

TOWN OF WESTOVER HILLS

Residential Construction Information Policy

It shall be the policy of the Town of Westover Hills to standardize the plan review, permitting, inspections and code enforcement processes with the Building Inspections Division.

Procedure

Section 1.1 Overview

The Town Administrator will designate an employee who will be responsible for the plan review, permitting and inspections for all construction projects, to include all construction disciplines regulated by the most currently adopted version of the International Residential Code, and applicable State and Federal regulations. Additionally, the Town Administrator will designate an employee who will be responsible for the code enforcement of existing buildings, structures, appurtenances and property, in accordance with Code of Ordinances of the Town of Westover Hills, and applicable State and Federal regulations.

Section 1.2 Plan/Permit Submittal

All plan submittals must be accompanied with the appropriate permit application and contain the information listed below. The Building Inspections' goal is to have the permit processed for release within five (5) working days from the date of permit submittal.

Section 1.2.1 Plan Submittal Requirements

Two (2) complete sets of drawings are required to be submitted to the Building Inspections Office that include the following:

- a. Scaled site plan (survey plat is preferred – maximum size of 24" X 36") that shows the house location on the lot, to include easements and building set-back lines.
- b. Engineered foundation plan, sealed and signed by the engineer of record.
- c. Exterior elevations, roof design, floor plan, framing plan, mechanical, electrical and plumbing designs, typical construction details and any non-conventional construction design. Note: Plan designs that include steel construction and/or engineered wood products are required to be sealed and signed by the engineer of record.
- d. Window and door schedules.
- e. Energy code compliance report, validating consistency with the construction plans.
- f. Plan revisions must be submitted to the Building Inspections Office and approved prior to requesting an inspection specific to the plan revisions.

Section 1.2.2 Plan review checklist

a. Building Restrictions

1. All homes shall be at least two stories in height
2. Dwelling shall be constructed with walls of brick, brick veneer, stone, or stone veneer or other material approved by the Town Council.
3. Roofing materials shall be rated fire resistant except that composition shingles shall not be permitted in Westover Hills.
4. For lots with no front building line indicated on the plat, no dwelling shall be constructed on a lot with less than one hundred feet of frontage nor be located at a distance less than sixty feet from the front property line, nor less than fifteen feet from either of the side property lines, nor less than twenty feet from the back property line.
5. For those lots platted with building lines, no building shall be constructed on any lot nearer to the adjoining street or streets than the building lines.
6. No dwelling shall occupy less than 3,000 square feet exclusive of garages and porches.
7. No dwelling shall occupy more than 75% of the width of the lot on which it is erected, such width to be measured along the building line nearest the respective street on which the lot fronts.
8. No dwelling, including porches and attached garages, shall be less than sixty feet in width.

b. Garages and Accessory Buildings

9. Each lot shall have an enclosed garage for not less than two nor more than four vehicles and shall be constructed and maintained in accordance with the other provisions hereof.
10. Except where expressly authorized by the dedication of the lot on which a garage may be constructed, no garage shall open upon or face any golf course or open upon or face the street on which the lot fronts and in the case of a corner lot either street.
11. The back property line of the lot on which it is constructed and no portion shall be located nearer the street than the main portion of the residence.
12. No detached garage or accessory building of whatsoever kind shall be constructed on a corner lot without the approval of the Town Council.
13. No carport shall be permitted.
14. Every accessory building (except greenhouses) shall correspond in style and architecture to the dwelling to which it is appurtenant.
15. No accessory building shall exceed in height the dwelling to which it is appurtenant.

c. Fences, Walls, Hedges

16. Except as approved by the Town Council, no fence, wall or hedge shall be erected, constructed, structurally altered, grown or maintained closer to the street than the building setback line from the street.
17. No fence, wall or hedge shall exceed six and one-half feet in height along the back and along the sides of a lot from the back property line to the front of the main portion of the dwelling.
18. No structure, fence, wall or hedge extending beyond, before or in front of the front portion of any residence shall be constructed in a manner or with materials which shall obstruct the view of the residence from the street.
19. Gates shall not exceed ten feet in height and shall not be constructed in a manner or with materials which shall obstruct the view of the residence from the street. Columns shall not exceed twelve feet in height
20. All fences, walls and gates shall have the decorative, improved or finished side facing the outside of the property.
21. All boundary fences shall be of metal or masonry construction. Except as approved by the Town Council, no metal fence shall be of chain link construction.

d. Special Requirements

22. Check all setbacks for encroachments from structures.
23. Check all easements for encroachments from fencing, walls, structures, patio, pool, etc.

Section 1.3 Permit Fee For New Construction and Remodels – Occupancy Group R-3 Single-Family

Building permit fees for new construction and remodel work are calculated on the basis of \$.80 x sq. ft. of overall project area. The building permit fee includes mechanical, electrical and plumbing permits. Note: All discipline sub-contractors are required to apply for a permit and must be registered with the Town of Westover Hills. The fee for annual contractor registration is \$75.00.

A \$25.00 application fee accompanies all building permits.

Section 1.4 Miscellaneous Fees

1. Electrical, Mechanical, Plumbing Permit not associated with a building permit.

Fixture Base Fee + number of inspections needed to complete project @ \$50. each plus \$25.00 application fee.

Re-inspection fee \$50.00

All re-inspection fees must be paid prior to the request of the final inspection. When a re-inspection is requested on a project and a re-inspection fee has not yet been paid, the final inspection will not be performed.

