



CITY OF FRISCO

DEVELOPMENT SERVICES DEPARTMENT

GEORGE A PUREFOY MUNICIPAL CENTER

6101 FRISCO SQUARE BLVD 3RD FLOOR FRISCO, TX 75034

TEL: (972) 292-5301 FAX: (972) 292-5313

WWW.FRISCOTEXAS.GOV

COMMERCIAL INSPECTION CHECKLIST & GUIDE

BUSINESS HOURS

Building Inspections' office is open Monday - Friday, 8am-5pm, excluding City-approved holidays. The office is located at 6101 Frisco Square Blvd., 3rd Floor, Frisco, Texas 74034. Please visit the lobby or contact a Representative at (972) 292-5301 or email buildinginspectionscsr@friscotexas.gov if you have questions. For more building-related information, you may view the Building Inspections webpage via the internet at www.friscotexas.gov/building.

INSPECTION REQUESTS

There are two (2) methods of requesting inspection.

- **TELEPHONIC / CALL-IN INSPECTION REQUEST(S):** (972) 292-5386. Cut-off time for telephonic requests is **4pm the prior business day** to have the next business day inspection included. You must provide the following information in the order listed below.
 - Building Permit Number issued
 - Type of inspection (i.e., T-pole)
 - Physical (street) address
 - **Note:** If you elect to schedule multiple inspections, please say 'multiple inspections' at the beginning of the telephonic request. If requesting more than five (5) inspections, please use the internet feature at <https://etrakit.friscotexas.gov>
- **INTERNET / ON-LINE INSPECTION REQUEST(S):** On-line services requires creating a password prior to requesting inspections via the internet <https://etrakit.friscotexas.gov> Cut-off time for internet / on-line requests is **7am the same day of the requesting inspection**. If you need assistance, please call 972-292-5301 or visit a representative 'in person' at 6101 Frisco Square Blvd. 3rd Floor.

To access the on-line inspection request(s) feature a Builder will need to do the following:

- **Select** 'Contractor' from the drop-down menu list
- **Select** company name from the drop-down menu list
- **Enter** the Builder's password, **Select** 'Login',
- **Search** by Permit Number, Site APN (Tax Parcel Number), or Site Address.
- **Select** the 'Schedule' on the Dashboard Menu, under 'My Active Permits' then '**Request**' under the inspection tab.
- **Select** the Inspection Type, along with any remarks and enter an email address. After all inspections have been requested, **Submit** the request.
- The Inspection Request confirmation will be sent via email to the email address provided.

Important: Inspection Request features (above) do not accept messages. Builders with concerns need to contact the Building Inspector who initialed and issued a Red Tag. To contact a Building Inspector, please reference the list (below; pg 5).

CANCELATION REQUESTS & CONTACT INFORMATION

To **cancel** a requested inspection, please contact the assigned Building Inspector via their cell phone. You may also elect to contact a Chief

Inspector. Please contact the Chief Inspector and/or Assistant Building Official if there is a concern that requires attention.

To cancel Utility inspections, please call Public Works at 972-292-5800.

BUILDING CODES & ORDINANCES

All construction must adhere to the following building-related codes, including local amendments. Below is a list of the building codes for your perusal. The codes are also available by visiting the City's website at www.friscotexas.gov, select 'Departments', 'Building Inspections Division' (located on the left-hand side of the webpage), then 'Plan Review'.

CODES / ORDINANCE(S)	ORDINANCE NUMBER
2015 International Residential Code, with local amendments	16-12-102
2015 International Building Code, with local amendments	17-11-78
2015 International Mechanical Code, with local amendments	16-12-99
2015 International Plumbing Code, with local amendments	16-12-100
2015 International Fuel / Gas code, with local amendments	16-12-98
2015 International Fire Code, with local amendments	17-11-77
2015 International Energy Conservation Code	16-12-97
2015 International Property Maintenance Code, with local amendments	16-12-103
2014 National Electrical Code, with local amendments	16-12-101
Erosion Control Ordinance	89-04-02
Green Building Ordinance (Commercial)	06-10-110
Nuisance / Site Maintenance Ordinance	01-09-62

*All applicable subsequent supplements to the International Codes will apply.

