



January 2024

Residential Alteration/Addition or Accessory Bldg. Guidelines

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BUILDING INSPECTIONS
100 Main Street, Colleyville, TX 76034 www.colleyville.com

Web page - <https://www.colleyville.com/government/departments-a-l/building-inspections>

CSS Portal for Permits and Inspection Scheduling -
https://selfservice.colleyville.com/energov_prod/selfservice#/home

APPLICATION All applications and plans for permits are submitted online as PDF attachments on the CSS portal. Over-the-counter submittals are not accepted.

CONTRACTOR REGISTRATION Contractors must be currently registered in order to create an online permit on the online CSS portal. Registration is completely electronic by downloading a contractor application from the website and uploading the document in PDF format through the CSS portal. Detailed instructions for contractor registration are online on the Building Inspections city webpage. All fees for registration and the permit fee are paid after the plan review is approved.

SITE PREPARATION *Work* shall not commence until a building permit or grading permit is obtained. *Work* includes excavation, setting of forms or batter boards, lot grading, soil removal, soil dumping, brush clearing, tree removal or demolition. Work without a permit is subject to an investigation fee.

PLAN REVIEW The established goal is to complete plan reviews within seven (7) working days, excluding day of submittal. The seven day period begins the day after all required document submittals requirements are on file. Once the permit is processed and released, the contractor will be notified of all applicable fees and can may payment online or by check. Each structure proposed to be built requires a separate building permit, including application and plan review.

CONSTRUCTION DOCUMENT SUBMITTALS

All projects require submittal of construction documents per subset A thru E shown below. The applicability of Building Plans required depends on the type of project and the extent of MEP trades involved. Consult with a Plans Examiner to determine those requirements. Incomplete plans, submittals, and/or applications may create delays.

- A. Permit Application Form. All information fields must be completed or application will be classified as incomplete and denied. Any applicable electric, plumbing, or mechanical sub-contractors must be listed and registered with the City in advance of permit issuance.

- B. Plot Plan
 - Existing survey
 - Building setbacks from all property lines
 - Additions - shade or hatch area to show addition on existing house
 - Interior remodel – shade or hatch existing walls/spaces
 - Accessory buildings – dimension setbacks distance from primary dwelling
 - Identify existing accessory buildings on site
 - Underground utilities for electrical, plumbing, or gas that serve the new structure

- C. Building Plans
 - Floor plan
 - Elevations (all sides or two if equivalent)
 - MEP plans (only if included in project)
 - Framing plan - identify beams, joists, rafters with spans dimensioned
 - Roof plan (as seen from above)
 - Floor truss layout (for two story structures)
 - Wall bracing plans demonstrating compliance with 2018 IRC Section 602.10 or solid structural sheathing

- Foundation, Footing, Pier Plan – **Structures \geq 500 s.f** - Engineered design required including soils report. **Structures $<$ 500 s.f.** - Submit plans compliant with code minimum or City specs.

