPR. In addition, violations can result in fines. Each day a violation continues is considered a separate violation. Learn more about these regulations and the health risks associated with asbestos by contacting us or visiting our website.
Did You Know?

Before beginning repairs, remodeling or demolition, Texas law requires that all public buildings be inspected for asbestos before work begins. If asbestos is found, the Texas Department of State Health Services must be notified of demolition and/or abatement (removal, encapsulation or enclosure). This requirement applies to any public or commercial building such as office buildings, shopping centers, apartments, hotels, schools, stores, restaurants, and other businesses. A violation of any portion of the Texas Asbestos Health Protection Act (TAHPA) or the Texas Asbestos Health Protection Rules (TAHPR) can result in fines.

Contact Us

Texas Department of State Health Services
Asbestos Program

Phone:
(512) 834-6787

Fax:
(512) 834-6726

E-mail:
AsbestosHelp@dshs.state.tx.us

Website:
www.dshs.state.tx.us/asbestos

Public Health Region Contacts:
www.dshs.state.tx.us/asbestos/inspectors
MULTI-STRUCTURE PERMITS

For all multi-structure projects, we need the information outlined herein. A form is attached for your use.

Include a site plan with each structure numbered (including club house, mail kiosk for multi-family, and for each separate building on site for any other use).

The form includes:

- Building number
- Total square footage of each individual building (total for entire building, not by type or floor, etc., but by building number)
- Number of stories in each building
- Number of units in each building
- Number of parking spaces allocated to each structure (the total of all spaces for all structures should equal the total number of spaces provided.)
- Number of mechanical units in each building
  - Number of plumbing fixtures (e.g., lavs, WC’s, showers, tubs, kitchen sinks, washers, etc.) in each building

This information is required to complete the permit application and to create a final permit for issuance. If you have any questions, please call a commercial plans examiner.
### CITY OF MCKINNEY MULTI-STRUCTURE CHART

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<th>BLDG S.F.</th>
<th># FLOORS</th>
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<th># OF PRK SPACES</th>
<th># OF MECH UNITS</th>
<th># OF PLMB FIXTURES</th>
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13
City of McKinney Ordinances

To search within the City of McKinney Ordinances, first go to the City of McKinney website at [www.mckinneytexas.org](http://www.mckinneytexas.org). Next hover over the “Government” tab at the top of the page and a drop down list will appear. Click on “Ordinances”. Once the ordinance opens, you will be able to use the search feature to locate various articles pertaining to your project or interest.

The following are some of the most commonly searched chapters & sections in our ordinances:

- Chapter 42: Fire Prevention and Protection
  *Chapter 42 of the ordinance pertains to the Fire Ordinance. The Fire Department can answer any questions about these regulations and how they apply to your project. 972-547-2850*

- Chapter 70: Offenses / Smoking

- Chapter 122: Construction Regulations
  - Article III: Electrical Installations

- Chapter 138: Special Use Regulations

- Chapter 150: Unified Development Code
  - Article 1: General Provisions
  - Article 2: Zoning Regulations
  - Article 3: Subdivision Regulations
  - Article 4: Signs
  - Article 5: Exterior Lighting
  - Article 6: Fences

If you have any questions, please contact the Permit Expeditor to direct you to someone who can help you with your questions.
Site Lighting Submittal Requirements

- A “Sealed” Site Lighting Photometric plan showing illumination levels on the property, at the property line, and just beyond the property line. Plan shall also include the Location and Height of all Light Poles on the Site. These plans must include a statement of compliance, such as, “This Lighting Plan complies with the City of McKinney Code of Ordinances Chapter 150 Article 5 Exterior Lighting”.

- A Light Fixture Schedule that includes the following details: light fixture type, quantity, manufacturer, lamp type, mounting method, light pole height, volts and watts. Please Note: All Outdoor Lighting Fixtures must be Full Cutoff Luminaires.

- Light Fixture Specifications or Cut-Sheets (Must indicate Full Cutoff Luminaire)

- Prior to Issuance of a Certificate of Occupancy, the Applicant shall submit to the Building Inspection Department a Letter of Compliance, stamped by a Certified Testing Laboratory or Engineering Firm, stating that the installed lighting has been tested and is in compliance with all requirements of the City of McKinney Code of Ordinances Chapter 150 Article 5 Exterior Lighting.
What are the IESNA cutoff classifications?