*ACI Manual of concrete practice ACI-318.

*Book of ASTM Standards, Volume 04.02.

*Concrete and Aggregates Post Tension Institute Construction & Maintenance Practices.

*All applicable City of Frisco adopted ordinances.

ASSESSED FEE(S)

All 'failed' commercial inspections are assessed a fee and issued a 'Not Acceptable' notice (aka 'red tag'). Each 'Not Acceptable' notice is assessed a **\$35 re-inspection fee** for a failed inspection. Inspections will be suspended when a fees are \$120 (or more) accrued in unpaid red tag fees. Inspections will resume when outstanding fees are paid.

Contractor Registration Applications are available at the Building Inspections lobby located at 6101 Frisco Square Blvd., 3rd Floor, Frisco, Texas 75034 or via www.friscotexas.gov/building then select 'Plan Review & Forms'. Any contractor who completes work within Frisco must be currently 'registered' with Building Inspections. Contractors who are not currently registered who will be working in Frisco need to complete a Contractor Registration Application, pay applicable Contractor Registration fee(s), provide a copy of a valid Texas Driver's License, along with their valid trade license, and proof of liability insurance. (The City of Frisco reciprocates valid trade licenses issued from various municipalities within the State.)

ELECTRICAL AND PLUMBING CONTRACTORS

All plumbing installations require a licensed Journeyman at the job site at all times while work is in progress. Violations will result in revocation of the contractor's registration to conduct business in Frisco, as well possible issuance of citations and reporting the infraction(s) to the State regulatory authority.

BUILDING / JOB SITE REQUIREMENTS

Nuisance Ordinance 01-09-62 and Erosion Control Ordinance 89-04-02 provides maintenance requirements for a Builder's job site. Below is a list of requirements at a job site under construction.

- On-site construction noise disturbance are permitted between 7am until 10pm.
- Water meter box must be set to grade level and exposed before the Public Works Department will install the water meter. The water meter box cannot be located in sidewalk or driveway paving. The water meter box must remain exposed through the Building Final / CO Inspection. The Public Works Department telephone number is (972) 292-5800.
- Construction debris and mud must be kept out of street and alleys, including adjacent properties. This includes 'blowing' debris. Building Inspectors may place a 'Stop Work Order' at the job site, as well as refuse inspections. Trash receptacles / containers on each job site are required and must be emptied and/or replaced when filled.

- No construction items, landscape, piles of sand/dirt/bricks, etc. may be located within any street, alley or other right-of-way
- Construction-related materials must be stored / placed ten (10) feet from back of curb to ensure all materials are on the job site and out of the right-of-way.
- On-site, portable sanitation facilities must be provided at time of initial construction activities and must be serviced. One (1) sanitation facility per five (5) building sites is required and must not exceed 200 feet walking distance between each sanitation facility.
- Site identification (address), including the lot and block must be visible from the street (not alley).
- Erosion control for each job site and must be maintained throughout the construction process. Building Inspectors may require additional erosion control.
- Clean, cleared, safe path to the job site / inspection is required at all times.
- The Builder will ensure a 'concrete wash out area' is centrally located within the same subdivision on a parcel that they own and maintain. The Builder will direct their concrete supplier's truck driver to the builder-designated 'concrete wash-out area' to comply with Environmental Protection Agency (EPA) standards. The Builder will ensure the designated 'concrete wash out area' lot is maintained and will ensure the parcel is returned to a future building site near completion of the subdivision's build out. (See 'Builders Designated Subdivision Wash-out Pit' drawing for minimum requirements.)

INSPECTION TYPES

Required inspection types and the order the inspections are to be completed are important, unless otherwise stated herein. Every job site must be inspected daily by the general contractor to ensure all debris is contained. Blowing debris and trash not contained at a job site will result with denied inspections. A '**Stop Work Order**' will be issued for repeat offenses and/or if the job site is not compliant.

The approved Permit Packet **must** be posted at the job site **in plain view**. A set of the approved Engineered Plans **must** be available at the job site, as well as all previous inspection tags (results) - passed or failed. The inspection tags (results) **must** be together in the front of the Permit Packet.

