



RESIDENTIAL GUIDE FOR DEVELOPMENT & BUILDING



City of Jonestown, Texas

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Preface



In the City of Jonestown, building codes and ordinances have been enacted and amended by City Council when necessary to ensure good, safe buildings for the safety and welfare of the general public, owners and occupants of these buildings. Permits are required for work ranging from new construction, remodeling, repairs, additions, swimming pools, irrigation systems, fencing, and accessory structures. The property owner and contractor are jointly responsible for obtaining the proper permits, although the application and permitting process can be delegated to the contractor.

Permits are the vehicles which the city uses to inspect all construction work as it progresses. No occupancy of any new or altered portion of any structure or building shall take place until a final inspection is completed and a Certificate of Occupancy has been issued by the City Building Official.

The following information has been arranged as a guideline for the construction process for builders and contractors working within the inspection jurisdiction of the City of Jonestown. Some items are clearly defined within the current City of Jonestown Ordinance, while others are standard procedures set forth by the Inspections and Permits Division of the City of Jonestown. Depending on the situation, additional information may be required that is not in this packet. Before any building permits can be issued, the property must be zoned for its proper use and the lot must be platted. If you are in a floodplain, other restrictions will apply. This material is to be used as a guideline only and may not include all circumstances or building practices that occur in the field.

We recommend that you schedule a pre-construction meeting with the City Building Official and Permit Technician to review your building plans and to answer any additional questions you may have.

The City of Jonestown Code of Ordinances, Chapter 3 Building Regulations and Chapter 14 Zoning Regulations are available online at www.jonestowntx.gov.

To provide for good quality and cost-effective construction, please familiarize yourself with these guidelines and the City's building and zoning regulations.

If you have additional questions, please email permitting@jonestowntx.gov or call 512.267.0359 to contact the City's Development Services staff.

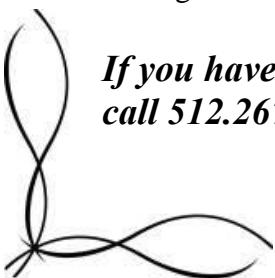
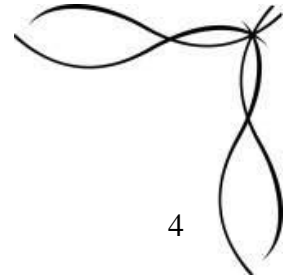


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Pre-Construction Meeting

Prior to submitting the application for a residential building permit, property owners and their building contractor are encouraged to schedule a pre-construction meeting with the City's Development Services staff. The purpose of the pre-construction meeting is to review the land survey, site plan, any applicable subdivision plat note, zoning, construction plan and permitting process with the applicant.

The City Building Official and Permit Technician will review the plans and advise the applicant regarding City zoning and building regulations for construction and the supporting documents required to submit a "complete" application for residential building permit. Incomplete applications will be returned to the applicant with a note listing the missing documentation as the reason for returning the application.

To schedule a pre-construction meeting with the City of Jonestown Development Services Building Official and Permit Technician, email permitting@jonestowntx.gov or call 512.267.0359. Preferred meeting day and time are Tuesday or Wednesday mornings between 8:00 a.m. and 10:00 a.m. or afternoons 3:00 p.m. to 5:00 p.m.

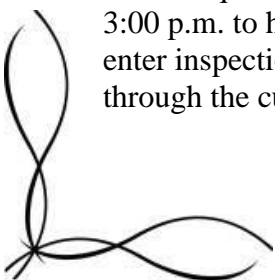
MyGovernmentOnline (MGO) Permit and Inspection Software www.mygovernmentonline.org

All applications and supporting documents must be submitted electronically via MyGovernmentOnline permit and inspection software through the Customer Portal. The software allows contractors and residents the ability to:

- Submit the permit application electronically and pay fees online.
- Upload plans, surveys, and supporting documents "Paperless" in **PDF format**.
- Track application progress up to permit issuance.
- View and print copies of letter documents received from Jonestown any time.
- Request inspections online and/or request Temporary or Permanent Power online.
- View and print completed inspection reports.
- Receive real-time e-mail notifications when an inspection is completed.

You may set up your customer account at www.MyGovernmentOnline.org where you will find a Customer Help Guide and the link for your mobile device for quick access. If you have questions, you may contact Customer Support by calling (866) 957-3764 or go to <https://www.mygovernmentonline.org/#contactus> and the Customer Support specialists can assist you with any software related issues.