The Illuminating Engineering Society of North America (IESNA) defines several outdoor luminaire **cutoff classifications**, each with different photometric criteria. For these classifications, two relevant zones are defined with respect to the **nadir** of a luminaire (the nadir is defined as the angle that points directly downward, or 0°, from the luminaire). One zone applies to angles at or above 80° above nadir, and the second zone covers all angles at or above 90° above nadir, or above the horizontal plane of the luminaire (see Figure 11). Light emitted in the 80° to 90° zone is more likely to contribute to **glare**, and light emitted above the horizontal is more likely to contribute to **sky glow**. The four IESNA classifications are defined as follows (IESNA 2000):

- **Full cutoff**—The **luminous intensity** (in **candelas**) at or above an angle of 90° above nadir is zero, and the luminous intensity (in candelas) at or above a vertical angle of 80° above nadir does not numerically exceed 10% of the **luminous flux** (in **lumens**) of the lamp or lamps in the luminaire.

![Figure 11. Angles referenced by the IESNA cutoff classifications](image-url)
Dumpster Enclosures

Garbage containers are required to be screened on all sides, and constructed so as to be accessible to garbage trucks. Applicants submitting site plans which include the siting of a garbage dumpster and construction of the required enclosure should be familiar with the requirements of the Zoning Ordinance and the minimum standards adopted by the City.

Applicants should consult Chapter 150 Article 2 for the requirements of dumpster enclosures.

The minimum height of the screening device for garbage, trash or refuse containers is 7 feet and the maximum height is 8'- 4", except for "ML", "MH" and Industrial "PD" Districts where the maximum height of a screen device is 10 feet.

When siting a dumpster enclosure on a property, applicants should consider how easily a 32 foot long truck can enter the site, maneuver to the dumpster, access it (including at least 40 feet from the screening gates for backing), and either exit the site or maneuver to the next dumpster. Fire lanes provide adequate maneuvering lanes, but note that enclosures cannot be located within fire lanes. Locations that require a truck to perform excessive backing (> 80 feet) are discouraged.

Screening gates are required to be solid metal and screen the dumpster from view when closed. Gates should swing out to an angle greater than 90% and create an opening at least 12 feet wide for the truck to enter the enclosure. Pins should hold the gates open while the dumpster is being accessed. Gates should also swing clear of all fire lanes.

Landscaping is required around screening walls. Acceptable buffering includes a row of evergreen shrubs (Nellie R. Stevens, Foster, etc.) acceptable for 6’ tall screening along the screening walls.

For more information about the minimum standards for dumpster enclosures, contact the Planning Department or the Environmental Waste Department.
4" OJA. STEEL PIPE-CONCRETE FILLED SET A MIN. DF 2' BELOW GRADE WITH 16" DIA. CONC. FOOTING SET 1' FROM SCREEN

CONCRETE PAD - 8", 3000 PSI IN 2e DAYS.
COMMERCIAL GARBAGE CONTAINER (SIZE Varies)
SCREENING PER SECTION 41—105 (FENCES x WALLS)
OE THE COMP. ZONING ORD. NO. 1270

SLOPE J/4" PER FOOT TO FRONT
REBAR, 12" O.C.C.W.

6' MIN. CLEAR DISTANCE FROM EDGE OF PAD TO CONTAINER.

WE ROur Or nE concrete Pad SHALL BE LEVEL WITH THE APPROACHING DRIVE.

PLAN VIEW

24' VERTICAL CLEAR ZONE
(CHECK FOR TREES/UTILITY MRES, ETC.)

24'

SIDE ELEVATION
NOT TO SCALE

HORIZONTAL CLEAR ZONE FOR TRUCKS APPROACHING A COMMERCIAL GARBAGE SHALL BE A MIN. OF 40' FROM THE FRONT OF THE PAD.

CITY OF McKinney, Texas
Planning & Engineering Departments

Drawn by: C.C.R.  Date: 10—09—06
Approved by: J.K.  N.T.S.

I: /engineer/engineer/details/dumpster.dwg

DUMPSTER ENCLOSURE DETAIL

Property Owner shall be responsible for maintaining dumpster enclosures and adequate access / egress. Dumpster pads may not be located in right of way or fire lanes.
* Min. 7' — Max. 8' — 4"
Except for "ML" & "MH" and
Industrial "PD" Districts 10' is allowed

HORIZONTAL CLEAR ZONE FOR TRUCK APPROACH AND CURBIAL.
GARBAGE SHALL BE A MIN. OF 40' FROM THE FRONT OF THE PAR.

CITY OF McKinney, Texas

DATE: 10-09-06

APPROVED BY: N.T.S.
"HINGE ANCHOR PLATE"
MIN. 1/4" STEEL PLATE FOR HINGE ATTACHMENT.