2.

Electrical Fixture Base Fee:	
a. Receptacle, switches (first 20, each)	1.00
b. Receptacle, switches (after first 20)	.80
c. Lighting fixtures, lamp devices (first 20, each)	1.00
d. Lighting fixtures, lamp devices (after first 20)	.80
e. Ceiling fans, each	4.00
f. Residential appliances, including ovens, ranges, Air conditioners, space heaters, food grinders, dishwashers, Smoke detectors exhaust fan or other motor-operated Appliances not exceeding one horsepower in rating, each	5.00
g. Water heater, each power apparatus, including motors, heat pumps, cooking and baking equipment, generators, transformers, industrial heating, chillers, and air conditioners Up to 1.0 HP, KW, or KTV each	10.00
	4.75

3.

Mechanical Fixture Base Fee:	
a. Forced-air or gravity-type furnace or burner, up to 1000,000 Btu/h	14.00
b. Forced-air or gravity-type furnace or burner, over 100,000 Btu/h	18.00
c. Floor furnace	10.00
d. Suspended heater, recessed wall heater, or floor mounted unit heater	10.00
e. Appliance vents (bath, water heater, etc.)	6.00
f. Air-conditioners up to five tons	14.00
g. Air-conditioners over five tons	18.00
h. Ventilation fan	5.00
i. Exhaust hood each	10.00

j. Cooling Tower, Chiller	5.00 per ton
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4.

Plumbing Fixture Base Fee:	
a. For each plumbing fixture or trap	8.00
b. For each building sewer	15.00
c. For each French drain system	12.00
d. For each floor drain	8.00
e. For each water heater	12.00
f. For each gas piping outlet	1.50
g. For repair or alterations of piping, vents or drainage	12.00 ea.
h. For each dishwasher or disposal	5.00
i. For each backflow preventer	15.00
j. For each urinal or bidet	8.00

5. Fence Permit. Based on valuation of project (material & labor). Copy of signed contract to be submitted to Building Department. If contract is not available the following formula will be used: **\$35.00 per ft. X linear footage X 3% = permit fee**

6. Pool Permit. \$75.00 –electric permit will be applied for separately. Submit plat with stamp from Oncore showing pool and property lines with distances and fencing. A pre-plaster inspection is mandatory to insure all fencing and gates meet code.

7. Generator Permit. \$10.00 per \$1000.00 cost to complete project.

8. Drive Approach Permit. \$35.00 per drive approach.

9. Permit fees for the following project types are based on project valuation and are calculated by using the Valuation Table listed below.

- a. Foundation repair
- b. Fence
- c. Re-Roofing
- d. Demolition
- e. Window and Door Replacement

Valuation Table

Total Valuation	Fee
\$1.00 to \$500.00	\$34.00
\$501.00 to \$2000.00	\$34.00 for first \$500.00 plus \$3.00 for each additional \$100.00 or fraction thereof, to and including \$2000.00
\$2001.00 to \$25,000.00	\$79.00 for first \$2001.00 plus \$14.00 for each additional \$1000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$401.00 for first \$25,001.00 plus \$10.00 for each additional \$1000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$651.00 for first \$50,001.00 plus \$7.00 for each additional \$1000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1001.00 for first \$100,000.00 plus \$5.00 for each additional \$1000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3001.00 for first \$500,000.00 plus \$5.00 for each additional \$1000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,000.00 and up	\$5001.00 for first \$1,000,000.00 plus .005 times any over \$1,000,000.00

10. Other inspections and fees:

- a. Fees for re-Inspections are \$50.00 for each discipline re-inspected.

Section 2 Inspections

1. All inspections may be requested by calling (817) 737-8745. Inspections requested prior to 8:00 am will be performed that business day. Inspections requested after 8:00 am will be performed the following business day.
2. Office hours for the Building Division are from 7:30 a.m. – 3:30 p.m., Monday – Friday. Technical questions may be directed to the Building Division during the above listed office hours.
3. Re-inspection fees are \$50.00. Re-inspection fees must be paid before the final inspection can be performed.
4. City approved building plans must be available on the job site when all inspections are conducted. The plans must be included in the permit packet.
5. Location of permit packets and Inspection tags. In order to allow for uniformity and the most efficient use of time, permit packets must be on the construction site at the location specified below.

Inspection tags will be placed inside the permit packet by the inspector once the inspection is completed. The inspection tag must remain in the packet until the inspection is approved.

- a. T-Pole, Plumbing Rough & Foundation – The permit packet must be located on the form board facing the street.
 - b. Framing – The permit packet must be adjacent to the front door of the house.
 - c. Utility Final & Building Final – The permit packet must be located on the kitchen counter.
6. Engineering Letters and Other Required Documents. Whenever an engineering letter or other document is required, the original letter must be placed inside the permit packet and visible from outside of the packet. This will allow the inspector to refer to the letter in order to verify compliance with the requirements of the engineer.

A. RESIDENTIAL INSPECTIONS REQUIRED

Each of the following inspections must be requested in the listed order. If an inspection is requested before a prior required inspection has been approved, no inspection will be conducted.

