



## **INSPECTION PROTOCOLS**

*Effective October 1, 2023, the following inspection procedures shall apply:*

The purpose of the City of Colleyville Virtual Inspection Program is to provide an alternative for eligible residential and commercial inspections. The Photo Inspection Certification must be signed and submitted **when scheduling** the inspection through the CSS portal. In the inspection description please include "Virtual Inspection".

### **Eligible Construction Projects:**

- **HVAC Replacement**
- **Water Heater Replacement**
- **Roof Replacement**
- **Under-Slab Repair**
- **Irrigation Installation**

### **How to submit PHOTOS for inspection:**

- Record the photos, please review them for focus and content.
- Upload the photos via the CSS Portal to the correct permit when scheduling the inspection along with any supporting letters.
- Upload all pictures and letters in one document and name it **Virtual [address]** (in PDF format only).
- Take high quality color photos so that a proper determination can be made by the Inspector. **DO NOT SUBMIT COPIES OF PHOTOS**
- If the measurement or proper slope is not obvious from the photo, please include a tape measure or level in the photo.

**Photos will be reviewed during business hours. The approval or correction will be sent via CSS. The inspector may call you to discuss the photos, request additional information or to schedule an on-site inspection, if needed.**



## **HVAC REPLACEMENT**

*Include the following items (where applicable) listed below to assist the City inspector in determining compliance of the HVAC installation*

### **PHOTO INSPECTION CHECKLIST**

- **Street view of home or building (no Google or Bing or other search images)**
- **Sediment trap (*exempt for coil-only replacements*)**
- **Gas flex line (new line/cannot be re-used)**
- **Duct and plenum connections sealed with approved mastic or tape**
- **Type B vent installation with min. 1” separation to combustibles**
- **Type B vent installation properly strapped and supported**
- **Tamper-proof caps on coolant valves**
- **Type B vent termination cap**
- **Condensate drain lines properly supported with slope for gravity discharge**
- **Nameplate rating for overcurrent protection sizing of condenser/compressor unit**
- **Overcurrent protection of units at disconnects or electric panel**
- **Thermostat line outside sleeved for physical protection**

**NEW GAS PIPING INSTALLATIONS FOR SYSTEM UPGRADES SHALL REQUIRE AN ONSITE INSPECTION PERFORMED BY THE PLUMBING INSPECTOR**



## **WATER HEATER REPLACEMENT**

*Include the following items (where applicable) listed below to assist the City plumbing inspector in determining compliance of the WATER HEATER installation*

### **PHOTO INSPECTION CHECKLIST**

- **Street view of home or building (no Google or Bing or other search images)**
- **Sediment trap**
- **Gas flex line (new line/cannot be re-used)**
- **Draft hood connection**
- **Type B vent installation with min. 1” separation to combustibles**
- **Type B vent installation properly strapped and supported**
- **Screws at all joints on any single wall vent installation**
- **Type B vent termination cap**
- **T & P drain line properly supported with slope for gravity discharge**
- **Pan drain line properly supported with slope for gravity discharge**
- **Electrical disconnect for units not within direct sight of electric panel**
- **Ignition source shall be a minimum 18 inches above finished floor**
- **A copy of the plumbing license of the journeyman or master plumber that installed the unit.**

**NEW GAS PIPING INSTALLATIONS FOR SYSTEM UPGRADES SHALL REQUIRE AN ONSITE INSPECTION PERFORMED BY THE PLUMBING INSPECTOR**



## **ROOF REPLACEMENT**

*Include the following items (where applicable) listed below to assist the City inspector in determining compliance of the ROOF installation*

### **PHOTO INSPECTION CHECKLIST**

- **Street view of home or building (no Google or Bing or other search images)**
- **Exterior Views of each house elevation that shows drip edge, flashings, and roof vents**
- **Type B vents in attic spaces that serve gas-fired water heaters and furnaces**



## **UNDER-SLAB REPAIR**

*Include the following items (where applicable) listed below to assist the City plumbing inspector in determining compliance of the SLAB LEAK repair.*

### **PHOTO INSPECTION CHECKLIST**

- Street view of home or building (no Google or Bing or other search images)
- Views of the drainage pipe and supports with proper fall
- Copy of the engineer backfill letter

**NO GAS PIPING IS ALLOWED UNDER THE SLAB. ANY WORK IN THE YARD WILL REQUIRE AN ON-SITE INSPECTION.**



## **IRRIGATION INSTALLATION**

*Include the following items (where applicable) listed below to assist the City plumbing inspector in determining compliance of the IRRIGATION repair/install.*

### **PHOTO INSPECTION CHECKLIST**

- **Street view of home or building (no Google or Bing or other search images)**
- **Backflow protection, wye-strainer, isolation valve and rain/freeze sensor**
- **Backflow device box with backflow assembly minimum 3” above gravel**
- **Top of backflow device box and the box containing the isolation valve at the proper level to facilitate mowing and maintenance clearances**
- **Copy of backflow test submitted to VEPO**
- **Copy of Irrigation Final Inspection signoff letter**