HINGE PLATE MINIMUM 5/16" STEEL:
WELDED TO HINGE ANCHOR PLATE.

"HINGE ANCHOR POST"
MIN. 4" STEEL POST, SET 2 FEET DEEP IN CONCRETE FOR HINGE ATTACHMENT.

HINGE PLATE MINIMUM 3/16" STEEL;
WELDED TO HINGE ANCHOR POST.

ALL GATES SHALL BE CONSTRUCTED
IN MANNER TO INSURE THAT GATE CAN SUPPORT ITS OWN WEIGHT, IN A FREE SWINGING POSITION. METAL DOORS SHALL BE PRIMED AND PAINTED.

ALL GATE SHALL HAVE CROSS MEMBER FOR BRACING.

GATE STOPS MUST BE INSTALLED ON ALL GATES TO SECURE GATE IN OPEN OR CLOSED POSITIONS.

ENCLOSURES containing DUMPSTERS:
2—DUMPSTERS w/o CENTER POST FOR GATES
21 FT. GATE OPENING X 14 FT. DEEP

2 OR MORE DUMPSTERS 12 FT. IN CLEAR GATE OPENINGS w/ CENTER POST X 14 FT. DEEP

CITY OF McKinney, Texas
PLANNING & ENGINEERING DEPARTMENTS

DRAWN BY: C.C.R.
DATE: 10—09-06

APPROVED BY: J.K.
N.T.S.

1: \engineer\engineer\details\dumpster.dwg

DUMPSTER ENCLOSURE DETAIL
24" MINIMUM OVERHEAD CLEARANCE

NOTE:
NEED MINIMUM CLEARANCE
12' W X 60' L X 24' H
This is the only type of detectable warning texture permitted for barrier free ramps within the City of McKinney
These guidelines have been created in order to establish uniform standards for the installation and maintenance of required erosion and sediment control systems. This is the standard for all residential building sites in McKinney. Due to variations of site elevations or grade, some sites may have modified standards in order to meet the requirements of established ordinances. Any modifications will be reviewed and approved by the Director of Engineering or designee on a case by case basis.

The first inspection for residential new home construction is the preconstruction inspection. This is performed by an Erosion Control Inspector (ECI) from the Engineering Department and must occur and receive approval before construction begins. The following items are required to be in place at the preconstruction inspection:

- Porta-let*
- Trash receptacle
- Debris fence as necessary
- Silt fence*
- Curlex
- Stabilized rock entrance*
- Company sign with phone # and address of site
- Notice Of Intent (NOI) or Construction Site Notice (CSN) as appropriate
- Erosion Controls Violation Notice Box

*Detailed specifications may be found in the NCTCOG iSWM™ Technical Manual for Construction Controls. The City of McKinney Storm Water ordinance requires that these items remain in place and in good repair for the duration of the project.

The Contractor is responsible for erosion control and stabilization of all off-site disturbed areas resulting from the home building operation. This includes adjacent lots used for material storage and/or staging during the construction.
Erosion and Sediment Control
Construction Site Standards for
Residential New Construction

EROSION CONTROL STANDARDS

1. **PORTA-LET:** All residential sites are required to have one porta-let per lot.
   
   *Exception 1:* If two lots are side by side on the same side of the street, one porta-let may serve the two lots.
   
   *Exception 2:* The porta-let may be removed from the lot only when a working toilet is properly installed in the structure for the use of the workers.

2. **TRASH BIN:** Trash bins are required on all construction sites. The minimum requirements are 3-sided OSB or plywood bins, well nailed, OR 3-4 sided chain link fence panels properly secured. Chain link material will be no larger than 2”x2” square. We no longer accept welded wire fabric trash bins.
   
   *Exception:* Trash bin will not be required after the brick package and sheet rock is completed. The garage may be used for storage of excess materials and refuse until final inspection, in which case it must be empty. NO debris will be allowed on the lot.

3. **DEBRIS FENCE/BARRIERS:** Selected lots and sites (ex. next to common areas or nature preserves) are required to set up debris fence barriers to help contain lightweight materials and debris to the project site. On residential lots, debris fence is required when an occupied residence is within one lot of the project. Debris fence may be removed when project is ready for final inspection.

4. **EROSION CONTROL SYSTEMS:** All residential lots must maintain properly installed erosion and sediment controls for the duration of land disturbing activities, e.g. grading, excavation, primary construction, etc. At minimum silt fence shall be installed directly behind curb prior to starting work. Once the sidewalk has been laid curlex shall be installed between the curb and sidewalk with silt fence installed behind the sidewalk. Upon completion of the home and after final grade curlex shall be installed between the curb and sidewalk and a minimum of 4ft behind the sidewalk until 70% vegetation density is achieved.
   