Note: The required inspections (listed below) may be supplemented by others- as a Building Inspector deems necessary for public safety.

➤ **COMMON ITEMS TO EVERY INSPECTION**

No permit packet/plans – R1045.7	Clean street / lot – Ord. 89-04-02
No address – R321.1	Wind fence / erosion control – Ord. 89-04-02
Pay fees – R108.2.1	Pass previous inspections
Not ready or called in wrong– R109.3	Building materials 10’ from back of curb – Engineering Practices
Excessive trash – Ord. 01-09-62	

➤ **ELECTRICAL**

T-Poles / Temporary Power	<i>(Electric Rough Above Ceiling will be checked at Ceiling Cover inspection)</i>
Electric Final	Electric Rough (Wall or Underground)
Electric Service (Meter Release)	

➤ **PLUMBING**

Plumbing Rough (underground)	Gas Release
Medical Gas	Gas Air Test
Plumbing Top-out	Plumbing Final

➤ **MECHANICAL**

Exhaust Hood & Duct (Grease Duct test)	<i>(Duct insulation will be checked at Ceiling Cover inspection)</i>
Mechanical Rough-in, including all Dampers	
Mechanical Final	

➤ **BUILDING**

Frame	Above Ceiling Cover
Flatwork	CMU
Insulation	<i>(Everything above the ceiling to be covered will be checked during this inspection. Fire Dept. inspection must be approved prior to calling Building Division. inspection)</i>
Lath and Sheathing	
Drywall / Screw	
Brick Tie (at 4 ft. high)	

➤ **CONCRETE**

Placement of all concrete shall be City approved and laboratory controlled for the following with Laboratory Reports submitted to the attention of the ‘Building Official, Administration’.

Piers	Tilt Walls
Slab on Grade and Deck	Structural Steel
Grade Beams and Footings	Paving

➤ **BUILDING FINAL**

Prior to the Certificate of Occupancy (CO/BUILDING FINAL) or Building Final (BUILDING FINAL) the following items are required.

- | | |
|-----------------------------------|--|
| • Fire Department Inspection. | • Acceptance by Planning. |
| • Electrical Inspection Final. | • Final Acceptance by Engineering, Construction, Inspection, and Public Works. |
| • Plumbing Inspection Final. | • All Fees Paid to the City of Frisco. |
| • Mechanical Inspection Final. | |
| • Medical Gas Final. | |
| • Health Final (when applicable). | |

Building Inspections will update this guide to reflect code changes, newly adopted ordinances, and other information. The most current publication is available at the Building Inspection’s Guest Lobby or via the internet at www.friscotexas.gov/building, then select ‘Inspections’ located on the webpage.

This handout is not a full disclosure of all codes and/or ordinances. It is only a supplement to help general contractors, job site superintendents, architects, contractors, and business owners.