D. Drainage Plan

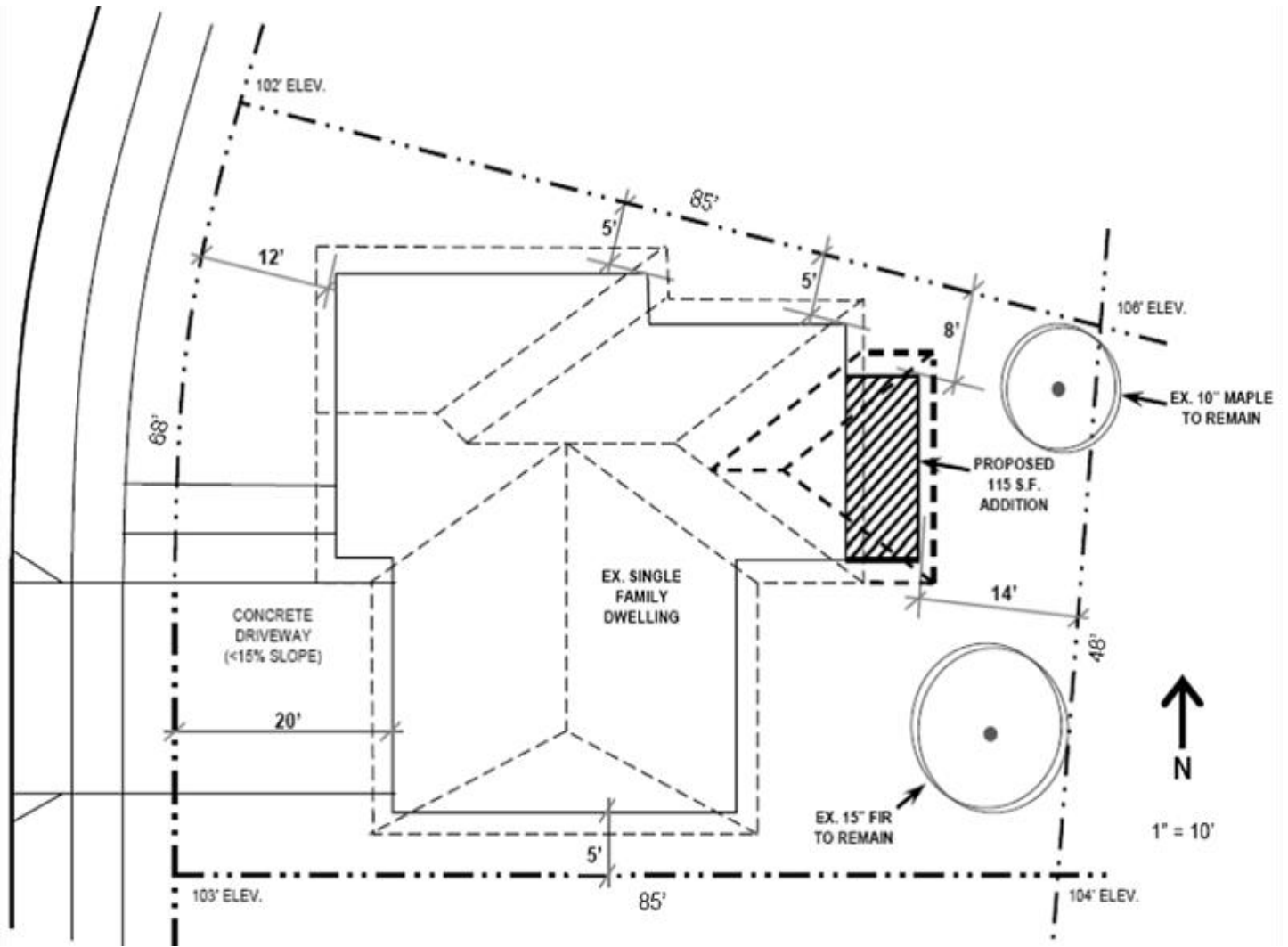
- Show directional flow of lot drainage
- Demonstrate how new impervious coverage will not impact adjacent properties
- City Engineer reserves the right to mandate lot grading/drainage design by professional engineer

E. Impervious Coverage Calculations

- Impervious coverage is determined by adding the area of all surfaces related to any roof, patio, driveways, sidewalk, or any other condition which sheds rainwater and dividing by the total lot area
- Impervious coverage must comply with percentages established by the Land Development Code
- See *Schedule of District Regulations* at the back of this document for maximums permitted