   Silt fence and curlex may be moved out of the way for excavation and other activities such as final grade but MUST be replaced until sod or other approved soil stabilization devices are in place. Lots must have a minimum of 70% vegetation density at the front and back to remove erosion and sediment controls and to obtain a CO.

5. **POURED DRIVEWAY OR STABILIZED ROCK ENTRANCE:** A rock entry must be installed in order to park on a lot, unless flatwork with foundation has been poured. Rock entry must be 20’ wide by 8’ deep by 6” thick. Rock material must be a minimum average of 3”.
   
   Subcontractors will not be allowed to drive on the lots. If subcontractors’ vehicles are parked on lots, sites will be immediately written in violation, and fees will be assessed on first violation notice.
   
   *Exception:* Delivery of the following building materials: Bricks, sheet rock, lumber, cabinets, and very large appliances (i.e., air conditioner).

   **Street must be kept clean at all times.**
Erosion and Sediment Control  
Construction Site Standards for  
Residential New Construction

6. **ADDRESS AND SIGN:** All lots must have a company/builder sign located at the front of the lot facing the street. The lot address must be clearly posted and be easily seen from the street. Addresses painted on curb are not acceptable. It is highly recommended that independent and private builders include a contact phone number on their sign.

7. **STORM WATER POLLUTION PREVENTION PLAN:** A SWPPP is required for all sites greater than 1 acre or part of a common plan of development greater than 1 acre. A copy of the NOI and CSN shall be submitted to the City of McKinney Engineering Department prior to starting work. Paperwork and permits, including the NOI and CSN, shall be posted in a location viewable to the public. City of McKinney ordinances require that these systems remain in place and in good repair for the duration of the project.

8. **EROSION CONTROLS VIOLATION NOTICE BOXES:** Each builder in each sub-division must post a box to contain the erosion control violation notices.

9. **CONCRETE WASHOUT SITES:** Each Builder will install and maintain their own washout site. If builders in the same sub-division agree to share a washout site, EACH builder will post a builder’s sign on that site. A letter will be sent to the City of McKinney stating it is a shared site, by whom, and the letter shall designate what builder is responsible for clean up and maintenance. The washout site shall be constructed as follows:
   a. The washout site will be surrounded on three sides with silt fence.
   b. A rock entry will be installed on the entrance of the washout site. The rock entry will be designed so that no runoff from site will occur.
   c. The washout site will be lined with plastic (minimum 10 mm thick) or equivalent measure to prevent seepage to groundwater.
   d. Each site will have a builder’s sign posted

***REMINDER***
A preconstruction inspection is required before any other inspections may be completed. It is recommended that you schedule a preconstruction inspection when you pick up the site permit.
This sample plan represents a typical single family lot. Users of these standards must make their own assessment (or seek professional advice) as to the conditions and drainage patterns of individual sites. These conditions should determine the selection and location of appropriate BMPs.
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**

Name: ___________________________ Company Name: ___________________________

Phone No: ___________________________ Phone No: ___________________________

Mailing Address: ___________________________ Mailing Address: ___________________________

E-mail Address: ___________________________ E-mail Address: ___________________________

**REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE**

Name: ___________________________ Company Name: ___________________________

Phone No: ___________________________ Phone No: ___________________________

Mailing Address: ___________________________ Mailing Address: ___________________________

E-mail Address: ___________________________ E-mail Address: ___________________________

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<tr>
<th>Section</th>
<th>Type of Special Inspections and Extent</th>
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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

Prepared June 2022, by the Building and Residential Advisory Board of the Regional Codes Coordinating Committee, a committee of the North Central Texas Council of Governments (NCTCOG), [https://www.nctcog.org/envir/regional-building-codes/amendments](https://www.nctcog.org/envir/regional-building-codes/amendments).
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:

<table>
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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:

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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

__________________________________________________________
Signature of Approved Agent or RDPIRC

c: General Contractor

__________________________________________________________
Firm Name

__________________________________________________________
Date

Design Professional Seal

Final Report of Special Inspections

Date: ___________________________ Permit #: ___________________________

Project Name: __________________________________________________________

Project Address: ______________________________________________________________________

The appropriate RDPIRC prepared and submitted a list of required inspections per 2021 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:

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<td>1705.7 Driven deep foundation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1705.8 Cast-in-place deep foundations</td>
<td></td>
<td></td>
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<tr>
<td>1705.9 Helical pile foundations</td>
<td></td>
<td></td>
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<tr>
<td>1705.10 Fabricated items</td>
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<tr>
<td>1705.11 Special inspections for wind resistance</td>
<td></td>
<td></td>
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<tr>
<td>1705.14 Sprayed fire-resistant materials</td>
<td></td>
<td></td>
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<tr>
<td>1705.15 Mastic and intumescent fire-resistant coatings</td>
<td></td>
<td></td>
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<tr>
<td>1705.16 Exterior insulation and finish systems (EIFS)</td>
<td></td>
<td></td>
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<tr>
<td>1705.17 Fire-resistant penetrations and joints</td>
<td></td>
<td></td>
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<tr>
<td>1705.18 Testing for smoke control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other :</td>
<td></td>
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</tr>
</tbody>
</table>

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

Name of RDPIRC (Type or Print Name) ___________________________ Firm Name & Number ___________________________

Signature of RDPIRC ___________________________ Date ___________________________

**cc: General Contractor**

January 2020
# Special Inspectors Qualification Chart

<table>
<thead>
<tr>
<th>Special Inspection Category</th>
<th>2021 International Building Code</th>
<th>Special Inspector for special cases shall be approved by the Building Official</th>
<th>Primary inspector or Inspection Supervisor</th>
<th>Supplemental inspector (Alternative 1) - Under direct supervision of Inspection Supervisor</th>
<th>Supplemental inspector (Alternative 2) - Under direct supervision of Inspection Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Cases</td>
<td>1705.1.1</td>
<td>N/A</td>
<td>PE or RA; and * AWS Certified Welding Inspector (AWS-CWI); OR PE or RA; and * ICC Certification as a structural Welding Inspector (ICC-SWI); and * 1 year relevant experience</td>
<td>* AWS Certified Welding Inspector (AWS-CWI); OR * ICC Certification as a Structural Welding Inspector (ICC-SWII); and * 3 years relevant experience</td>
<td>* AWS Certified Associate Welding Inspector (AWS-CAWI); Note: AWS-CAWI only permitted to inspect when an AWS-CWI or ICC-SWII is on site supervising</td>
</tr>
<tr>
<td>Steel: Welding</td>
<td>1705.2</td>
<td>N/A</td>
<td>*PE - Civil/Structural; and * ICC Certification as a Structural Steel and Bolting Inspector; and * 1 year relevant experience</td>
<td>*Bachelor's degree in engineering or architecture; and * 2 years relevant experience</td>
<td>*Technician with ICC Certification as a Structural Steel and Bolting Inspector; and * 3 years relevant experience</td>
</tr>
<tr>
<td>Steel: High Strength Bolting</td>
<td>1705.2</td>
<td>N/A</td>
<td>*PE or RA; and * 1 year relevant experience</td>
<td>* ICC Certification as Prestressed Concrete Special Inspector; and * 1 year relevant experience</td>
<td>* ICC Certification as a Commercial Building Inspector OR ICC Residential Building Inspector</td>
</tr>
<tr>
<td>Concrete</td>
<td>1705.3</td>
<td>Cast-in-Place &amp; Precast</td>
<td>*PE - Civil/Structural or RA and * 1 year relevant experience</td>
<td>*ACI Certification as Concrete Construction Special Inspector (ACI-CCSI); OR * ICC Certification as Concrete Special Inspector (ICC-CSII); and * 1 year relevant experience</td>
<td>*ACI Certification as an Associate Concrete Construction Special Inspector (ACI-ACCSI); Note: AWS-CAWI only permitted perform inspection under on-site supervision by PE, RA, ACI-CCSI, or ICC-CSII</td>
</tr>
<tr>
<td>Masonry</td>
<td>1705.4</td>
<td>Prestressed Concrete</td>
<td>*PE - Civil/Structural and * 1 year relevant experience</td>
<td>*Bachelor's degree in engineering or architecture; and * ICC Certification as Prestressed Concrete Special Inspector; and * 1 year relevant experience</td>
<td>*ICC Certification as a Structural Masonry Special Inspector; and * 2 years relevant experience</td>
</tr>
<tr>
<td>Wood</td>
<td>1705.5</td>
<td>Prestressed Concrete</td>
<td>*PE and * 1 year relevant experience</td>
<td>*Bachelor's degree in engineering or architecture; and * ICC Certification as a Structural Masonry Special Inspector and * 1 year relevant experience</td>
<td>*ICC Certification as a Commercial or Residential Building Inspector; and * 2 years relevant experience</td>
</tr>
<tr>
<td>Soils</td>
<td>1705.6</td>
<td>Prestressed Concrete</td>
<td>*PE - Geotechnical, Civil, or Structural; and * 1 year relevant experience</td>
<td>*Bachelor's degree in Geotechnical, Civil, or Structural engineering; and * 1 year relevant experience</td>
<td>Technician with NICET II Geotechnical Certification; OR *Technician with ICC Certification Soils Special Inspector and * 1 year relevant experience</td>
</tr>
<tr>
<td>Foundation - Driven</td>
<td>1705.7</td>
<td>Prestressed Concrete</td>
<td>*PE - Geotechnical, Civil, or Structural; and * 1 year relevant experience</td>
<td>*Bachelor's degree in Geotechnical, Civil, or Structural engineering; and * 3 years relevant experience</td>
<td>Technician with NICET Level II Geotechnical Certification</td>
</tr>
</tbody>
</table>
Fabricator’s Certificate of Compliance Form