BUILDING INSPECTIONS CONTACT INFORMATION Effective 08-14-18

CHIEFS	MOBILE#	TITLE	OFFICE	E-MAIL
Gilbert Urvina	(972) 670-4359	Assistant Building Official	(972) 292-5329	gurvina@friscotexas.gov
James D. Smith	(469) 446-6369	Chief Electrical Inspector	(972) 292-5399	jsmith@friscotexas.gov
Michael Crain	(972) 670-4445	Chief Building Inspector	(972) 292-5325	mcrain@friscotexas.gov
Mike Trotter	(972) 670-4679	Chief Plumbing & Mechanical Inspector	(972) 292-5378	mtrotter@friscotexas.gov
Phillip Climer	(972) 670-8061	Building Official	(972) 292-5338	pclimer@friscotexas.gov
SENIOR BUILDING INSPECTORS	MOBILE#	TITLE	OFFICE	E-MAIL
Charles F. Kirk	(972) 670-4291	Sr. Building Inspector	(972) 292-5326	ckirk@friscotexas.gov
Chris Whitson	(972) 670-4325	Sr. Building Inspector	(972) 292-5327	cwhitson@friscotexas.gov
BUILDING INSPECTORS	MOBILE#	TITLE	OFFICE	E-MAIL
Aaron Arguello	(972) 670-3656	Building Inspector	(972) 292-5342	aarguello1@friscotexas.gov
Carlos Irlas	(214) 385-0918	Building Inspector	(972) 292-5343	cirlas@friscotexas.gov
Cole Stallcup	(214) 425-4810	Building Inspector	(972) 292-5316	vstallcup@friscotexas.gov
Colten Mayfield	(972) 854-9117	Building Inspector	(972) 292-5349	cmayfield@friscotexas.gov
Dale Taylor	(972) 670-3069	Building Inspector	(972) 292-5339	dtaylor2@friscotexas.gov
David Espinosa	(972) 670-4666	Building Inspector	(972) 292-5334	despinosa@friscotexas.gov
Debi McNulty	(972) 469-2248	Multi-family Inspector	(972) 292-5368	dmcnulty@friscotexas.gov
Dewayne Carter	(972) 670-4466	Building Inspector	(972) 292-5328	dcarter@friscotexas.gov
Ginny Queen	(972) 670-4541	Building Inspector	(972) 292-5337	gqueen@friscotexas.gov
Jeff Ellis	(469) 486-3641	Building Inspector	(972) 292-5367	jellis2@friscotexas.gov
Jeffrey Fauss	(972) 670-4733	Building Inspector	(972) 292-5336	jfauss@friscotexas.gov
Jeff Reed	(469) 446-6365	Building Inspector	(972) 292-5345	jreed@friscotexas.gov
John Draper	(972) 670-4392	Building Inspector	(972) 292-5341	jdraper@friscotexas.gov
Michael McDonald	(972) 670-4366	Building Inspector	(972) 292-5332	mmcdonald@friscotexas.gov
Ty Chapman	(469) 631-2159	Building Inspector	(972) 292-5335	tchapman@friscotexas.gov
William Deragon	(469) 486-2269	Building Inspector	(972) 292- 5322	wderagon@friscotexas.gov
Vacant (cls)		Building Inspector	(972) 292-5330	@friscotexas.gov
Vacant (we)	(469) 714-9708	Building Inspector	(972) 292-5344	ewomble@friscotexas.gov
PLANS EXAMINERS	MAIN OFFICE	TITLE	DESK PHONE	E-MAIL
Carey Frazier	(972) 292-5301	Plans Examiner (Residential)	(972) 292-5397	cfrazier@friscotexas.gov
Crystal Fauss	(972) 292-5301	Sr. Plans Examiner	(972) 292-5398	cfauss@friscotexas.gov
Curtis Winton	(972) 292-5301	Plans Examiner (Residential)	(972) 292-5395	cwinton@friscotexas.gov
Edwin Alfaro	(972) 292-5301	Plans Examiner	(972) 292-5391	ealfaro@friscotexas.gov
Jim Cottone	(972) 292-5301	Sr. Plans Examiner (Residential)	(972) 292-5396	jcottone@friscotexas.gov
Polycarp Birika	(469) 446-6351	Plans Examiner Supervisor	(972) 292-5346	pbirika@friscotexas.gov
CUSTOMER SERVICE REPRESENTATIVES	MAIN OFFICE	TITLE	DESK PHONE	E-MAIL
Denise Ortiz	(972) 292-5301	Customer Service Representative	(972) 292-5321	dortiz@friscotexas.gov
Colleen Wright	(972) 292-5301	Customer Service Representative	(972) 292-5323	cwright@friscotexas.gov
PERMIT TECHNICIANS	MAIN OFFICE	TITLE	DESK PHONE	E-MAIL
Demetri Bouligny	(972) 292-5301	Building Permit Technician	(972) 292-5393	dbouligny@friscotexas.gov
Heyvind Castillo	(972) 292-5301	Building Permit Technician	(972) 292-5390	hcastillo@friscotexas.gov
Kelly Evans	(972) 292-5301	Building Permit Technician (CSR)	(972) 292-5324	kevans@friscotexas.gov
Michele Wood	(972) 292-5301	Building Permit Technician	(972) 292-5394	mwood@friscotexas.gov
Treb Duma	(972) 292-5301	Building Permit Technician Supervisor	(972) 292-5392	tduma@friscotexas.gov