

EFFECTIVE: JANUARY 7, 2020

CITY OF MCKINNEY

# COMMERCIAL ALTERATIONS / FINISH-OUTS SUBMITTAL PACKET



INSPECTIONS

SUBMIT ALL APPLICATIONS ONLINE AT  
[WWW.MCKINNEYTEXAS.ORG/CSS](http://WWW.MCKINNEYTEXAS.ORG/CSS)

221 N. TENNESSEE STREET, MCKINNEY, TEXAS 7



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## CONTACTS

### Project Expeditor

**Dana Stillwell**

Phone: 972-547-2633

Email: [dstillwell@mckinneytexas.org](mailto:dstillwell@mckinneytexas.org)

### Plans Examiners

**Jeff Harris** (Assistant Building Official)

Phone: 972-547-7452

Email: [jharris@mckinneytexas.org](mailto:jharris@mckinneytexas.org)

**Mike Smith** (Senior)

Phone: 972-547-7459

Email: [msmith3@mckinneytexas.org](mailto:msmith3@mckinneytexas.org)

**Joey Sleeper** (Senior)

Phone: 972-547-7461

Email: [jsleeper@mckinneytexas.org](mailto:jsleeper@mckinneytexas.org)

**Enrique Rubio** (Senior)

Phone: 972-547-7626

Email: [erubio@mckinneytexas.org](mailto:erubio@mckinneytexas.org)

### Fire Dept. – Plan Review Specialists

**Deanna Flores**

Phone: 972-547-3415

Email: [dflores@mckinneytexas.org](mailto:dflores@mckinneytexas.org)

**Chad Nester**

Phone: 972-547-1058

Email: [cnester@mckinneytexas.org](mailto:cnester@mckinneytexas.org)

**Richard Everett**

Phone: 972-547-2859

Email: [reverett@mckinneytexas.org](mailto:reverett@mckinneytexas.org)

### Health Dept. – Plan Review Specialists

**Richard Milam**

Phone: 972-547-7447

Email: [rmilam@mckinneytexas.org](mailto:rmilam@mckinneytexas.org)

**Shane Salley**

Phone: 972-547-2635

Email: [ssalley@mckinneytexas.org](mailto:ssalley@mckinneytexas.org)

**David Lerma**

Phone: 972-547-7472

Email: [dlerma@mckinneytexas.org](mailto:dlerma@mckinneytexas.org)

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](mailto:contact-adacompliance@mckinneytexas.org). Please allow at least 48 hours for your request to be processed.

# **COMMERCIAL PERMIT APPLICATION** **AND PLAN REVIEW PROCESS –** **ALTERATIONS / FINISH-OUTS**

*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.

## **SUBMIT PLANS**

- ☐ Plans are submitted online at [www.mckinneytexas.org/CSS](http://www.mckinneytexas.org/CSS).
- ☐ Use the **Commercial Permit Checklist** to verify that all data required has been included in the submittal.
- ☐ If the space is protected by a fire suppression system that will be altered, submit fire sprinkler/fire suppression plans directly to the Fire Department.
- ☐ If the space is protected by a fire alarm system that will be altered, 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
  - 2023 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.

## **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 alterations (including lease space finish-outs), applicants should plan on an average of 2 to 3 weeks from the date the complete 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
  - Verifies receipt of certifications that plans comply with the 2021 International Energy Conservation Code
  - Coordinates review comments from other departments or divisions
  - Approves permit issuance when all requirements have been met
- ***Fire Department***
  - 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 at [www.mckinneytexas.org](http://www.mckinneytexas.org).

#### **PERMIT ISSUANCE**

Once the permit is approved, permit payment and issuance is processed online, through CSS.



