



## RESIDENTIAL INSPECTION PROCEDURES

Inspection requests shall be scheduled using the MyGov permit tracking system. If you are unable to access the internet, a PC is located outside the Development Services lobby for your use during regular business hours. If needed, you may leave a voice-mail request at 325-676-6273/6232 or send an email request to [BuildingPermits@abilenext.com](mailto:BuildingPermits@abilenext.com). All requests must contain the following information: Contractor's name, address of inspection, type of inspection and desired date of inspection; we are unable to accept AM/PM requests. Please do not schedule an inspection if the work is not ready; you could be subject to a \$75.00 re-inspection fee. Permit package and address must be posted on site.

### PROCEDURES:

1. **The #1 Rule is the "COVER UP" rule: DON'T!** All work must be inspected **BEFORE** it is covered up. For example, electrical, plumbing and framing must be inspected prior to insulating which would "cover up" the work to be inspected.
2. **Form board survey:** A registered professional land surveyor will perform a form board survey; check for elevation, drainage and set back requirements, and must refer to design of subdivision. **A survey must be submitted and approved by the Building Dept. prior to the plumbing rough inspection.** A digital stamp and signature is required.
3. **Piers:** Anytime. Discuss procedure with inspector. A stamped engineer's inspection letter is acceptable.
4. **Temporary Power: (T-pole)** Once obtaining building permit; t-pole shall be installed before framing begins unless prior approval from Building Official is obtained.
5. **Plumbing under slab rough: (Plumbing Rough)** Water meter boxes are not allowed in driveway or sidewalks.
6. **Foundation: (Slab)** Plans shall be on site for inspection.
7. **Second Roughs: (Framing)** Plumbing top out, gas piping, electrical rough-in, HVAC duct rough, and framing shall be inspected together.
8. **Insulation:** All second roughs shall be inspected and approved prior to insulating. *\*\*\*See Rule No. 1\*\*\**
9. **Final Electric/Gas: (TOPS)** Electric power and Gas service released as a Temporary on Permanent Set.
10. **If a Septic System is installed,** a copy of your TCEQ permit shall be submitted to this office prior to CO inspection.

11. Final Insulation Inspection: (Final Energy Inspection)- Will be performed with final inspection
12. All Finals: (Certificate of Occupancy) Inspections shall be grouped together and performed at one time.
13. Moving in prior to issuance of a Certificate of Occupancy can be subject to up to a \$1,000 fine per day.

**\*This handout is meant as a guide only; additional inspections and or submittal requirements may be necessary.**

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