



**Inspections/ Site Regulations /Permits**  
**Municipal Development Department**  
201 E. Nash St.  
Terrell, TX 75160

Office Hours  
8 am – 5 pm  
Monday –Friday  
(972) 551- 6600

**All inspections shall be scheduled by calling the Inspection Hotline number- 972-551-6654. Inspections must be called in before 3 p.m. for inspections scheduled for the following day.**

Inspections should not be requested until the contractor has verified that the work is complete and ready for inspection. Re-inspection fees may be assessed for work that is not ready for inspection or that fails inspection.

Listed below are the general guidelines for construction in the City of Terrell as set forth by the Municipal Development Department. Please note that for construction purposes, the City of Terrell has adopted the 2021 International Code Council series and the 2020 National Electrical Code, City of Terrell Zoning Ordinance (ordinance 2895) and other applicable City of Terrell ordinances.

**Required Inspections for Residential Construction:**

1. Temporary Electrical Power Pole Inspection (if installed).
2. Plumbing Rough Inspection. Erosion control, portable toilet and trash box/dumpster must be in place at time of plumbing rough in inspection. For slab on grade foundations, all beams must be trenched prior to the inspection.
3. Pier Inspections. (when applicable)
4. Foundation inspection. A form board survey is required on site at the time of the foundation inspection. The Ufer ground inspection is also done at this time.
5. Framing, mechanical and electrical rough in, plumbing top out (including gas pressure test), brick ties and poly seal inspections will be conducted collectively during one site visit. Energy rough in inspections to be conducted by 3rd Party Inspector.
6. Flatwork- includes driveway, sidewalk, parking areas. An expansion joint is required at the property line. Culvert pipes must be RCP (concrete pipe).
7. Electric meter release. Electrical panel must be open for inspection. All switches, receptacles and fixtures must be in place or covered, no exposed wires are allowed at this inspection.
8. Final Inspections will be performed collectively during one site visit (includes lot and bar ditch grading, sod placement, required landscaping, trash haul off, must be 100% complete) Documentation of all energy inspection (rough inspection, duct leakage test, building thermal envelope leakage test at final inspection) Termite treatment report to be submitted and irrigation system back flow report submitted (when applicable). Failure to have all required documents on site is cause for inspection failure.

### Special Notes:

- New construction/remodel/repair/alteration must comply with the 2021 International Energy Conservation Code. An energy conservation code compliance report must be submitted at the time of building permit application for all new construction and for major remodel projects. A third-party inspection agency must be retained to perform the required energy code inspections.
- **One complete set of building plans must be kept on the construction site at all times. This should be the city approved set stamped "FIELD COPY". Failure to do so may result in a failed inspection.**
- All utilities must be installed and activated prior to final inspection.
- Utility marking is required prior to digging, boring or trenching. Call DIG TESS (1-800-344-8377) to schedule.
- Certain lots identified by the floodplain administrator must have a finished floor elevation that will require a post construction FEMA elevation certificate. This certificate must be filed with this office prior to a Certificate of Occupancy being issued.
- **One person shall be designated to schedule inspection for project with multiple contractors/subcontractors.**

### Site Requirements:

1. The City of Terrell has a franchise contract with Waste Connections Lone Star Inc. (972-524-1665) for trash & dumpster service. This service company must be used for all trash and dumpster needs for temporary or permanent service. This franchise contract is enforced by city ordinance for violation(s). The penalty can be up to \$2,000.00 per day, per offense (Chapter 1, Section 1.G, Terrell City Code, Revised). **Inspections will not be performed at sites that have dumpsters that are not provided by Waste Connections.**
2. **Addresses must be posted at all times and must be readily visible from the street.**
3. All lots require an approved erosion control system to protect drainage, lot development and adjacent property. This system must be installed immediately following the permit approval. This includes grass matting, silt fencing installation. The erosion control system will remain installed from the time the permit is issued to the time landscaping is installed.
4. During construction and until the final inspection is completed the construction site and adjoining lots must be maintained to the following minimum requirements:
  - Be kept free of all brush and weeds, litter and debris.
  - A litter containment box or dumpster shall be installed at time of permitting and shall remain until the project completion.
  - You are directly responsible for the maintenance of streets and sidewalks during construction. You must ensure the sub-contractors, delivery trucks and concrete trucks do not distribute/deposit mud or dirt on the streets and sidewalks. If the streets become muddy or dirty due to your construction project, the project will be shut down, permits may be suspended or revoked and citations maybe issued to the individual the building permit is issued to.**
  - Any excavation more than four (4) feet deep shall have a protective barrier around it and shall remain until properly backfilled.
  - Curb cuts for driveways shall not be removed until the time to install the steel and have the concrete poured in place. **Any curb cut left open will require barricades.**

