



## INSPECTION CHECK SHEET & SIGN-OFF

(COMMERCIAL CONSTRUCTION)

**Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Below is a list of various field inspections performed by the Town, followed by the required signoffs.**

| Department      | Required Inspections   | Comments   |
|-----------------|--|--|
| Building        | Required building, plumbing, mechanical, and electrical code related inspections, as applicable to project | To request an inspection, contact our permit tech at: (972) 203-4188 |
| Planning        | Landscape and Zoning Ordinance regulations   | Philip Feinhals at (972) 203-4164                                    |
| Engineering     | Grading, Drainage, Drive Approach, and Utilities   | Lyle Jenkins at (972) 203-4166                                       |
| Fire            | Required fire code related inspection  | (972) 203-0314   |
| Water Utilities | Domestic water/sewer connection & CSI  | (972) 203-0325   |

**DURING CONSTRUCTION:** The Design Professional (engineer/architect) in charge of implementing special inspections as prescribed in the IBC Chapter 17 shall obtain and review lab reports and special inspections as applicable for the project and provide corrective action for work that may not conform with the approved plans.

**PRIOR TO REQUESTING A FOUNDATION INSPECTION:** The Contractor shall obtain and submit to the Town Inspector all lab reports, as applicable for the project, for piers, grade beams and concrete.

**PRIOR TO REQUESTING A FRAMING INSPECTION:** The Contractor shall obtain and submit to the Town Inspector all certification reports from a Certified Special Inspector for welds, bolts, and structural steel. Also Fire Department approval is required for the fire hydrant(s) and fire lanes prior to any construction above the building foundation. **Prior to covering with wrap a sheathing inspection will be required.**

**PRIOR TO REQUESTING FINAL INSPECTION:**

- 1) A *"Certificate of Occupancy"* application and shall be submitted by the **Owner** and/or **Tenant** to the Building Department.
- 2) **Prior to requesting a building final inspection, the General Contractor is responsible and shall secure approval and signature of the Planning, Engineering, Fire and Water Utilities Departments on the table below.**

| NAME AND SIGNATURE | DATE | DEPARTMENT                               | APPROVAL IS REQUIRED FOR  |
|--------------------|------|--|---|
|                    |      | <b>BUILDING SAFETY</b><br>(972) 203-4188 | Zoning and landscaping regulation compliance on file with the planning Department |
|                    |      | <b>ENGINEERING</b><br>(972) 203-4166     | Grading, drainage, and off-site utilities   |
|                    |      | <b>FIRE</b><br>(972) 203-0314            | Fire alarm, sprinkler, fire hydrants, and commercial hoods                        |
|                    |      | <b>WATER UTILITIES</b><br>(972) 203-0325 | CSI, domestic water, and utility finals   |

- DURING FINAL INSPECTION:** The Contractor shall obtain and have available at final inspection, as applicable for the project,
- Backflow assembly test reports for domestic, fire and irrigation, as applicable. The fire backflow assembly test report shall be on an approved City of Mansfield Backflow Prevention Assembly Test Report Form.
  - Obtain Final Special Inspection Report prepared and signed by the registered design professional in responsible charge of implementing special inspections as prescribed in the **IBC Chapter 17**.
  - The proper documentation on Energy Code compliance final from a third party registered with the Town of Sunnyvale.
  - A report from a qualified air balancing company indicating mechanical system has been tested, balanced and operating properly
  - Dallas County Public Health documented approval. Dallas County Health Department (214)819-2115.
  - If an elevator, boiler or similar equipment is installed it shall be tested, inspected and certified by a licensed inspector with the Texas Department of Licensing and Regulation (TDLR) prior to final Inspection.

I, \_\_\_\_\_, an authorized representative with \_\_\_\_\_, have received and fully understand the provisions as set forth in the Inspection Check Sheet and Sign-Off sheet and will comply accordingly.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_