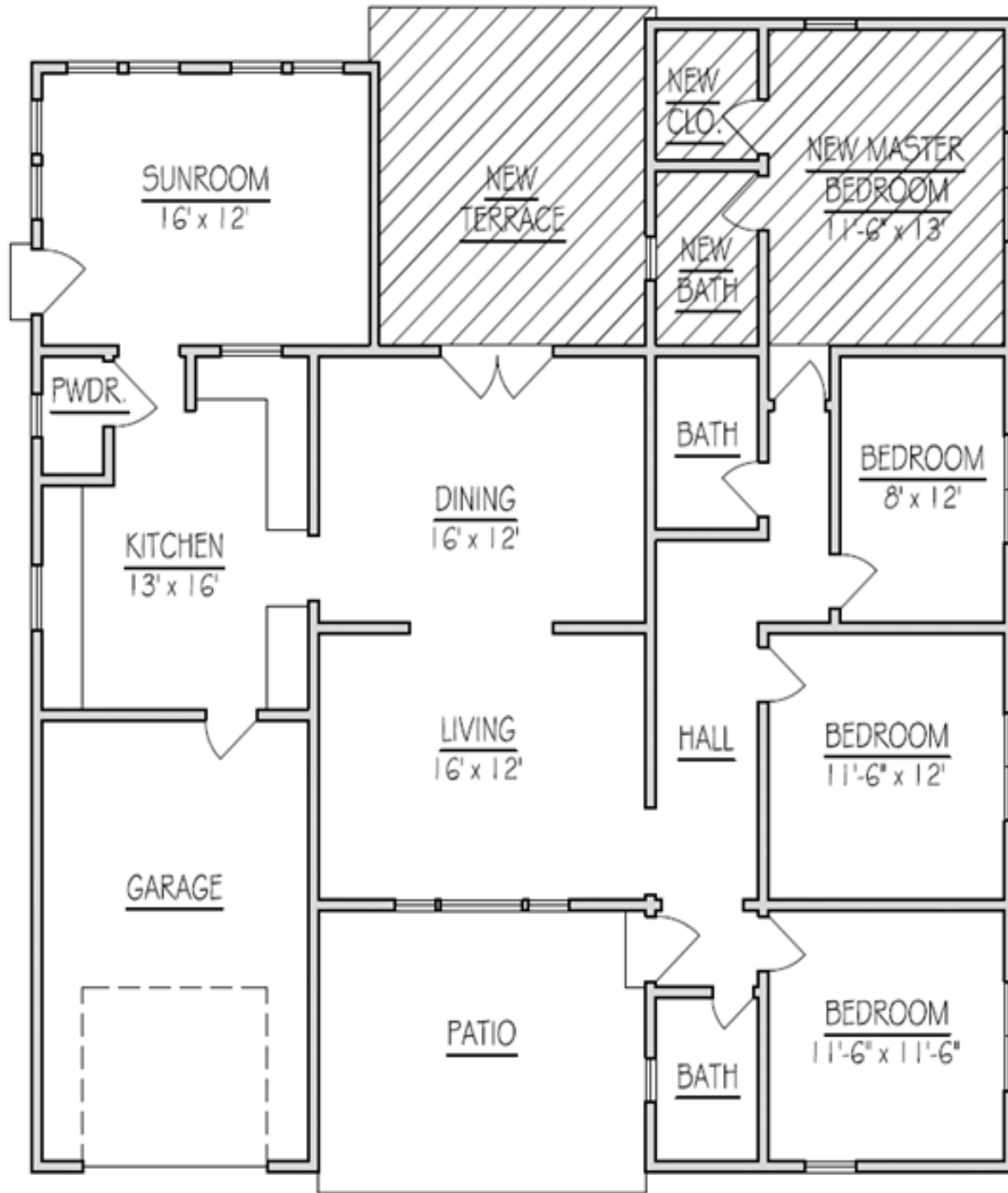
F. Energy Code Compliance (for new conditioned area) Acceptable programs by the Texas Energy Systems Lab:

- REScheck - available from the US Department of Energy at energycodes.gov
- ICC E-CALC certification - available from Texas Energy Systems Lab at iccc.tamu.edu
- Energy Star Certification – available from U.S. EPA at energystar.gov
- Prescriptive Method - Table 402.1.2 from the 2018 IECC



SAMPLE SURVEY/PLOT PLAN

PROPERTY OF
 JOHN AND JANE DOE
 1234 MAIN STREET COLLEYVILLE, TX 76034
 LOT 1, BLOCK 4
 DATE 01-01-2023



SAMPLE NEW ADDITION FLOOR PLAN

PROPERTY OF
 JOHN AND JANE DOE
 1234 MAIN STREET COLLEYVILLE, TX 76034
 LOT 1, BLOCK 4
 DATE 01-01-2023

AUTOMATIC FIRE SPRINKLER SYSTEMS As of June 6, 2023, an automatic fire sprinkler system is no longer required in any residential scenario. However, it is advisable to review the benefits of an automatic fire sprinkler system and decide if one would be appropriate. Previously, an automatic fire sprinkler system was required in existing dwellings or new dwellings when the existing conditioned space plus the proposed conditioned space equals 6,000 square feet or more OR when the existing total area under roof plus the proposed area under roof exceeds 7,500 square feet total under roof (living area plus garages and any other spaces covered spaces including porches or patios).