Inspections required are:

1. Temporary Pole (can be done at any time)
2. Piers (if installed) – The Engineer of record or a testing lab approved by the Building Official can verify that the piers comply with the approved drawings. Reports must be submitted prior to approval of the foundation inspection.
3. Drive approach (can be done at any time prior to Utility Final)
4. Plumbing Rough
5. Foundation
6. Framing (The Mechanical Rough, Electrical Rough and Plumbing Top-Out inspections are typically performed at the same time as the Frame inspection)
7. Utility Final (Gas and Electric performed at same time)
8. Finals (The Mechanical, Electrical and Plumbing Finals are typically performed at the same time as the Building Final inspection)

B. RESIDENTIAL INSPECTION REQUIREMENTS

1. TEMPORARY POWER POLE

- a. Do not request this inspection or install the T-Pole until the permit is issued.
- b. Double pole/single throw breaker installed for 240-volt plug.
- c. Single pole breaker installed for 120-volt plug with GFCI protection on all 120-volt receptacles.
- d. Box is to be secured to the pole.
- e. Pole is to be braced, secure and stable.
- f. A ground rod must be installed with a ground wire that is a minimum size of 6 AWG.
- g. The licensed electrician can test house circuits provided that power is disconnected when the electrician leaves the site.
- h. Legible address numbers must be posted on the T-pole. Numbers must be at least four inches (4") in height.
- i. No holes are allowed in the panel face.
- j. Plugs outside the panel box must be weatherproof.
- k. All breakers and receptacles must have legible amperage/voltage markings.

2. FLATWORK

Flatwork is specific to all drive approaches within the public rights-of-way.

- a. The Building Division must inspect all approaches within the public rights-of-way.
- b. All drive approaches must be constructed in accordance with the Town of Westover Hills curb and gutter standard detail specifications. A copy of the typical detail is provided with the construction plans at the time of release of the building permit, as applicable.

3. PLUMBING ROUGH

If the house is to have gas service with a gas meter located at the alley, the underground gas inspection must be done at the same time as the plumbing rough inspection.

No plumbing rough inspections will be made if it has been determined that it is too wet. All rained out inspections must be recalled. Plumbing rough inspections may be conducted in wet weather provided that a three (3) p.s.i. air test is placed on the sewer lines with a diaphragm gage. In no case should the test pressure exceed five (5) p.s.i. When the inspection is requested, it must be stated that there is an air test on the sewer.

a. Water Lines

1. A form board survey must be located in the packet and visible from outside the packet.
2. One hose bib with non-removable vacuum breaker must be installed in the water line to check the pressure on the water lines.
3. All hose bibs must have non-removable vacuum breakers installed at all times.
4. A one-inch (1") line supply will be required when supplying over nine and one-half (9.5) fixture units per the IRC. One-inch (1") lines cannot supply more than thirty-two (32) fixture units.
5. Copper lines will not be allowed to touch each other.
6. Copper lines must be sleeved or taped. Painting of the copper will not be accepted.
7. Lead solder and fluxes containing lead cannot be used to join potable water lines.
8. T & P (pop-off) lines for water heaters cannot be run in slab.
9. All lines under the slab must be type "L" copper or thicker. PEX piping may also be used underneath the slab.
10. All water lines extending through concrete must be sleeved with a material that is at least .125" thick.
11. All piping located under the slab must be continuous with no joints.
12. The water meter must be in place with all valves open to allow for testing of the lines at Town water pressure. If Town water is not available, a 50 p.s.i. air test can be substituted for the water test. A valid air test will not have any water in the lines.
13. Where a water service crosses a sewer ditch, the water line must be installed in a PVC sleeve.

Sanitary Sewer

1. The plumbing rough must be tested with a five-foot (5') head of water on all stacks in the house. The five-foot measurement will be taken from the top of the ninety (90) degree fitting at the last stack in the house. If the last stack is too high to see water in the pipe, the inspection is subject to receiving a disapproval tag.

2. The water test must include the sewer yard line. A test tee must be installed within 5 feet (5') of the sewer tap.
3. The main objective of a water test is to allow the inspector to look for wet spots along the plumbing piping. Overfilling the stacks to the point that the ground is wet around sewer piping will cause the inspection to fail.
4. Full size double clean outs must be installed.
5. All holes dug for sewer taps that are deeper than four feet (4'), must be protected by a temporary construction fence.
6. The Building Sewer must be connected to the Town's sanitary sewer system.
7. All sewer tap holes must be filled immediately after approval of the Plumbing Rough inspection. If the Foundation inspection is requested and performed prior to filling of the hole, the inspection will be classified as not ready. Unfilled taps constitute a safety problem for area children and citizens in general.
8. All lines must rest on a two inch (2") bed of sand or fine soil material.
9. All lines, traps and fittings must be completely exposed.

Gas Line

1. Gas systems with a working pressure of ½ psi or less must use a diaphragm gauge that contains a dial with a minimum diaphragm diameter of three and one half inches (3 ½"), a set hand, 1/10 pound incrementation and pressure range not to exceed 6 psi. The test pressure must be at least 3 psi.
2. Gas systems with a working pressure exceeding ½ psi must use a diaphragm gauge must use a diaphragm gauge that contains a dial with a minimum diameter of three and one-half inches (3 ½"), a set hand, a minimum of 2/10 pound incrementation and a pressure range not to exceed 20 psi. The test pressure must be at least 10 psi.
3. All gas lines must be buried. The top of the line must be located at least eighteen inches (18") below grade.
4. Where poly gas lines are utilized, a number eighteen (18) AWG copper tracer wire must be buried alongside of the line for its complete length.
5. Black pipe gas lines installed in the ground must be factory mill wrapped pipe and all fittings must be properly field wrapped per manufacturer's installation instructions.

