



## **Third Party Inspections Request**

**Below is the procedure for making a request to use a qualified third party inspection company in lieu of a city inspector:**

- Building permit application to be filled out completely.
- Letter submitted from the third party agency identifying in detail what they will be inspecting.
- The third party inspection agency must be approved by the Building Official.
- Third party inspection agency must have previous experience with a municipality in the State of Texas.
- Letters from other municipality building inspection departments must be submitted identifying contact name, projects inspected and specific inspections made.
- Once the request is made with the supporting documentation a minimum ten day waiting period will be required.
- Third party inspections will only be allowed for piers, grade beams, foundations, footings and special inspections. In accordance with the current adopted addition of the International Building Code.
- Mechanical, plumbing and electrical inspections cannot be performed by a third party inspection agency.

If you have any questions please contact the Building Inspections Division @ 325-676-6232

Project Manager Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_