FORM SURVEY **Form Surveys are required on all accessory structures and additions where improvements are located within two feet (2') or less of any building line.** The survey must be submitted a minimum of 24 hours before requesting the foundation inspection. The survey shall verify the location of the building on the lot and elevation in cases where a minimum finish floor elevation is specified. Form surveys are uploaded online into the CSS portal.

PERMIT FEES See fee adoption schedule on department web page www.colleyville.com.

CODE ADOPTION

The following model codes and local amendments have been adopted by ordinance:

- 2018 International Residential Code
- 2020 National Electrical Code
- 2018 International Fire Code
- 2018 International Energy Conservation Code

STAFF OFFICE HOURS:

Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays.

PLANS EXAMINER is generally available for emails and phone calls daily. Email inquiries are encouraged in lieu of phone calls due to high volumes of permit activity and small staff.

INSPECTORS are generally available for phone calls from 7:00 a.m. to 8:00 a.m. daily or may be contacted on their cell phones during the work day. At other times, emails are encouraged for inquiries in lieu of phone calls. Messages may be left on voice mail and calls will be returned as soon as time is available.

INSPECTION REQUESTS: Inspection requests are entirely online via the CSS portal. Inspections cannot be scheduled using IVR system (phone dial-up). Inspections must be scheduled **prior to 7:00a.m.** for same day inspection

- AM/PM requests are not an option. Early/late requests are not an option.
- The General Contractor is responsible for scheduling all inspections
- The work must be ready for inspection at the time of the request
- If a re-inspection fee is assessed, inspections will not be performed until all fees have been paid
- All inspections held back because of cold weather or rain must be re-scheduled
- No concrete or plumbing rough inspections will be performed if the inspector determines it is too wet

INSPECTION RESULTS Can be reviewed online via CSS only as inspection tags are NOT left on site.

INSPECTION CANCELLATIONS Shall be requested via email sent to inspections@colleyville.com.

SAME DAY INSPECTIONS Reasonable efforts are made to complete inspections on the same day requested (when requests are received by the 7 a.m. cut-off time). Circumstances sometimes require some inspections to be moved forward to the next day.

RE-INSPECTION FEE

\$75.00 RE-INSPECTION FEE may be charged when:

- The inspection called for is not ready when the inspector arrives.
- No building address is clearly posted.
- The building is locked or work is otherwise not available for inspection when called.
- A correction tag is issued twice for the same item.
- Violations exist on the property including erosion control, trash control or tree protection.

\$125.00 RE-INSPECTION FEE may be assessed for second and subsequent violations of the above.

CONSTRUCTION HOURS

The Colleyville code regulates noise construction that is considered a nuisance. By ordinance, construction is allowed from **7:00a.m. - 6:00p.m.**, Monday through Saturday, including holidays. Construction work is prohibited on Sundays. Variances to this ordinance are authorized by the City Council at a public hearing.

LITTER

- Provide a litter container of sufficient size on the job site at all times.
- Verify each day that all lightweight materials, including food wrappers and drink containers are contained within the trash enclosure on the job site.
- If a commercial container (dumpster) is used, the City of Colleyville franchise agreement mandates Community Waste Disposal must be contracted for that service. Contact 972-392-9300.

CONSTRUCTION ACCESS/STAGING - The use of an adjacent lot for construction access or storage of materials is prohibited unless the owner's permission has been obtained and erosion control is in place.

EROSION CONTROL

- Erosion control must be maintained at all times throughout the project.
- All inspections may be cancelled and re-inspection fees assessed at any time erosion control is not properly maintained.
- All activity on a site shall comply with City, State, and Federal statutes for storm water pollution control.

CONSTRUCTION INSPECTIONS The following list represents some of the required inspections for residential accessory buildings, additions, and remodels. Each project is unique so determine which are applicable to your scope of work. Consult your assigned Building Inspector for determining which are necessary. The Permit Tech cannot assist with this function.

