



January 2024

## **Commercial Construction Guidelines**

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**BUILDING INSPECTIONS**  
100 Main Street, Colleyville, TX 76034 [www.colleyville.com](http://www.colleyville.com)

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

## **CONSTRUCTION CODES**

This information packet is intended to be a helpful reference and does not replace any requirements specified in the codes and ordinances adopted by the City Council. Therefore, all requirements contained in this packet are only a general list of building, electrical, plumbing and mechanical code regulations. For a complete list of building requirements refer to:

1. 2018 International Building Code
2. 2018 International Plumbing Code
3. 2018 International Mechanical Code
4. 2018 International Fuel Gas Code
5. 2018 International Energy Conservation Code
6. 2020 National Electrical Code

*\*\*NOTE: All adopted codes listed above include the NCTCOG regional amendments*

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

## **BUILDING PERMIT SUBMITTAL REQUIREMENTS**

For specific document submittals required for plan review and permits, please reference the comprehensive manual titled "Commercial Submittal Guidelines for Permitting".

## **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 which requires 60-90 days advance notice.

## **INSPECTORS AVAILABILITY**

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 CSS. Inspections cannot be scheduled using IVR system (phone dial-up). Inspections must be scheduled **by 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**
- Re-inspection fees must be paid before any other inspections will be performed
- 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 CANCELLATIONS**

Inspections that are already scheduled may be cancelled via email sent to [buildinginspections@colleyville.com](mailto:buildinginspections@colleyville.com) OR by calling your assigned inspector's cell phone.

## **INSPECTION RESULTS**

Results can be reviewed online via CSS only as inspection tags are NOT left on site.

## **INSPECTION PLANS**

Plans are stored electronically in CSS and can be viewed by the general contractor and the inspector at all times. Rolled plans are NOT required on the job site for the inspector as they will use laptops or tablets to access construction documents.

## **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. Check CSS to review if your inspection has been rescheduled.

## **GENERAL INSPECTION LISTING BY PERMIT TYPE**

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NOTE: It is beneficial to verify the required inspections for your project by contacting the building inspector assigned to your district.

### **NEW BUILDINGS OR SHELL BUILDINGS**

- a) **Temporary Pole** (address must be on pole)
- b) **Electric Underground** (includes any electrical to be buried including piers for light poles)
- c) **Pier** (Piers for light poles are inspected by the City. Foundation piers may be inspected by a licensed engineer or approved third party testing lab. Report shall be submitted to City for review)
- d) **Plumbing Rough**
- e) **Foundation**
- f) **Wall Rough** (framing, electrical rough, and plumbing top-out inspections are all performed concurrently as this is a combination inspection)
- g) **Insulation** (performed by a certified third party energy inspector)
- h) **Sheetrock** (performed where draft stopping required or rated walls)
- i) **Above Ceiling** (framing, electrical, plumbing, mechanical inspections are performed concurrently as this is a combination inspection. The fire suppression system is inspected by the Fire Department (when applicable) and must be approved before covering the ceiling)
- j) **Utility Final** (for buildings without permanent electric meter or gas meter installed. Required meters must be connected before requesting final inspection)
- k) **Building Final** (includes building site, framing, electric, plumbing, and mechanical final inspections as this is a combination inspection. All required permits for irrigation, fencing, signs, and Fire Department shall be on file. All paperwork required for backflow reports, grading/drainage, landscaping, etc. shall be on file)
- l) **Fire Lane** (inspection is performed by the Fire Department and requires advance scheduling for confirmation)

## INTERIOR ALTERATION/FINISH-OUT PERMIT

- a) **Plumbing Rough**
- b) **Electric Underground** (includes electric in slab or underground outside of building)
- c) **Foundation** (Leave-Out)
- d) **Metal Duct** (if applicable – this inspection is to be scheduled prior to wrapping insulation on metal ducts and before requesting an above ceiling inspection)
- e) **Grease Duct-Hood** (if applicable, this inspection shall require a light test which must be set up in advance with the inspector. Inspection approval is required before any above ceiling inspection)
- f) **Wall Rough** (framing, electrical rough, and plumbing top-out inspections are all performed concurrently as this is a combination inspection)
- g) **Insulation** (performed by a certified third party energy inspector)
- h) **Sheetrock** (performed where draft stopping required or rated walls)
- i) **Above Ceiling** (framing, electrical, plumbing, mechanical inspections are performed concurrently as this is a combination inspection. The fire suppression system is inspected by the Fire Department (when applicable) and must be approved before covering the ceiling)
- j) **Utility Final** (for buildings without permanent electric meter or gas meter installed. Required meters must be connected before requesting final inspection)
- k) **Building Final** (includes building site, framing, electrical, plumbing, and mechanical final inspections as this is a combination inspection)

## CERTIFICATE OF OCCUPANCY

An application for a Certificate of Occupancy must be on file in order to approve occupancy. The form shall be signed by the building or business owner.