When requesting inspections online, you will need to submit your inspection request prior to 3:00 p.m. to have an inspection performed on the next business day. The Building Inspector will enter inspection results in the field to ensure you will receive your inspection result via email or through the customer portal in near real-time.



General Restrictions

The City of Jonestown has adopted several restrictions that regulate and control the design, construction, quality of materials, use, occupancy, location and maintenance of all buildings and structures, and certain equipment, located within the city (Sec. 3.02.002). The following charts show the setback restrictions for single family residential properties in the City of Jonestown. Please note that new residences in a subdivision governed by a PUD agreement, such as The Hollows, may have altered restrictions.

Requirements for Lots

| Zoning District | Front Setback | Side Setback | Street Side Yard Setback | Rear Setback | Minimum Lot Size (Acres) | Minimum Lot Width | Height Limit |
|-----------------|---------------|--------------|--------------------------|--------------|--------------------------|-------------------|--------------|
| R-1/M-1 | 30 ft. | 25 ft. | 30 ft. | 30 ft. | 1 | 150 ft. | 28 ft. |

Requirements for Lots with Public Sewer

| District | Front Setback | Side Setback | Street Side Yard Setback | Rear Setback | Minimum Lot Size (Acres) | Minimum Lot Width | Height Limit | Min SF |
|----------|---------------|--------------|--------------------------|--------------|--------------------------|-------------------|--------------|--------|
| R-1 | 30 ft. | 25 ft. | 30 ft. | 30 ft. | 1 | 150 ft. | 28 ft. | 1,000 |

Requirements for Existing Subdivided Lots That Are Less Than One Acre

| Zoning District* | Front Setback | Side Setback | Side Street Setback | Rear Setback | Height Limit |
|------------------|---------------|--------------|---------------------|--------------|--------------|
| R-1 | 20 ft. | 5 ft. | 10 ft. | 20 ft. | 28 ft. |

Minimum and Maximum Square Footage for Buildings and Maximum Impervious Cover Requirements

| Zoning District | Maximum Impervious Cover | Minimum Sq. Ft. of Floor Area |
|-----------------|--------------------------|--|
| R-1 | 40% | 1,000 sq. ft. for lots more than 6,000 sq. ft. |
| R-1 | 40% | 650 sq. ft. for lots less than 6,000 sq. ft. |

Parking Requirements

| | |
|---|--|
| Zoning districts RR, R-1 and R-2 on lots of 10,000 square feet or more | 2 enclosed garage parking spaces per dwelling unit |
| Zoning districts RR, R-1, and R-2 on lots 6,000 square feet in size or greater and less than 10,000 square feet | 1 enclosed garage parking space per dwelling unit |
| Zoning district R-1 and R-2 on lots of less than 6,000 square feet | 2 per dwelling unit |

Driveway Requirements

All new driveways at single family residences in the City of Jonestown are required to be constructed with **either asphalt or concrete** and (for single entrance driveways) cannot be wider than **20 feet across** measured at the property line. Additional requirements for driveways are listed below.

- Surfacing. All off-street driveways shall be well drained, constructed of either asphalt or concrete, and be kept in a state of good repair.
- Drainage. No off-street driveway shall be drained onto or across a public right-of-way or walkway, or onto any adjacent property except into a natural watercourse or drainage easement.
- Design.
 - Structures, driveways, and parking areas shall be designed and located to fit harmoniously with the natural terrain and to minimize the necessity for removing trees, native vegetation and soil, or the addition of fill.
 - Driveway entrances shall be set back at least 35 feet from the point of tangency of the curb at any intersecting street.
 - Adequate culverts shall be provided under driveway entrances to prevent obstruction of drainage ways.
 - Every driveway entrance and exit shall be at roadway grade level where the driveway intersects the city's right-of-way.
- Gates. Driveway entrances with gates shall be designed so that any vehicle entering the gates will be completely off the right-of-way when stopped to open gates, and the gate shall be set back a minimum 20 feet from the right-of-way.
- Residential driveways. Residential driveways shall comply with the following regulations:
 - All driveways shall be designed so as to provide safe vehicular entrance and exit.

