



City of Wilmer
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CONSTRUCTION SITE REGULATIONS

Community Services Department

Inspections and cancellations must be requested by the general contractor or one designated person by calling the Community Services Department. To avoid reinspection fees, all inspections require at least one (1) business day prior notice to be placed on the inspection schedule.

Inspections must be requested only after the contractor has verified that the work is complete and ready for inspection. Re-inspection fees will be assessed as required. Listed below are the general guidelines for construction in the City of Wilmer as set forth by the Community Services Department. Please note that for construction purposes the City of Wilmer uses the 2015 International Code series and the 2014 National Electrical Code, City of Wilmer Technical Construction Standards and Specifications for Construction and other City of Wilmer ordinances. This list has been created as a basic guide and is not meant to be all inclusive of the requirements for construction.

REQUIRED INSPECTIONS:

1. Temporary Electrical Power Pole Inspection (if installed).
2. A form board survey is required on the construction site at the time of the Foundation Inspection.
3. Plumbing Rough Inspection. Additionally, Water and Sewer Lay Lines must be installed at this time (unless approved by the Chief Building Official or designee).
4. Pier Inspections.
5. Foundation Inspection.
6. All rough inspections: mechanical, electrical, plumbing (top-out), framing (including gas rough), poly seal, will be conducted collectively during one site visit. Brick ties must also be installed for this inspection.
7. Irrigation Rough Inspections are required before covering up of lines.
8. Energy Rough Inspection by 3rd Party Inspector.
9. Temporary Electrical Utilities Inspection (electrical meter set)
10. Final Energy Inspection by 3rd Party Inspector.
11. Backflow Inspection report if irrigation system is installed.
12. Final Inspections (includes lot grading, sod placement, all required landscaping and trash haul off, the work must be 100% complete) will be performed collectively during one site visit. Documentation of rough and final energy inspection and termite treatment report will also be collected. **Note: All utilities must be installed and activated prior to the final inspection.**
13. Inspection scheduling – Call the Community Services Department (972) 441-4472 by 4 pm on the day prior for inspection to be on the schedule. This line is available 24/7.
14. Contractor will coordinate to provide city a copy of project as builds on a zip drive.



City of Wilmer
Serving Our Community

15. A Customer Service Inspection (CSI) by a 3rd party is required.
16. All flatwork on the property must be inspected before pouring.
17. Tilt walls must be inspected before pouring.

Special Notes:

1. New construction/remodel/repair/alteration must comply with the 2015 International Energy Conservation Code. An energy conservation code compliance report must be submitted at the time of building permit application. A third-party inspection agency must be retained to perform the required energy code inspections. All original inspection reports from this agency shall be submitted to the Community Services Department. This includes the report at the rough-in stage of the building process.
2. **One complete set of building plans and specifications must be kept on the construction site at all times.**

SITE REQUIREMENTS

Note: Utility marking is required prior to digging. Call DIG TESS (1-800-344-8377) to schedule.

1. Addresses must be posted at all times and must be readily visible from the street. A permanent address must be installed on each main building prior to the final inspection.
2. 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 Community Services Department prior to a Certificate of Occupancy being issued.
3. All lots must have a form board and finish elevation survey to confirm the proper setbacks. A copy of this survey must be filed with the Community Services Department.
4. 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.
5. Retaining walls over two (2) feet in height require an engineering design.
6. 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 will remain until the final inspection.



City of Wilmer
Serving Our Community

- **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 on the streets and sidewalks. If the streets become muddy due to your construction project, the project will be shut down and citations 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 light barricades.
 - In residential areas, the water meter, yoke assembly and base cannot be embedded in concrete or placed in the driveway or approach (unless approved by the Building Official).
 - 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.
7. 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.