Each approved fabricator that is exempt from Special Inspection of shop fabrication and implementation procedures per section 1704.2.5 of the 2021 International Building Code must submit this Fabricator’s Certificate of Compliance Form at the completion of fabrication.

Project: ________________________________

Fabricator’s Name: ________________________________

Address: ________________________________

Certification or Approval Agency: ________________________________

Certification Number: ________________________________

Date of Last Audit or Approval: ________________________________

Description of structural members and assemblies that have been fabricated:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I hereby certify that items described above were fabricated in strict accordance with the approved construction documents.

Name and Title (type or print)

________________________________________________________________________

Signature ___________________________________________ Date ______________

Attach copies of fabricator’s certification or building code evaluation service report and fabricator’s quality control manual
The application of the Commissioning Process starts at the beginning of the project inception and goes through building occupancy. Each project phase has required activities that need to be completed during that phase. During the planning and design process, the Commissioning Provider is retained, the systems to be commissioned are selected, the Owner’s Project Requirements are developed, the Basis of Design documents are developed and reviewed, the preliminary commissioning plan is written, and commissioning specifications are included in the construction documents. While the code required building systems must be on the list of selected systems to be commissioned, the owner or designer may also select additional systems.

NOTE - The City needs assurance that these activities are completed before a permit is issued. The City can request a copy of all the documents for review or rely on the approval by the Commissioning Provider and Owner or owner’s representative. The following is the process explained and City required reports.

1. IECC 2021 REQUIREMENTS – PERMIT

1.1 COMMISSIONING PROVIDER: The approved commissioning provider is selected by the owner and the selection is shown on the permit application.

1.2 DESIGN DOCUMENTS-COMMISSIONED SYSTEMS: The IECC 2021 code requires that mechanical systems, service water heating systems and lighting control systems be completed and commissioned. The construction documents including notes and specifications shall clearly indicate provisions for commissioning and completion requirements. These construction document requirements convey the owner’s requirements and the designer’s criteria for the performance and commissioning process for the designated systems.

1.3 COMMISSIONING PLAN: The following is an outline of the contents of a typical commissioning plan. The Commissioning Plan shall be developed by an approved provider for all systems to be commissioned and/or tested and shall include the following items:

- A narrative of the commissioning process developed specifically for the project.
- The roles and responsibilities for the commissioning providers and the commissioning team through final commissioning activities.
- Documentation of communication channels and processes including the distribution of the commissioning plan, logs, testing documents and reports during the design and construction process.
- A detailed description of conditions and schedules of the commissioning process activities, and the list of operations, functions, systems, and assemblies that will be commissioned. Measurable performance criteria shall be included where not shown on the construction documents.
- The project design documentation and submittal review procedures and reports.
- Inspection checklists and testing forms, issues and resolution log, and commissioning progress reports to be used during the project to communicate and track commissioning and inspection process information, including format, approvals and distribution.
- The procedures to follow for resolution where the commissioning evaluation does not meet the Owner’s Project Requirements or design documents.
2. IECC 2021 COMMISSIONING DOCUMENTATION for FINAL INSPECTION and CERTIFICATE OF OCCUPANCY

2.1. INTRODUCTION:
The commissioning process starts at the beginning of project planning and continues through initial building operation. Some of the commissioning testing is often done after the certificate of occupancy inspections. Environmental and seasonal condition may not provide adequate testing condition, particularly for mechanical equipment. Construction schedules may not allow testing of incomplete systems. Thus, it is necessary to verify the required commissioning performance up to the point of final City inspection. This can be done by having the revised commissioning and project documents collected along with the testing results up to that time. The preliminary commissioning report and issue logs need to include the project open items including future testing and equipment and systems currently not meeting requirements.
The preliminary commissioning report is reviewed by the City on a form approved by the Commissioning Provider and/or Owner or owner’s representative that is submitted to the City.