- In residential areas, the water meter, yoke assembly and base cannot be embedded in concrete or placed in the driveway, sidewalk or approach unless approved by the Chief Building Official. Contractors are responsible for damage to water meters and yoke assemblies.
  - Before requesting a plumbing rough-in inspection, make sure that your job site has a portable toilet. In a controlled sub-division (only one builder) portable toilets must be placed on the job site with a minimum one-per-five house ratio. All other subdivision construction requires one portable toilet per construction site.
5. The building inspector will issue a green tag when the work meets code requirements and a red tag when it is determined the construction site is in violation of code standards. Violations of site regulations may be cause for the project to be shut down and/or permits to be suspended or revoked.

## **PERMITTING PRODEDURES**

- A. **ITEMS REQUIRED-** In order to obtain a building permit from the City of Terrell for any construction, the following items must be submitted to the Municipal Development Office at the time of permit application:
1. Completed application form – the permitting process will be delayed if application is not complete.
  2. Contractors must be registered with the City of Terrell in order to obtain permits. Trades requiring state license must provide state license, current photo identification and proof of insurance or bond.
- B. **PLAN REVIEW AND PERMIT PROCESSING** – Ten (10) working days are allowed for processing time for residential and fifteen (15) for non-residential. **This time is not guaranteed and may take longer according to the complexity of the plans and work loads of city staff. City staff has no control of plans that require review by a third party.** You will be notified when plans and permit is ready. One set of plans will be returned “field copy” and must be on the job site for inspections.
- C. **BUILDING PLANS** – The following information is intended to clarify the requirements for building plan design:
1. **Site plan** drawn to scale indicating the following-
    - Location and dimensions of building on lot
    - Distance to property line from all sides of building
    - All platted set back lines, and/or zoning set back lines
    - All easements, and on corner lots, show both streets
    - Street name, house numbers, lot, block and subdivision
    - All existing and proposed drainage and paving improvements
    - Driveway, radius and dimensions
  2. **Engineered foundation plan**
    - Foundation design (details on beam size, thickness, concrete mix design, spacing, location, steel, slope, vapor barrier, etc.), must be stamped by a licensed engineer registered with the State of Texas.
    - Pier and beam design must be per 2021 International Residential Code and/or 2021 International Building Code minimal requirements
  3. **Floor plan to include the following-**
    - Dimensions of structure, all rooms, garages, porches, etc.
    - Window and door schedule

4. **Framing details:**
  - Sectional details of wall, roof, ceiling and floor/ceiling assemblies
  - Plan design must reflect the general construction requirements and prescriptive construction provisions of the 2021 International Building Code
5. **Exterior Elevations** – The plans must show a minimum of four exterior elevations (Front, Rear, Right Side, Left Side). All exterior building material types must be specifically identified.
6. **Electrical**
  - Location of electrical panel(s), switches, receptacles, disconnects and electrical fixtures. Indicate GFCI required circuits.
  - Show amperage rating for electrical panel(s)
  - Show method and location of grounding (Ufer, ground rod)
7. **Plumbing**
  - Design of DWV system showing size of pipes and venting for all drains.
  - Water lines- show size and type of pipe of both hot and cold-water lines.
  - Size of service line
  - Gas lines when applicable
8. **Mechanical**
  - List equipment tonnage of mechanical system design, BTU input of furnace, size of all supply and return ducts, location of all registers
  - Show location of HVAC units
9. **Commercial Builders/Contractors**– Please contact the Building Official for additional permit/plan requirements and inspection phase requirements. The Building Official or designee must approve all building permits. The Texas Department of Licensing & Regulation requires that all commercial projects exceeding \$50,000.00 in valuation (Senate Bill 484 – June 17, 2001) be registered with them before the city may issue a building permit.
10. **Final Comments** The staff in Municipal Development Department is here to assist you during the construction process. Please remember, the permitting procedure will be done in a timelier manner if all the above requirements are included as part of your permit application.

**Disclaimer:** These guidelines **do not** supersede any Federal, State, Local, or International Building Code requirements. Refer to those documents for detailed information.

**Bobby Phillips**  
**Building Official**  
**214 282 7212**  
**City of Terrell**

**Blake Mays**  
**Assistant Building Official**  
**903 456 4120**