BUILDERS AND CONTRACTORS:

- A. **PERMIT PROCEDURES** – In order to obtain a building permit from the City of Wilmer for any construction, the following items must be submitted to the Community Services Department at the time of permit application:
1. Completed application form – the permitting process will be delayed if application is not complete.
 2. Building plans as follows:
 - _____ 4 complete sets of floor plans ½ size. 11 X 17 is the max size
 - _____ 4 complete sets of foundation plans (engineered if required) ½ size.
 - _____ 4 sets of foundation design criteria (engineered if required) ½ size.
 3. Plot plans as follows:
 - _____ Complete site plans, each scaled on 8.5” x 11” paper or larger
 - _____ A PDF copy of the file on a zip drive
- B. **PLAN REVIEW AND PERMIT PROCESSING** – Ten (10) working days are allowed for processing time for residential and twenty (20) working days for non-residential. You will be notified when plans and permit are ready. One plan will be returned “stamped approved” and must be on the job site for inspections. As soon as you receive your permit and plans, please have all subcontractors



City of Wilmer
Serving Our Community

including the plumbing, mechanical, and electrical contractors acquire their respective permits.

C. BUILDING PLANS – The following information is intended to clarify the requirements for building plan design:

1. Site plan drawn to scale (4 plans minimum size 8.5" x 11" (do not attach to floor plan) 11X17 is the max size.

- _____ Location and dimensions of building on lot
- _____ Distance to property line from all sides of building
- _____ Show all platted set back lines, and/or zoning set back lines
- _____ Show all easements, and on corner lots, show both streets
- _____ Indicate Street and house numbers, lot, block and subdivision
- _____ Show all existing and proposed drainage and paving improvements
- _____ Show driveway, radius, dimensions, type of driveway and steel lay out

2. When required submit engineered foundation plans and engineer letter – four (4) sets (attach each to floor plans).

- _____ Foundation design (details on beam size, spacing location, steel, slope, vapor barrier, etc.), and when required, must be stamped by a licensed engineer registered with the State of Texas.
- _____ A "code approved" design must be included on the engineer letter
- _____ Pier and beam design must be per 2015 International code minimal requirements

3. Floor plans – 4 (4) each

- _____ Plans (residential and non-residential) must include plumbing, mechanical, and electrical design.
- _____ Floor plan as required by the Building Official must be prepared by either a licensed architect or approved designer.
- _____ Retaining walls over two (2) feet in height require an engineering design

4. Floor plan detail as follows:

- _____ Sectional details of wall, roof, ceiling and floor/ceiling assemblies
- _____ Plan design must reflect the general construction requirements and prescriptive construction provisions of the 2015 International Building Code
- _____ Door and window schedule
- _____ Stair details
- _____ Elevation design with type of veneer and location
- _____ Show all egress requirements for bedrooms
- _____ Type of fireplace – if masonry, reflect on foundation and show code approved design – if pre-fab, include code requirement of a one-hour shaft enclosure, and masonry base



City of Wilmer
Serving Our Community

- _____ List equipment tonnage of mechanical system design, and BTU input of furnace
- _____ Show location of HVAC unit (attic, under floor, garage, etc.)
- _____ Ampere rating of service/panel box disconnects
- _____ Location of panel board
- _____ Number, type and location of NEC required grounding
- _____ GFCI receptacle locations
- _____ Size of water supply line (subject to City approval)
- _____ Size of gas service (if applicable)
- _____ Utilities vaults must be on city R.O.W. No city lines shall be under private roads

5. **EXTERIOR ELEVATIONS** – The plans must show a minimum of four exterior elevations (North, East, West, and South). All exterior building material types must be specifically identified.

6. **COMMERCIAL BUILDERS AND CONTRACTORS** – Please contact the Building Official for additional permit/plan requirements and inspection phase requirements. The Building Official or designee are the only city agents that 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.

7. **FINAL COMMENTS:** The staff in the Community Services Department is here to assist you during the construction process. Please remember, the permitting procedure will be done in a timely manner, as long as 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 series requirements. Refer to those documents for detailed information.