1. Plumbing Rough

- Pipe shall be bedded in sand.
- Hot water lines must have minimum ½" insulation.
- Pipes passing through concrete shall allow for movement utilizing material with a minimum wall thickness of 0.025 inches.
- Pipes passing under a footing or through a foundation wall shall be sleeved with material that is at least two pipe sizes larger than the pipe passing through the wall.

2. **Electrical Underground** – Inspection of conduit pipe or direct burial conductors installed in a trench of sufficient burial depth.
3. **Gas Line** – Gas piping shall be tested on diaphragm gauge. Minimum burial depth of 18 inches for underground piping as measured from the top of the pipe to existing grade.
4. **Electrical Installation In Foundation** Materials and methods must comply with the 2020 NEC. This inspection may be performed concurrently with the foundation inspection provided the installation is visible for the inspector.
5. **Foundation** *The form survey, where required, must be approved by the Plans Examiner at least 24 hours before the day of the inspection request.*
 - All foundations must comply with Chapter 4 of the 2018 IRC. Foundation plates or sill shall be treated per IRC section R318.
 - Foundation plates or sills must be bolted to the foundation or foundation wall with no less than ½” nominal diameter steel bolts embedded at least 7” into the concrete or masonry and spaced no more than 6’ apart.
 - A minimum of one bolt shall be located within 12” of each end of each section of sill plate. A properly sized nut and washer must be tightened on each bolt to the plate
 - **The basic specifications for a foundation in the City of Colleyville are as follows:**
 - a) For single story structures up to and including 150 SF:
 - Foundations can be wood, masonry, concrete, or concrete block. Wood foundations must be pressure treated or naturally durable wood resistant to decay.
 - **Concrete Foundations shall be:**
 - o Anchored to a 4” thick slab reinforced with 6x6 #10 wire mesh or #3 rebar spaced at 18” spaced at 18” o.c. each way.
 - o Anchored within 12” of all corners by a system capable of resisting a horizontal wind load of 115 mph.
 - b) Buildings greater than 150 SF up to and including 500 SF must meet the following or be designed by a Texas Registered Engineer:
 - Beams must be constructed at all perimeters. All beams are required to be at least 10” wide and 20” deep with 2 5” rebar in the top and 2 5” rebar in the bottom of the beam. Interior beams must also be constructed and located no more than 15’ apart. All beams must extend at least 12” into undisturbed soil.
 - o **Minimum slab thickness, 4”.** Place #3 rebar 18” o.c. each way in the field of a minimum 4” slab. **Thicker slabs shall be sized according to the slab thickness, 5” - #5, 6” - #6, etc.**
 - c) Foundations greater than 500 SF require a stamped design by a Texas Registered Engineer.
6. **Sheathing** Solid structural sheathing is inspected to verify materials and fastener spacing before applying any moisture barrier or taping of seams. Thermo-Ply may be inspected with framing
 - **Seconds** Request for seconds includes framing, electric, plumbing, and mechanical trades which are inspected simultaneously. It is the general contractor’s responsibility to call for the inspection when all trades are ready. The house shall be enclosed, roof covering installed, temporary doors set, and all windows installed with fenestration stickers attached. The house shall be free of scrap building materials and swept clean before an inspection

7. Framing

- Floor framing for upper story construction shall be inspected before cover up of insulation and decking.
- Engineered wall bracing systems shall require the design engineer's letter of compliance.
- Factory-built metal fireplaces and chimneys shall be installed at the time of framing inspection and shall comply with the manufacturer's installation requirements and/or Chapter 10 of the 2018 IRC (whichever is more restrictive). Installation manual shall be provided at each unit.
- Stairways serving living space or attic space shall have treads not less than 10", risers not greater than 7.5 inches, and a maximum of 3/8" variance for either component within the flight
- Hurricane clips shall be installed every other rafter with approved fasteners
- Sleeping rooms shall include at least one operable window with minimum dimensions of 24" tall x 20" wide and not less than 5 s.f. when located on the ground floor or 5.7 s.f. for above grade.
- All framing shall conform to the maximum allowed for cutting, notching, and boring.