4. FOUNDATION

All foundation plans must be sealed by a structural engineer. A minimum of two (2) string lines must be run across the top of the forms to allow inspectors to measure the depth of the concrete.

No concrete inspections will be made if it has been determined that it is too wet. All rained out inspections must be recalled.

a. Post Tension

1. Everything must conform with the engineered plans with no addition or subtractions to the approved plans.
2. All cables must be straight.
3. All water lines must be sleeved with a sleeve that is a minimum of 0.125 inches thick.
4. Cable ends must be a minimum of six inches (6") below the top of the forms.
5. Cable ends must be a minimum of six inches (6") from the corners.
6. Cable insulation must cover the cable to within three inches (3") of the cable ends.

7. The post tension drawing must be on the job with the detail sheet and the plot plan (both must be City stamped).
8. Cables that must be re-routed to miss plumbing fixtures must be done with long sweeping curves of the cable.
9. Electrical conduit located in the foundation must be installed.
10. Down draft kitchen exhaust ducts must be installed (if being utilized).
11. All gas line sleeves must be installed per code.
12. Original finished floor elevation surveys, if required, and engineering letters verifying required piers were installed according to design must be submitted prior to requesting the inspection.
13. No changes can be made to the foundation after inspection approval without requesting another foundation inspection.
14. Poly must cover all pad areas only. Poly is to be cut or not installed in beams.
15. A water test with city pressure or a minimum of fifty (50) p.s.i. air pressure must be maintained on the water supply lines.
16. All tub boxes must be installed.
17. Sewer lines must run at 90 degree angles to grade beams.
18. Water heater T & P lines cannot be composed of PVC material and cannot be installed in slab.
19. Sewer tap holes must be filled immediately after approval of the Plumbing Rough inspection. If the Foundation inspection is requested and performed prior to filling of the hole, the inspection will be classified as not ready and a re-inspection fee will be assessed.
20. A concrete encased electrode must be installed. Concrete encased electrodes must extend at least 20 feet through the concrete. The preferred method is to use a #4 rebar that extends at least 20 feet along the bottom of the beam (you can splice more than one piece of rebar together to get the 20 foot length as long as the bars are adequately tied together. Near the panel box, bend the bar so that it extends through the location of the bottom plate and extend about 2 feet through the bottom plate near the location of the main electrical panel. At the electrical rough, extend a grounding conductor from the main electrical panel to the rebar and clamp the grounding conductor to the rebar.

b. Rebar

1. Work must conform to plans approved by structural engineer.
2. Poly must cover all pad areas only. Poly is to be cut or not installed in beams.
3. Chairs must be in place.
4. Electrical conduit located in the foundation must be installed.
5. Down draft kitchen exhaust ducts must be shown on approved foundation plans and installed according to the mechanical code.
6. All gas line sleeves must be installed.
7. Original finished floor elevation surveys and engineering letters verifying required piers were installed according to design must be submitted prior to requesting the inspection.
8. No changes can be made to the foundation after inspection approval without requesting another foundation inspection.
9. All tub boxes must be installed.
10. Sewer lines must run at ninety (90) degree angles to grade beams.
11. All water lines must be sleeved with a sleeve that is a minimum of 0.125 inches thick.

12. Water heater T & P lines cannot be composed of PVC material and cannot be installed in slab.
13. Sewer tap holes must be filled immediately after approval of the Plumbing Rough inspection. If the Foundation inspection is requested and performed prior to filling of the hole, the inspection will be classified as not ready and a re-inspection fee will be assessed.
14. A concrete encased electrode must be installed. Concrete encased electrodes must extend at least 20 feet through the concrete. The preferred method is to use a #4 rebar that extends at least 20 feet along the bottom of the beam (you can splice more than one piece of rebar together to get the 20 foot length as long as the bars are adequately tied together. Near the panel box, bend the bar so that it extends through the location of the bottom plate and extend about 2 feet through the bottom plate near the location of the main electrical panel. At the electrical rough, extend a grounding conductor from the main electrical panel to the rebar and clamp the grounding conductor to the rebar.

5. FRAMING

a. Building

1. Rafter and joist spans must conform to the International Residential Code.
2. Exterior sill plates must be secured to the foundation by J-bolts (washers and nuts must be tight). J-Bolts must be installed every six feet (6') along exterior sill plates and no greater than twelve inches (12") or less than four inches (4") from each plate end. Structures exceeding two (2) stories must have J-Bolts every four feet (4'). Ramsets may be shot to replace missing J-Bolts, must meet ICC ES installation requirements and must include a metal washer. Other installation requirements will be considered if the contractor submits the manufacturer's installation instructions and an ICC ES report.
3. Top plate splices must be offset a minimum of twenty-four inches (24").
4. Rafters must be framed directly opposite each other at the ridge. The size of the ridge must be so that it is not less in depth than the cut end of the rafter.
5. Valleys and hip rafters must not be less than two inches (2") nominal thickness and not less in depth than the cut end of the rafter.
6. Rafter, hip and valley splices must be spliced as follows. The spliced member must have a dove tail or an angle cut with a brace directly under the splice running to a load bearing wall. One side of the splice must remain open to allow the inspector to verify that the proper cut is made on the splice. The opposite side of the side left open must have a scab piece spray nailed to the spliced member that is the same size as the hip, rafter or valley. The scab piece must be long enough to extend at least two feet (2') beyond both sides of the splice.
7. Where studs are spaced more than sixteen inches (16") on center, rafters, joists and trusses must bear within 5 inches (5") of the studs underneath.
8. All studs supporting second stories and roofs must be a minimum No. 3, standard or stud grade lumber. Utility grade studs may be used if all of the following apply: the studs are spaced not more than sixteen inches (16") on center, the studs do not support more than a roof and ceiling, and the studs do not exceed 8 feet in height for exterior walls and load-bearing walls or ten feet (10') for interior non-load-bearing walls.
9. Studs must have full bearing on the bottom plate.