## Signature Verification Form for Mechanical, Electrical, Plumbing

	<b>Project Information</b>	
	Project Address:	
	<b>Electrical Subcontractor</b>	<b>*Must be signed by Master</b>
	TDLR - Electrical Contractor Company Name:	
	TDLR - Electrical Contractor License #:	
	TDLR - Master Electrician Name:	
	TDLR - Master Electrician License #:	
	<b>*License Holder's Signature:</b>	
	<b>Plumbing Subcontractor</b>	<b>*Must be signed by Master</b>
	TSBPE - Company Name:	
	TSBPE - Master Plumber Name:	
	TSBPE - Master Plumber License #:	
	TSBPE - MED Gas License # (if applicable):	
	<b>*License Holder's Signature:</b>	
	<b>Mechanical Subcontractor</b>	<b>*Must be signed by Master</b>
	TDLR - Air Conditioning /Refrigeration Contractor Name:	
	TDLR - License Holder Name:	
	TDLR - License Holder #	
	<b>*License Holder's Signature:</b>	
	<b>General Contractor</b>	
	Company Name:	
	Address:	
	Contact Person Name:	Phone:
	Contact E-mail Address:	

Building Inspections Department

221 N. Tennessee Street • McKinney, Texas 75069 • Tel: 972-547-7400 • Fax 972-547-2605 Website: [www.mckinneytexas.org](http://www.mckinneytexas.org)

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 emailing [contactadacompliance@mckinneytexas.org](mailto:contactadacompliance@mckinneytexas.org) Please allow at least 48 hours for your request to be processed. **Updated 09/17/2021**



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 (hereinafter referred to as TAHPR) and the National Emission Standards for Hazardous Air Pollutants (hereinafter 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/>

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

## Asbestos Today

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](mailto: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 (TAH-PA) 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

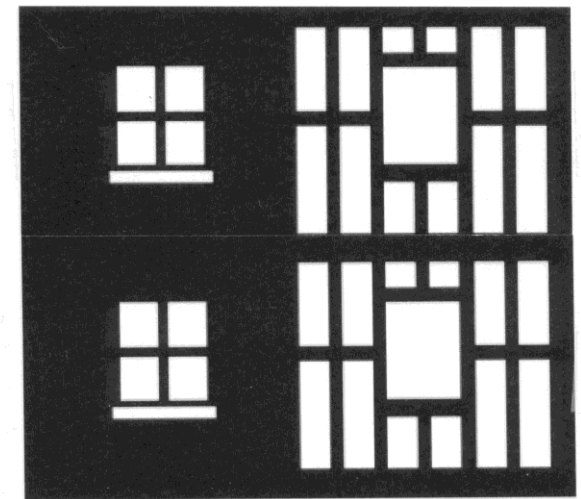
**E-mail:**  
AsbestosHelp@dshs.state.tx.us

**Website:**  
[www.dshs.state.tx.us/asbestos](http://www.dshs.state.tx.us/asbestos)

**Public Health Region Contacts:**  
[www.dshs.state.tx.us/asbestos/inspectors](http://www.dshs.state.tx.us/asbestos/inspectors)



*ASBESTOS*



**SURVEYS**



Publication Number: 18-14160  
Revised November 2015

# 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 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.



# **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

Design Professional Seal

cc: General Contractor

# 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



# 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:

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	
	1705.6	Soils	
	1705.7	Driven deep foundation	
	1705.8	Cast-in-place deep foundations	
	1705.9	Helical pile foundations	
	1705.10	Fabricated items	
	1705.11	Special inspections for wind resistance	
	1705.14	Sprayed fire-resistant materials	
	1705.15	Mastic and intumescent fire-resistant coatings	
	1705.16	Exterior insulation and finish systems (EIFS)	
	1705.17	Fire-resistant penetrations and joints	
	1705.18	Testing for smoke control	
		Other :	

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





## Special Inspectors Qualification Chart

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

# **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:

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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*

# **City of McKinney Texas Commissioning Process Guide**

## **2021 International Energy Conservation Code**

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. A narrative of the commissioning process developed specifically for the project.
- b. The roles and responsibilities for the commissioning providers and the commissioning team through final commissioning activities.
- c. Documentation of communication channels and processes including the distribution of the commissioning plan, logs, testing documents and reports during the design and construction process.
- d. 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.
- e. The project design documentation and submittal review procedures and reports.
- f. 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.
- g. 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

### **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)

### **Fire**

Fire Dept. [FMO@mckinneytexas.org](mailto:FMO@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](http://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](http://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](mailto:Contact-SolidWaste6A.mckinneytexas.org).

Sincerely,

A handwritten signature in blue ink, appearing to read "Eric Hopes".

Eric Hopes, CPM  
Solid Waste & Fleet Superintendent