8. Electric Rough

- Electrical conduit piping installations that are to be concealed within masonry shall be inspected before cover up.
- All splicing of conductors shall be complete at boxes.

9. Plumbing Top-Out

- Notching, boring, and cutting of framing shall comply with Section R602
- Hot water lines must have minimum ½ inch insulation.
- All vents must extend through the roof with flashings installed.
- Air Admittance Valves are permitted for limited use for islands and bar sinks only. Building Official approval is required in advance for any other locations proposed.

10. Gas System Rough

- Gas system must be complete.
- Low pressure systems shall be tested with a three (3) lb. air test utilizing a (6) six lb. diaphragm gauge.
- All log lighter valves must have the key installed for testing past the valve.
- Test gauges should be located within the structure when possible
- Gas pipe in contact with any masonry must be galvanized or wrapped
- CSST systems shall be bonded to the electrical service grounding electrode system at the point where the gas service enters the building. Exception: piping not required to be bonded □ CSST systems shall have a shut-off valve for each outlet at the manifold.

11. Mechanical Rough (For New Additions)

- Supply ducts in attics shall be insulated to a minimum of R-8. All other ducts shall be insulated to a minimum R-6. Exception: Ducts located completely within the building thermal envelope (spray-foamed attics) OR duct requirements as part of an approved performance plan.
- Ducts shall be sealed with approved tapes or mastics; duct tape not permitted.
- A/C condenser lines require piping insulation of ¾ inch minimum or R-3.
- Flexible ducts must be supported and turns must be made in such a way that the air flow is not restricted. See duct manufacturer's specifications.

12. Masonry Fireplace and Chimney

- Inspection required when firebox, damper, and first flue tile are in place. Do not lay face brick before inspection.
- Minimum 2" gap must be maintained between masonry fireplace walls and wood studs or any other combustible material. This includes ISOKERN and FIREROCK fireplace systems

13. Energy Conservation Compliance (where required)

Note: All inspections performed by approved third party inspector hired by the owner or GC)

- Insulation inspection
- Leakage testing
- Prescriptive code compliance

14. Brick Ties Brick ties may be requested concurrently with 2NDS or may be called separately afterwards. For brick veneer provide one tie per 3 ¼ square feet (for 16" framing one every 24" high or for 24" framing one every 16" high) unless structural engineer or architect specifies more. Moisture barrier must be applied before inspection.

15. Stucco and Eifs Inspections

- **Lath Inspection** – lath and lath fasteners shall be corrosive resistant. Staples shall be spaced a maximum of 6 inches or as otherwise approved. Weep screeds shall be installed a minimum of 4 inches above grade or 2 inches above an impervious surface. Verify two layers of Kraft grade D building paper per Section R703.6 or other approved material. Upper layer shall overlap lower layer a minimum of 2 inches. Horizontal joints shall overlap minimum 6 inches. Window frames shall be properly sealed and flashed.
- **EIFS Inspection** – ICC ES report shall be on file

16. Building Final

Includes inspections for finals of Electrical, Plumbing, and/or Mechanical where applicable.

17. Final Lot Grading Inspection (Concurrent With Building Final)

Permanent vegetation (sod or hydro-mulch) shall be established on at least 70% of the site with even distribution throughout.

SECTION 3.24.G – SCHEDULE OF DISTRICT REGULATIONS

MAXIMUM RESIDENTIAL DENSITY; MINIMUM LOT SIZE REQUIREMENTS; MINIMUM YARD REQUIREMENTS; MAXIMUM BUILDING HEIGHT; MAXIMUM LOT COVERAGE; OUTDOOR STORAGE; SCREENING; AND, HOURS OF OPERATION

(See District Regulations Notes following Section 3.24.F for explanation of letters in charts)