10. Purlins must be the same size as the rafter that it supports. Struts must be installed every four feet (4') from the purlin to the wall or beam at no more than a forty-five degree (45°) angle. Struts longer than eight feet (8') in length must be T-braced.
11. Joists over six feet (6') in length must be pressure blocked on one side only with nails driven from the joist into the pressure block – or a joist hanger must be used.
12. Fur downs, chimneys, ceiling of different heights, and vertical wall spaces over ten feet (10') must be fire blocked.
13. All lumber must be grade stamped. Unstamped lumber is unacceptable as a structural framing member.
14. Where ceiling joists support air handling units, skylights and water heaters, those joists will be calculated as floor joists. Where air handling units are supported by rafters, those rafters must be doubled.
15. There will be a two-inch (2") gap between fireplace material and wood studs of any other combustible material as required by the IRC.
16. Stairways
 - a) Width. Stairways must be at least thirty-six inches (36") wide. A handrail is required on at least one side of each continuous run of treads or flight with four or more risers.
 - b) Handrails. Handrails must be no less than thirty-four inches (34") and no more than thirty-eight inches (38") measured from the sloped plane adjoining the tread nosing, or the finish surface of the ramp slope of the stairs. Handrails for stairways must be continuous for the full length of the flight, from a point directly above the top riser of the flight to a point directly above the lowest riser of the flight. Handrail ends must be returned or terminate in newel posts or safety terminals. Handrails adjacent to a wall must have a space of not less than one and one-half inches (1½") between the wall and the handrail.
 - c) Riser Height. The maximum riser height of any stair is seven and three-quarter inches (7¾"). The measurement must be taken between the leading edges of the adjacent treads. The greatest riser height within any flight of stairs must not exceed the smallest by more than three-eighths inch (3/8").
 - d) Tread Depth. The minimum tread depth of any stair is 10 inches (10"). The tread depth is measured horizontally between the vertical planes of the foremost projection of the adjacent treads and at a right angle to the tread's leading edge. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than three-eighths inch (3/8").
 - e) Winders. Winder treads must have a minimum tread depth of ten inches (10") measured at a point twelve inches (12") from the side of the stairs where the treads are narrower. Winder treads must have a minimum tread depth of six inches (6"). The greatest winder tread depth at the twelve inch (12") walk line must not exceed the smallest by more than 3/8 inch.
 - f) Stairway Walking Surface. The walking surface of treads and landings of stairways must not be sloped any steeper than one vertical unit in 48 inches horizontal (2 percent slop).
 - g) Landings. A floor or landing is required at the top and bottom of each stairway. (A floor or landing is not required at the top of an interior flight of stairs, provided a door does not swing over the stairs) A flight of stairs cannot exceed a vertical height of twelve feet (12') between floor levels or landings. The width of each

landing must be no less than the width of the stairway. Every landing must have a minimum dimension of thirty-six inches (36") measured in the direction of travel.

17. Masonry fireplaces must be completed to a point one foot (1') above the damper.
18. Any brick on wood must comply with the City's brick on wood policy. As an option, a design may be submitted by a structural engineer for the brick on wood support.
19. Brick wall ties must be installed.
20. All penetrations in top plates must be sealed. Small penetrations may be poly sealed.
21. Holes in exterior sheathing must be sealed.
22. Covered porches and patios must be inspected to verify proper structural framing prior to installing fascia material.
23. Cutting, notching or boring of engineered beams is not allowed without a letter from a structural engineer.

b. Mechanical

1. Metal ducts shall be screwed, joint mastic applied and inspected before insulation.
2. Flexible ducts shall be supported with material at least one and one-half inches (1½") wide. Maximum spacing for supports is four feet (4'). Some manufacturers require supports every two feet (2'). Turns must be made in such a way that the airflow is not deterred.
3. A minimum one-inch (1") clearance must be maintained around gas appliance vents. Air conditioning condensate drains must drain into a wet trap. Condensate lines that tie into a washer box must be tied in above the inlet of the washer box.
4. Where air-conditioning condensate drain plans are located in an attic, a secondary drain must be installed with the condensate line discharging over a window, door, patio or other approved location.
5. Condensate drain lines must be a minimum of three-fourth inch (¾") in diameter.
6. Bath exhaust fan ducts must extend to the outside of the building. Where a fan is installed in a toilet room with a door, a second fan will be required in the room with the bathtub or shower.
7. Horizontal runs on gravity type water heater and furnace flue vents must not exceed seventy-five percent (75%) of the height of the vent.
8. Dryer vents are limited to a maximum length of thirty-five feet (35'). The thirty-five foot (35') length includes two (2) ninety degree (90°) fittings. Additional fittings over and above the two (2) allowed will reduce the maximum length of the vent by two feet (2') for every ninety-degree (90°) fitting (or combination of fittings that total 90°). Dryer vent connections must be taped and not screwed.
9. Dryer vents extending through a roof must include a tight fitting collar to keep lint from falling back into the attic.
10. Attic access to a gas appliance (water heater or furnace) cannot be made from a sleeping area and must be within twenty feet (20') of all furnaces and water heaters.
11. Duct material for vent fans must be listed for the use. Plastic dryer vent material will not be allowed for permanently installed vent ducts.

c. Electrical

- a. Romex must be stapled every four and one-half feet (4 ½').
- b. Romex must be stapled within twelve inches (12") of all boxes.
- c. Romex extending through masonry must be protected by conduit.
- d. Sheathing on Romex must extend a minimum of one-fourth inch (¼") into the box.