2.2 FUNCTIONAL and PERFORMANCE TESTING: Equipment functional performance testing shall demonstrate the installation and operation of components, systems, and system-to-system interfacing relationships in accordance with approved plans and specifications such that operation, function and maintenance serviceability for each commissioned system is confirmed in all modes of operation.

2.3 TESTING and BALANCING REPORT: HVAC systems shall be balanced in accordance with generally accepted engineering standards, and the project documents. A written report shall be submitted describing the activities and measurements completed.

2.4 OPERATIONS and MAINTENANCE MANUALS: An operations and maintenance manual (also called a systems manual) shall be provided and include:
   a. Submittal data and intended operation
   b. Manufacturer’s operations manuals and maintenance manuals
   c. Listing of at least one service agency
   d. Controls maintenance and calibration information
   e. Verified sequence of operation with set points
   f. Schedule for inspecting and recalibrating

2.5 COMMISSIONING REPORTS: The following are outlines of typical contents for the preliminary and final commissioning reports. Due to project scheduling, it may be necessary to provide a preliminary commissioning report on project commissioning status and equipment operation to obtain a certificate of occupancy. IECC 2021 requires that the design professional or approved agency provide the preliminary report to the owner. The owner then provides a letter of receipt for the preliminary report to the City to proceed with final inspection.
2.5.1 Preliminary Commissioning Report
The commissioning provider shall provide a Preliminary Commissioning Report that includes the following information:

a. Performance of commissioned equipment, systems, and assemblies, including a review of the HVAC test and balance report.
b. Issue and resolution logs including itemization of deficiencies found during testing and commissioning that have not been corrected at the time of report preparation.
c. Deferred tests that cannot be performed at the time of preliminary report.
d. A plan for the completion of commissioning including climatic and other conditions required for performance of the deferred tests.

2.5.2 Final Commissioning Report
The commissioning provider shall provide a final commissioning report to the owner prior to project completion that includes the following information:

a. A copy of the final commissioning plan including functional and performance test procedures used during the commissioning process including measurable criteria for test acceptance.
b. A copy of the design and submittal reviews as required by the commissioning plan.
c. Results of all evaluations, startup data, functional and performance tests, reports and checklists by suppliers, contractors, observers, and commissioning providers.
d. Issue logs and disposition of all deficiencies found during testing, including details of corrective measures used or proposed.
e. Equipment, systems, and assemblies repaired and adjustments to calibration.
f. Equipment and systems sequences and settings shall be documented and submitted in the final sequence of operation with set points and in the O&M or systems manual.
g. A resolution plan identifying all the issues unresolved and incomplete at the end of the project.

3. FORMS REQUIRED BY THE CITY OF MCKINNEY, TEXAS

3.1 - COMMERCIAL ENERGY COMMISSIONING SUBMITTAL FORM

3.2 - COMMERCIAL ENERGY COMPLIANCE COMMISSIONING FORM

These forms are attached below:
COMMERCIAL ENERGY COMMISSIONING SUBMITTAL FORM

Date: __________________________________________________________________________

Project Name: ___________________________________________________________________

Address: _________________________________________________________________________

Permit Number: ___________________________________________________________________

To the Chief Building Official:

Per IECC 2021 – Section C408, I hereby declare that the submitted documents are in compliance with the 2021 International Energy Conservation Code Commissioning Process Requirements, City of McKinney Ordinances, local amendments to this code and Reference Standards. All Commissioning specifications are included in the construction documents.

______________________________________________________________________________
Registered Design Professional / Authorized Agent (Signature)

______________________________________________________________________________
Owner / Owner authorized agent (Signature)
COMMERCIAL ENERGY COMPLIANCE COMMISSIONING FORM

Date: __________________________________________

Project Name: __________________________________

Address: _________________________________________

Permit Number: __________________________________

To the Chief Building Official:

I hereby declare that the work is in compliance with the 2021 International Energy Conservation Code, City of McKinney Ordinances, local amendments to this code and Reference Standards.

_____ The owner has received the Preliminary Commissioning Report for the Mechanical System.

_____ The lighting control systems have been tested to ensure that control hardware and software are calibrated, adjusted, programmed and in prior working condition in accordance with construction documents and manufacturer’s instructions.

________________________________________
Owner / Owner authorized agent (Print Name)

________________________________________
Owner / Owner authorized agent (Signature)
CERTIFICATE OF OCCUPANCY CONTACT SHEET

APPLICANT - In order to receive your Certificate of Occupancy (CO), you will need an inspection by the departments of the City of McKinney that are indicated below. For assistance in obtaining your CO, you may call 972-547-7400. NOTE - Sign permits must be issued separately. Any properties located in the Historic District must contact the Historic Preservation Officer at (972) 547-2000.