## UTILITY METER RELEASE

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### ELECTRIC METER RELEASE

- a) Electrical system must be complete with all switches and receptacle outlets installed.
- b) Electrical fixtures or equipment not installed shall require conductors be capped off with wire nuts and blank cover plates shall be placed over the outlet boxes. Cover plates are not required on outlets over 8 feet high.
- c) Overcurrent protection devices shall not be installed for equipment that is not installed. Blank covers shall be installed at such openings at electric panel.
- d) All circuits shall be specifically labeled at the electric panel with permanent marker.
- e) Service grounding electrode conductor(s) shall be accessible for inspection of connection to grounding electrode.
- f) Receptacles and switches shall be secured within approved boxes with cover plates attached. Extension of devices from walls for tile work, cabinetry, etc. is prohibited.
- g) HVAC equipment shall be identified by number at each unit as well as electric panel.  
Overcurrent protection sizing shall be in accordance with manufacturer's nameplate rating.
- h) Smoke and carbon monoxide detectors shall be installed at the time of inspection.

### GAS METER RELEASE

- a) All gas appliances shall be installed. *EXCEPTION*: Cooking equipment.
- b) All gas appliance vents shall be installed with proper clearance from combustibles.
- c) Gas system must be complete.

- d) Sediment traps shall be installed where required.
- e) Gas valves shall be installed on all gas outlets.
- f) Three (3) lb. air test on gas system using a six (6) lb. diaphragm gauge for low pressure.
- g) Gas outlets installed for future use shall have valves installed with a threaded plug.

**ENERGY CODE COMPLIANCE**

Energy Code compliance inspections are to be made by third-party inspection companies with ICCcertified inspectors. Inspection approval reports/tags must be submitted to the Building Inspection Department prior to building final approvals

**SPECIAL INSPECTIONS**

Certain types of additional inspections may be required that are not listed above. If the code official determines that compliance cannot be readily given, a qualified testing lab or licensed engineer must perform the inspection and a report of findings submitted.

If a Statement of Special Inspections was submitted during the plan review process, a Final Report of Required Special Inspections must be submitted prior to scheduling a building final.



# COMMERCIAL PERMIT APPLICATION

(Please print clearly)

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

<u>Type of Work</u>	<u>Utilities - (check which apply)</u>	<u>General Information</u>
<input type="checkbox"/> Alteration (existing building)**	<input type="checkbox"/> Oncor	Business Name _____
<input type="checkbox"/> Addition	<input type="checkbox"/> Tri County	Business Type _____
<input type="checkbox"/> New Building	<input type="checkbox"/> Atmos Gas	Square Feet _____
<input type="checkbox"/> Finish-Out (new building)	<b><u>Water Meter Size &amp; Type</u></b>	Valuation \$ _____
<input type="checkbox"/> Shell Only	<input type="checkbox"/> 3/4 inch simple	Fire Sprinklered Building <input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Demolition	<input type="checkbox"/> 1 inch simple	Existing Business <input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> (Initial) **I certify an Asbestos Survey has been completed as required by the State for Alteration or Demolition Projects**		

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

<b>Applicant Information</b>	
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.

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

## City of Colleyville Impervious Coverage Worksheet

Building Square Foot		Paved + Pool/Spa Square Foot			
Existing	Dwelling + Garage		Driveway		
	Covered Porch		Sidewalk		
	Covered Patio		Uncovered Patio		
	Accessory Structures		Uncovered Deck		
	Other roofed areas		Pool/Spa (Surface area)		
New	Dwelling + Garage		Pool/Spa Deck (surface area)		
	Covered Porch		Driveway		
	Covered Patio		Sidewalk		
	Accessory Structures		Uncovered Patio		
	Other roofed areas		Uncovered Deck		
Total (Under Roof)			Pool/Spa (Surface area)		
Total Under Roof			Pool/Spa Deck (surface area)		
Total Under Roof/Lot Size		%	Total Uncovered		
Total Under Roof/Lot Size		%	Total Impervious (Under roof + Uncovered)		
Total Impervious/Lot Size		%	Total Impervious/Lot Size		%
Lot Size (sq. feet)		SF			

## 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	Classification	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	Mufti-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	Mufti-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%