- e. Wire must be clamped to metal boxes.
- f. Two (2) separate 20-amp circuits must be run for kitchen use. No fixed appliances other than a refrigerator may be put on these circuits.
- g. A cold water ground may be used when water heaters are installed on the ground floor and copper water lines are used, the cold water ground must be attached at the cold water inlet to the water heater. When the water heater is not installed on the ground floor, the cold water ground must be attached to the cold water supply to the kitchen sink. A supplemental ground must also be supplied when using a cold water ground. A concrete encased electrode must also be installed. Concrete encased electrodes must extend at least 20 feet through the concrete. The preferred method is to use a #4 rebar that is at least 20 feet long (you can splice more than one piece of rebar together to get the 20 foot length as long as the bars are adequately tied together. Near the panel box, bend the bar so that it extends through the location of the bottom plate and extend about 2 feet through the bottom plate. At the electrical rough, extend the ground wire from the main panel to the rebar and clamp the ground wire to the rebar.
- h. A separate 20-amp laundry circuit must be supplied. No other outlets will be allowed off of this circuit.
- i. All receptacles located outside the building, in a garage, in a bathroom, serving a kitchen countertop, in a laundry room and receptacles within 6 feet of any other sink must be protected by a ground fault circuit interrupter.
- j. All circuits located in a family room, dining room, living room, parlor, library, den, bedroom, sunroom, recreation room, closet, hallway or similar room or area must be AFCI protected.
- k. Where a panel or disconnect device is tapped more than one time, approved lugs shall be provided.
- l. Armored cable (bx) shall not be used or installed in the City as a wiring method unless it has a full size grounding conductor.
- m. If service entrance conductors are more than three feet (3') in length, a disconnect must be provided at the outside of the structure and next to the electrical meter.
- n. All 240-volt appliances must be wired with a four (4) wire system that includes a neutral and a separate ground.
- o. A nail strap that is at least 1/16" thick must protect electrical lines in notched or bored studs that are 5/8" or less from the edge of the stud.
- p. Electrical wiring installed through a bored hole must be protected by a steel plate at least 1/16" thick if the edge of the hole is less than 1/4" from the edge of the wood member.
- q. All metal boxes must be bonded by a listed means (no wood screws).
- r. Bathroom receptacles or switches must be at least three feet (3') from the edge of a bath tub.
- s. CSST manifolds must be properly bonded per manufacturer's specifications.
- t. Cables cannot be bunched together and run through a knockout or chase nipple into an electrical panel. Individual cable clamps or connectors are required to be used with only one cable per clamp or connector – unless the clamp or connector is identified for more than a single cable.
- u. Circuits installed in or under a concrete foundation must meet the requirements of wet locations. This included kitchen island circuits.
- v. Receptacles located in kitchen counter tops cannot be used to take the place of required wall receptacles.
- w. The neutral conductor must be installed in switch boxes.

- x. Circuits for smoke detectors must be roughed in. Smoke detectors must be located in each sleeping room and outside of each sleeping area in the immediate vicinity of the sleeping area. Additionally, at least one smoke detector is required on each story of a building. Smoke detectors must be interconnected so that if the alarm sounds on one detector, it triggers the alarm of all of the smoke detectors in the house.
 - y. Circuits for carbon monoxide detectors must be roughed in. Carbon monoxide detectors must be located outside of and in the immediate vicinity of each sleeping room.
- d. Plumbing
- 1. Water
 - a) All copper lines must be braced.
 - b) T & P lines must be composed of hard drawn copper, CPVC or PEX. T & P lines cannot be composed of PVC material and cannot be installed in slab.
 - c) All T & P lines must have positive fall towards the outlet of the line. The end of the line must have a ninety (90) degree fitting attached that is pointing down toward the ground. The outlet of the line must terminate between six inches (6") and twenty-four inches (24") from the top of the ground. Each water heater must have its own line. T & P lines from separate water heaters cannot be tied together.
 - d) Frost proof hose bibs with non-removable vacuum breakers must be installed.
 - e) Lead solder and fluxes containing lead are prohibited materials for use in potable water pipes.
 - f) Notching, cutting or boring must not seriously weaken structural member.
 - g) All lines within one inch (1") of the edge of a stud or plate must be strapped with a 1/8 inch thick by 1-½ inch wide strap. The strap must be nailed to the stud of plate.
 - h) All water lines in unheated areas must be insulated with a minimum of ¾" pipe insulation.
 - i) All water lines passing through brick or concrete must be protected by sleeving.
 - 2. Sewer
 - a) All fixtures must be stack vented and all vents must extend through the roof with flashing installed at the roof and at least 1 foot from any wall, at least 6 inches above the roof and at least 10 feet from any openable window.
 - b) A top-out water test is required for all plumbing located above the first floor. Lines must be tested at least two feet (2') above the trap arm.
 - c) No vents may be less than 45 degrees from the horizontal until they are at least six inches (6") above the flood rim of the fixture.
 - d) Plumbing vents must terminate at least ten feet (10') from or two feet (2') above any window that can be opened.
 - e) Water heaters must have a drip pan with a drain line to the outside of the building.
 - f) Water heater T&P lines must be roughed in from the water heater location to the outside of the building.
 - g) All lines within one inch (1") of the edge of a stud or plate must be strapped with a 1/8 inch thick by 1-½ inch wide strap. The strap must be nailed to the stud or plate.
 - h) Vents must terminate at least 10 feet from – or at least 3 feet above any openable window, opening or air intake.
 - i) Support horizontal runs of PVC piping every four feet (4') on center.