Zoning Districts	Minimum Lot Size Requirements				Max. Lot Size	Minimum Yard Requirements			Max. Building Height		Max. Lot Coverage	Max. Impervious Coverage
	Area (sq. ft.)		Min. Width in feet	Min. Depth in feet		Front (feet)	Each Side (feet)	Rear (feet)	Stories	Feet		
	Per Family	Total										
AG Agricultural	130,680	130,680	200	300	n.a.	40'	25'	40'	2.5	35'	20%	50%
RE S.F. "Estate" Residential	80,000	80,000	200	300	n.a.	40'	25'	40'	2.5	35'	20%	50%
R-40 Single Family Residential	40,000	40,000	150'	150'	n.a.	40'	15'	25'	2.5	35'	20%	50%
R-30 Single Family Residential	30,000	30,000	125'	125'	n.a.	35'	10'	25'	2.5	35'	25%	55%
R-20 Single Family Residential	20,000	20,000	100'	125'	n.a.	30'	10'	25'	2.5	35'	30%	60%
R-15 Single Family Residential	15,000	15,000	100'	125'	n.a.	30'	10'	25'	2.5	35'	30%	60%
R-D Two Family Residential	4,000	8,000	70'	115'	n.a.	25'	10'	25'	2.5	30'	50%	60%
R-MF Multi-Family Residential (zoned after June 16, 1961)	2,700	18,000	70'	115'	n.a.	25'	10'	25'	2.0	30'	50%	80%
R-MF Multi-Family Residential (zoned before June 16, 1961)	1,500	10,000	70'	115'	n.a.	25'	10'	25'	3.0	30'	75%	80%
MH Mobile Home (Minimum size of mobile home park - 40 spaces)	20,000	20,000	100'	125'	n.a.	30'	10'	25'	2.5	30'	30%	40%
C-PO Professional Office Commercial	n.a.	7,200	100'	120'	1 acre	40'	15' (B/C)	10' (C/D)	2.0	35'	40%	80%
CN Neighborhood Commercial	n.a.	10,000	100'	120'	1 acre	40'	15' (B/C)	10' (C/D)	2.0	35'	40%	80%
CC1 Village Retail	n.a.	15,000	150'	120'	5 acres	40' (A)	15' (B/C)	10' (C/D)	2.0	35'	50%	80%
CC2 Shopping Center	n.a.	20,000	150'	120'	none	40' (A)	15' (B/C)	10' (C/D)	2.0	35'	60%	80%
CC3 Highway Commercial	n.a.	10,000	150'	120'	none	40'	15' (B/C)	10' (C/D)	2.0	35'	70%	80%
ML Light Manufacturing	n.a.	10,000	100'	120'	none	40'	15' (B/C)	10' (C/D)	2.0	35'	60%	80%



ALTERATION, ADDITION OR ACCESSORY BLDG APPLICATION

Residential

(Please print clearly)

Property Owner Information		Applicant/Contractor Information	
Project Address		General Contractor (Co. Name)	
Lot	Block	Subdivision	
Property Owner Name		Applicant Name	
Property Owner Address		Applicant Email	
City / State / Zip		Field contact person (if different than above)	Cell phone:

<u>Alteration/Addition Permit Areas</u>	<u>Accessory Buildings</u>	<u>Setbacks Shown</u>
Remodel Area _____ s.f.	Building Area _____	Front _____
New 1st floor living area _____ s.f.	Ext. Wall Height _____	Left _____
New 2nd floor living area _____ s.f.	Roof Pitch _____	Right _____
New Total living area _____ s.f.	Overall Height _____	Rear _____
New Garage area _____ s.f.	No. of Existing Accessory Buildings	Dwelling _____
New Porches & Patios _____ s.f.	on this site _____	
TOTAL NEW AREA _____ s.f.	Total Area of All Existing Acc. Bldgs.	
Total EXISTING Area _____ s.f.	on this site _____	
Estimated value \$ _____	Estimated value \$ _____	

<u>Subcontractor Information</u>	
Electrical	Mechanical
Plumbing	3rd Party Energy

<u>Applicant Information</u>	
Printed Name	Signature

The owners signature below is an acknowledgement that a contract exists between the owner and the general contractor. The city is not a party to the contract and only reviews and inspects the project for compliance with adopted codes. Any disputes between the parties does not involve the city or its staff. The permit belongs to the applicant and no other permits will be issued for the same scope of work until the existing permit is finalized, canceled, expired, or transferred by the applicant.

<u>Owner Information</u>	
Printed Name	Phone
Signature	