- All driveways are limited to undeveloped slopes below 25% gradient. They shall not exceed a maximum of 20% grade after construction.
- Each dwelling shall have not more than one driveway entrance per lot, unless access is provided with a circular driveway, in which case two driveway entrances are permitted. For single entrance driveways, the maximum width shall not exceed 20 feet. For circular driveways, construction shall be as follows:
 - Each entrance shall be a maximum of 15 feet wide, measured at the property line.
 - The portion of the driveway which runs parallel to the street shall be a maximum of 20 feet wide.
 - Each entrance shall be 5 feet from the side property lines measured at the front property line.
 - The portion of the driveway which runs parallel to the street shall be set back a minimum of 10 feet from the front property line.
 - The pavement shall be constructed with a minimum radius of 5 feet where the driveway adjoins the paved portion of the public street. The location of all driveways shall be approved by the city building official.

Landscape Requirements

New single-family residences in the City of Jonestown are required to have a minimum of **two (2) two-inch trees, six (6) two-gallon shrubs and lawn grass from the front property line to the front two (2) corners of the structure.** Residential structures on reverse frontage lots shall also be required to screen the rear of the structure from the abutting highway, access road, or other public rights-of-way. All disturbed areas shall be revegetated. Additional requirements are listed below:

- **Planting criteria.**
 - **Trees.** Trees shall be a minimum of three (3) inches in caliper measured three (3) feet above finished grade immediately after planting, except as otherwise provided by this division. A list of recommended landscape trees may be obtained from the city. If the developer chooses to substitute trees not included on the recommended list, those trees shall have an average mature crown greater than fifteen (15) feet in diameter to meet the requirements of this section. Trees having an average mature crown less than fifteen (15) feet in diameter may be substituted by grouping trees so as to create at maturity the equivalent of a fifteen-foot-diameter crown if the drip line area is maintained. A minimum area three (3) feet in radius is required around the trunks of all existing and proposed trees.
 - **Shrubs, vines and ground cover.** Shrubs, vines and ground cover planted pursuant to this section shall be good, healthy nursery stock. Shrubs must be, at a minimum, a one-gallon container size.

- Lawn grass. It is recommended that grass areas be planted with drought-resistant species normally grown as permanent lawns, such as Bermuda, Zoysia, or Buffalo. The use of Saint Augustine grass is discouraged. Grass areas may be sodded, plugged, sprigged or seeded except that solid sod shall be used in areas subject to erosion.
- Synthetic lawns or plants. Synthetic or artificial lawns or plants shall not be used in lieu of plant requirements in this division.
- Architectural planters. The use of architectural planters may be permitted in fulfillment of landscape requirements.
- Other materials. Any approved decorative aggregate or pervious brick pavers shall qualify for landscaping credit if contained in planting areas, but no credit shall be given for concrete or other impervious surfaces.

Tree Preservation

No person shall remove or cause the removal of any protected trees within the city and its ETJ or from property for which the person is required to file development plat under division 2 without first securing a **permit** for the removal of such tree or trees from the city.

Application for the permit must be made in the format designated by the city and shall be signed by the owner of the affected lot or their designated representative. The permit application shall **include a current tree survey** depicting the location of all protected trees on the property on which the tree or trees to be removed are located. **All tree removal permits are subject to a \$100 permit fee and a \$5 technology fee along with the following:**

| Tree Size | Category | Fee |
|----------------|-------------|--|
| 10" or less | Unprotected | \$100 permit and \$5 technology fee |
| 10" to 17" | Protected | \$150 per inch of half the diameter |
| 18" to 23" | Significant | \$250 per inch of half the diameter |
| 24" or greater | Heritage | \$250 per inch of half the diameter and approval of a variance from the Jonestown Board of Adjustments & Appeals |

Replacement of protected and significant trees

Every effort should be made to preserve protected and significant trees. Protected trees, with the exception of Ash Juniper, removed in the construction of roads or other infrastructure within individual lots shall be replaced. Replacement trees shall be equal to 50% of the total inches

removed and shall be within the boundaries of the lot. Replacement trees shall have a caliper of at least two (2) inches measured.

Excavation Requirements

Open cuts and fills are those which will not contain any form of permanent erosion control other than the planting of ground cover vegetation.

Closed cuts and fills are those which prevent erosion by some permanent erosion control structure such as a reinforced concrete retaining wall, dry stacked stone or other permanent erosion control device approved by the city.