- j) Shower pans must be set in concrete and secured to the wall. Voids under the shower pan must be eliminated.
- k) Condensate lines that tie into a washer box must be tied in above the inlet of the washer box.
- l) All drain lines must have a slope of at least one-quarter inch ($\frac{1}{4}$ ") per foot.
- m) Air admittance valves are not allowed unless approved by the Building Official prior to installation.
- n) Island loop vents must utilize the following fittings in the order listed: a 45° fitting, a short-turn 90° fitting and a 45° fitting.

3. Gas Lines

- a) Gas systems with a working pressure of $\frac{1}{2}$ psi or less must use a diaphragm gauge that contains a dial with a minimum diaphragm diameter of three and one half inches ($3\frac{1}{2}$ "), a set hand, 1/10 pound incrementation and pressure range not to exceed 6 psi. The test pressure must be at least 3 psi.
- b) Gas systems with a working pressure exceeding $\frac{1}{2}$ psi must use a diaphragm gauge must use a diaphragm gauge that contains a dial with a minimum diameter of three and one-half inches ($3\frac{1}{2}$ "), a set hand, a minimum of 2/10 pound incrementation and a pressure range not to exceed 20 psi. The test pressure must be at least 10 psi.
- c) Holes cut for gas lines must only be large enough for the line to penetrate.
- d) Gas lines must be properly supported.
- e) Gas lines located between bricks and studs must be factory mill wrapped.
- f) All gas outlets must have approved gas stops installed along with caps.
- g) No water, soil, or waste pipe can be installed or located outside of a building, in an unheated area or in an exterior wall unless, adequate provisions are made to protect such lines from freezing.
- h) Gas vents must terminate at least 4 feet from any wall.
- i) CSST manifolds must be properly bonded per manufacturer's specifications.

6. UTILITY FINAL

a. Electric

1. All wires must be terminated with a receptacle, switch, appliance or fixture -- or all wire ends must be wired nutted and placed in an electrical box with a blank cover installed. If appliances and fixtures are on site, all electrical connections to those appliances or fixtures must be complete.
2. Cover must be off of the main electrical panel.
3. All required grounds must be installed. Concrete encased electrodes must have an access cover exposing the connection of the ground wire to the rebar. All ground clamps and connections are to be tight.
4. Neutral and ground conductors must be properly coded and identified.
5. The meter base must be bonded to the main panel box. If metal conduit is installed between the meter and the main panel, the conduit will serve as the bond. If plastic conduit is used, a bond bushing will be required.
6. Feeder wires and branch wires must be protected by the proper sized breaker or fuse.
7. All receptacles and switches must be installed.

8. Bare bulb incandescent lights must not be installed in closet storage areas. Incandescent lights in closet areas must be located at least twelve inches (12") from the plane of any shelf. Fluorescent lights in closets must be installed at least six inches (6") from the plane of any shelf.
9. All light fixtures located within thirty-six inches (36") horizontally and less than eight feet (8') of the lip of a bathtub or shower must be waterproof.
10. CSST manifolds must be properly bonded per manufacturer's specifications.

b. Gas

1. Gas systems with a working pressure of ½ psi or less must use a diaphragm gauge that contains a dial with a minimum diaphragm diameter of three and one half inches (3 ½"), a set hand, 1/10 pound incrementation and pressure range not to exceed 6 psi. The test pressure must be at least 3 psi.
2. Gas systems with a working pressure exceeding ½ psi must use a diaphragm gauge must use a diaphragm gauge that contains a dial with a minimum diameter of three and one-half inches (3 ½"), a set hand, a minimum of 2/10 pound incrementation and a pressure range not to exceed 20 psi. The test pressure must be at least 10 psi.
3. Gas stops at each appliance must be properly secured for all types of piping including CSST systems.
4. All gas lines must be connected. Gas stops and caps must be installed on any gas line for future use.
5. Gas connectors must not exceed three feet (3') (except for clothes dryers and ranges, which must not exceed six feet (6')).
6. CSST manifolds must be properly bonded per manufacturer's specifications.