SHELL BUILDING CO MUST BE POSTED PRIOR TO TENANT FINISH OUT FINAL INSPECTIONS

**Engineering**

*(Engineering must complete a walk through 3 weeks prior to the CO inspection)*

Engineering Dept. (972) 547-7475

**Planning**

Planning Dept. (972) 547-2000

**Bldg / Elect**

Building Dept. (972) 547-7400 or [www.mckinneytexas.org/css](http://www.mckinneytexas.org/css)

**Plum / Mech**

Building Dept. (972) 547-7400 or [www.mckinneytexas.org/css](http://www.mckinneytexas.org/css)

**Erosion Control**

Engineering Dept. (972) 547-7475

**Irrigation**

Irrigation Dept. (972) 547-7360

**Fire**

Fire Dept. FMO@mckinneytexas.org

**Landscape**

Planning Dept. (972) 547-2000 or aengelski@mckinneytexas.org
BUILDING CODE REQUIREMENT

The maximum occupant load shall be posted at or near the main exit door and at each room or space used for assembly purposes. Signs shall be of an approved legible permanent design and shall be maintained at all times.

SMOKING ORDINANCE

A building or premise where smoking is prohibited shall have a conspicuously posted sign clearly stating "No Smoking" at each entrance, whether for the public, employees or deliveries, and at restroom entrances. Such "No Smoking" signs shall have bold lettering of not less than one inch in height. The international "No Smoking" symbol may also be used.

- Smoking shall be prohibited in most public places and enclosed places of employment within the City of McKinney, including but not limited to the following:
  - Retail stores, offices, banks, manufacturing facilities, food establishments
  - Hotel, motels
  - Buses, taxicabs, airports
  - Movie theater, lecture halls, libraries, outdoor amphitheaters
  - Hospitals, clinics, doctor, dentist facilities
  - Schools, and all public assembly areas
  - Within 25 ft. of any door, window, vent, or other opening to an indoor enclosed area

- Allowed Smoking areas:
  - Private residences, including porch and yard areas, except when residence is used as a care facility
  - Personal automobiles
  - Retail tobacco stores where separate ventilation and HVAC systems are installed
  - Designated smoking rooms

For more information regarding the smoking ordinance, please log onto the City of McKinney website at www.mckinneytexas.org and reference Chapter 70, Article VII of the Code of Ordinances. You may also contact City of McKinney Development Services during normal business hours.
May 15, 2019

Building Permit Applicant:

This correspondence shall serve to provide information relevant to the City of McKinney’s Solid Waste Ordinance and the responsibilities of builders to comply with City regulations.

It is unlawful for any person to engage in the business of collecting solid waste and recyclable material within the city except as may be specifically authorized by contract with the City, or specifically authorized in accordance with the Solid Waste Ordinance. It is unlawful to deposit solid waste generated within the corporate City limits into any place other than a City-designated landfill.

All solid waste generated within the corporate city limits shall be deposited at the North Texas Municipal Water District (NTWMD) Regional Disposal Facility (RDF-121) at 3802 Hwy 121 North, Melissa, Texas 75454, (469) 626-4451/4452 or www.ntmwd.com/contact-us.

Per the Solid Waste Ordinance, a builder has three (3) solid waste disposal options:

1. A builder may transport construction waste from the permitted building site directly to the city designated NTMWD landfill using the builder’s own/company vehicles and employees; or

2. A builder may contract with the City’s designated solid waste contractor, Waste Connections, by calling 469-452-8000 to collect and transport construction waste from a building site; or

3. A builder may also recycle construction waste material generated at the building site. McKinney remains an open-market city whereby commercial recyclable material may be source-separated and transported to a city approved processing facility by a commercial hauler in compliance with the Solid Waste Ordinance and when permitted by TCEQ. Private commercial haulers desiring to provide construction and demolition (C&D) recycling services within the corporate city limits shall submit an application, with appropriate fee, to the City Solid Waste Services Division. You may call (972) 547-7385 to obtain a commercial recycling permit form.

City staff will monitor building/construction sites to ensure compliance with the ordinance provisions, and provide enforcement as necessary.

Should you have any questiony please contact City Solid Waste Services Division at (972) 547-7385 or Contact-SolidWaste6A.mckinneytexas.org.

Sincerely,

Eric Hopes, CPM
Solid Waste & Fleet Superintendent