The following minimum site disturbance standards for earth cuts and fills shall be followed by all holders of excavation, grading, or fill permits:

Maximum Depth of Cut and Height of Fill

| Slope | Open Cuts and Fills | Closed Cuts and Fills |
|--------------|----------------------------|------------------------------|
| Over 25% | None | 6 feet |
| 15–25% | 1 foot | 8 feet |
| 0–15% | 3 feet | 10 feet |

Finished open cuts of an excavation shall not exceed the 1:1-1/2 ratio (vertical to horizontal) in undisturbed earth, 1:2 in earth fill.

Excavation shall not interfere with public or private utility systems and shall not create or aggravate any condition detrimental to the public health and safety.

Prohibited activities

No excavation, grading or filling shall be permitted:

- In residential districts within twenty (20) feet of a street except to conform to approximate street grade for an approved driveway cut;
- Which interferes with the natural drainage of the general area surrounding the site (all existing watercourses shall be preserved, except that such watercourses may be relocated or piped provided that they will not create any interference with the riparian or drainage rights or easements of other property owners, and provided that no drainage shall be made onto public land or connected with public facilities without the express approval of the city); or

- That damages, destroys, or removes vegetation on a city right-of-way without the prior written approval of the building inspector. (Damaged, destroyed, or removed vegetation shall be restored.)

Outdoor Lighting

| Characteristic Use | Ambient Illumination | Lumen per Net Acre in any contiguous illuminated area |
|--------------------|----------------------|---|
| Residential | Low | 25,000 |

Lumens per net acre. The total number of initial lamp lumens produced by all fixtures utilized in outdoor lighting on a property divided by the number of acres or part of an acre, of the property being illuminated

- All outdoor lighting shall be fully shielded and aimed downward so that the luminous elements of the fixture are not visible from any other property and to minimize glare and prevent light pollution.
- Homeowners and designers shall assess the potential for over-lighting and adjust to the lowest light necessary.
- Residential floodlights must be projected downward and fully shielded to the extent necessary to prevent light trespass to neighboring properties.

Application for Residential Building Packet

- **HOA/POA Approval (if building in a subdivision that has an active HOA/POA)**
 - Written approval from the Architectural Committee or another authorized board or designee of the HOA/POA is required. This documentation can be provided in the form of a written letter or an email and must be submitted with the building application.
- **Site Plan**
 - A site plan of the property must be provided showing the shape, size, and location of the residence along with the following information:
 - Front, side, and rear setbacks of the property as outlined in the Jonestown Code of Ordinances or shown in the existing plat (whichever is stricter)
 - Any existing utility easements on the lot, as well as any utility meters or lines.
 - Location of the driveway showing its material and dimensions.
 - Erosion control measures such as silt fencing
 - Location of the septic tank and drain field, with the septic tank indicated to be at least 5 feet from any structure (if site will use OSSF)
 - Staging area showing the location of the Waste Connections dumpster and porta-potty.
 - Location of the required landscaping (two new trees, six new shrubs and grasses from the front of the property line to the front of the structure)
 - Total Impervious Cover Percentage of the property with the new structure.
 - Location of the 100-year floodplain within the property (if applicable)
 - Any exterior lighting plans.
- **Construction Plans**
 - Construction plans and specifications for the proposed construction on the property must be provided and must include the following:
 - Scaled floor plans of each floor and the basement, if any, for each building.
 - Plan of all attached terraces, porches, or covered walkways, and/or attached or detached garage or carport and accessory building, parking lots, and driveways, and all other structures. All setback dimensions shall be indicated on the plans.

- Total square footage heated and cooled space including, porches, decks, garages, accessory, and patios.
 - Location and size of all permanently installed construction and equipment, such as closets, storage, plumbing fixtures, appliances, etc.
 - Location and symbols of all electrical equipment, including switches, outlets, fixtures, etc.
 - All exterior elevations
 - Wall and roof finish materials.
 - Height from grade.
 - Height from undisturbed natural grade.
 - Cross section of typical wall details.
 - Floor Joist layout.
 - Engineer stamped and signed Foundation, Framing, and Wind Bracing Plans
- **RESCheck**
 - A residential check for compliance with The International Energy Conservation Code, 2015 edition, is required when submitting a building application. A general or electrical contractor can aid in obtaining this report.
 - **Manual J/S/D**
 - A Manual J/S/D is required to verify compliance with The International Mechanical Code, 2014 edition. A Manual J/S/D includes load calculations, equipment selection, and duct design. A mechanical contractor can aid in obtaining this report.
 - **LCRA Septic System (if property does not have access to wastewater service)**
 - An Authorization to Construct OSSF Permit is required and must be obtained through the Lower Colorado River Authority (LCRA).
 - We understand that the permitting process with LCRA may take longer than expected. In lieu of an Authorization to Construct OSSF permit from the LCRA, a licensed Sanitarian stamped and signed Septic Design and a signed Floodplain Compliance Acknowledgment form will be accepted at the time of submitting a building application.