7. FINALS: Building, MEP

a. BUILDING FINAL

1. All work is to be complete. No workers should be on the site at the time of inspection.
2. A solid walkway at least twenty-four inches (24") wide must be installed from attic openings to furnaces, water heaters and gas regulators. The distance from the opening to the equipment cannot be any further than twenty feet (20'). A thirty-inch (30") working platform is also required directly in front of the equipment.
3. Chimneys must extend at least two feet (2') above any point within ten feet (10') of the roof.
4. Street, alley, and all flatwork must be clean and clear of mud and debris.
5. Yard must be clear of debris and final grade completed.
6. A solid core door must be installed between the garage and living area.
7. A permanent address must be installed on the front and rear of the house (rear address is only required when driveway access is provided from the alley) with numbers of contrasting color to background.
8. Hard wired smoke detectors with a battery backup must be located in each sleeping room and outside of each sleeping area in the immediate vicinity of the sleeping area. Additionally, at least one smoke detector is required on each story of a building. Smoke detectors must be interconnected so that if the alarm sounds on one detector, it triggers the alarm of all of the smoke detectors in the house.

9. Hard wired carbon monoxide detectors with a battery backup must be located outside of and in the immediate vicinity of each sleeping room when gas fired appliances are installed in the house.
10. The required verification of termite treatment/compliance is required stating compliance with the IRC.
11. The required verification of energy compliance from a third party inspector is required stating compliance with the IRC. This requirement is satisfied through the use of an energy compliance report approved by the Building Inspections Division.
12. The required backflow test certification report is required.
13. A letter from the engineer of record is required stating that the foundation was inspected and approved prior to the placement of concrete. The letter must include the seal and signature of the engineer.

b. MECHANICAL FINAL

1. Each combustion air vent must be a minimum of one cubic inch for every 4,000 BTU of the appliance rating. (A 40,000 BTU water heater will require a ten (10) square inch vent in the bottom twelve (12) inches of the closet and a ten (10) square inch vent in the upper twelve (12) inches of the closet.
2. A mechanical heating system must be operational that is capable of maintaining a temperature of 68 degrees Fahrenheit (68°) at a point that is three feet (3') above floor level and two feet from exterior walls. The installation of one or more portable space heaters shall not be used to achieve compliance with this requirement.
3. Vent fans must be operational in bath and utility rooms. Where a water closet is separated from the shower area by a door, the fan is required to be installed in the shower area.
4. A solid walkway at least twenty-four inches (24") wide must be installed from attic openings to furnaces, water heaters and gas regulators. The distance from the opening to the equipment cannot be any further than twenty feet (20'). A thirty-inch (30") working platform is also required directly in front of the equipment.

c. ELECTRICAL FINAL

1. The electrical meter must be installed. No inspection will be performed until the electrical meter is installed.
2. All receptacles must be wired properly. All light fixtures must be installed.
3. All GFCI's must be installed and working properly.
4. A permanent electrical outlet and light fixture controlled by a switch located at the required attic opening must be provided at or near air-conditioning and water heater equipment.
5. All areas requiring illumination must be switched with a wall type switch.
6. Circuits must be labeled in breaker box.
7. Sprinkler wires located in garages must be strapped.
8. Floor outlet receptacles must be accessible.
9. Jacuzzi access panels must be at least 12" X 12" with clear access to the motor (no pipes, wires, etc.). The opening must also be within one foot (1') of the motor and large enough to remove the motor for repair or replacement.
10. All HVAC equipment must have an electrical disconnect within site of the equipment served.
11. Water Heaters must have an electrical disconnect within site of the water heater.

12. All receptacles located outside the building, in a garage, in a bathroom, serving a kitchen countertop, in a laundry room and receptacles within 6 feet of any other sink must be protected by a ground fault circuit interrupter.
13. All circuits located in a family room, dining room, living room, parlor, library, den, bedroom, sunroom, recreation room, closet, hallway or similar room or area must be AFCI protected.
14. Bathroom receptacles or switches must be at least three feet (3') from the edge of a bath tub.
15. Receptacles installed less than 5.5 feet off of the floor must be tamper resistant.
16. Receptacles located in kitchen counter tops cannot be used to take the place of required wall receptacles.
17. Incandescent lights installed in a closet must be at least 12 inches from the plane of the shelf and not just measured to the shelf itself. Fluorescent lights must be installed at least 6 inches from the plane of the shelf.

d. PLUMBING FINAL

1. The gas meter must be installed. No inspection will be performed until the gas meter is installed.
2. All gas lines must be connected. Gas stops and caps must be installed on any gas line installed for future use.
3. All plumbing fixtures must be installed. Any drain or water line that is installed for future use or expansion must have permanent caps.
4. Frost proof hose bibs with integral vacuum breakers must be installed.
5. Sewer cleanouts must be cut so that the top of the cleanout is between one inch (1") and two inches (2") from the top of the ground.
6. Hot water must correspond to the left side of fittings on plumbing fixtures.
7. Dielectric unions must be installed within twelve inches (12") of regulation equipment, water heaters, conditioning tanks, or other similar equipment. Flexible water connectors with dielectric nipples can be used in place of unions.
8. PVC vent stacks must be painted with latex paint.
9. Air gap fittings must be installed on all dishwashers.
10. Shower doors must have a minimum opening clearance of twenty-two inches (22").
11. Gas connectors must not exceed 3 feet (except for clothes dryers and ranges which must not exceed 6 feet).

NOTE: The above requirements represent a general listing of building, electrical, plumbing, and mechanical code regulations. For a complete listing of building requirements refer to the International Residential Code.

Section 3 Code Enforcement The Building Inspections Division is responsible for the code enforcement of existing buildings, structures, appurtenances and property, in accordance with Code of Ordinances of the Town of Westover Hills, and applicable State and Federal regulations.