- The Authorization to Construct OSSF permit will be required to be submitted prior to the completion of the project before a Certificate of Occupancy will be issued.

- **Landscaping and Tree Preservation Plans**

- New single-family residences are required to submit a landscaping and tree preservation plan showing the following:

- Minimum new landscaping requirements of two (2) two-inch trees, six (6) two-gallon shrubs and lawn grass from the front property line to the front two (2) corners of the structure.

- Tree Survey showing the size type, and location of all trees being removed and being preserved, including the critical root zone, trunk, canopy, drip line, and caliper.

- Additional requirements are listed below:

- All disturbed areas shall be revegetated.
- Trees shall be a minimum of two (2) inches in caliper measured at three (3) feet above finished grade at the time of planting. A list of recommended trees may be obtained the city.
- It is recommended that grass areas be planted with drought-resistant species normally grown as permanent lawns, such as Bermuda, Zoysia, or Buffalo. The use of Saint Augustine grass is discouraged. Grass areas may be sodded, plugged, sprigged or seeded. Synthetic or artificial lawns or plants shall not be used in lieu of plant requirements in this division.
- Fifty percent (50%) of the required landscaped area and required plantings shall be installed between the front property lines and the building being constructed.
- No more than fifty percent (50%) of the critical root zone of a significant tree shall be disturbed and/or distressed with impervious cover. The critical root zone consists of at least one hundred (100) square feet.
- Primary and Secondary Tree Protection must be provided and follow the standards set forth in *Sec. 3.08.206 Tree Protection Standards*.
- Residential structures on reverse frontage lots shall also be required to screen the rear of the structure from the abutting highway, access road, or other public rights-of-way.

**See Division 4. Landscaping and Division 5. Tree Preservation for all restrictions and requirements*

- **Outdoor Lighting Plan**

- A lighting plan shall be submitted with any residential building permit application and at a minimum provide the following:
 - The location of all proposed lighting fixtures including their height above grade.
 - A lumen calculation sheet to determine lumens per acre.
 - The total square footage of the area to be illuminated.
 - Specifications sheet for light fixtures, indicating proper shielding.

**See Division 3. Lighting for all restrictions and requirements*

- **Irrigation System**

- All irrigation systems require a separate permit application to be submitted by the irrigator performing work. Irrigation permits cannot be obtained with the same application as a building permit. If an irrigation system is to be installed at the time of building, all required steps in *Sec. 14.04.20* and *Sec. 14.04.21* must be taken to obtain a separate permit.

**See Sec.14.04.20 Irrigation Plan Required for Proposed Irrigation Systems and Sec. 14.04.21 Irrigation Permit and Requirements*

- **Contractor Registration**

- The City of Jonestown requires that all contractors (general, electrical, mechanical, and plumbing) performing work within the city limits have a current contractor registration on file with the city. The following documents are required to obtain contractor registration:
 - Contractor Registration Form (this can be found on the city website)
 - State of Texas License/Master License number (this will be verified with the appropriate state agency)
 - Current copy of Certificate of Liability Insurance listing the City of Jonestown as a certificate holder.

Inspection Descriptions

Layout (uploaded on MGO)

Foundation form boards to be in place and “form survey” to be uploaded on MyGovernmentOnline (MGO). Portable toilet facilities shall be in place for every two adjacent work sites. Trash/building material containers shall be in place for every two work sites if using a “roll off” type dumpster, or every single work site if using a minimum eight foot by eight foot (8’x8’) plywood box, constructed to withstand its purpose. Safety fence shall be in place when construction site is adjacent to a building completed or near completion. Silt fence shall be in place if deemed necessary for erosion control. Tree protection shall be in place. Address posted, visible from the street.

Temporary Electric Loop

The visual inspection of a temporary power pole or pedestal located at the work site, according to the 2014 National Electrical Code.

Water/Sewer Yard Lines

A visual inspection and testing of the building sewer and water service installed from the structure to the utility taps. This inspection requires proper separation of services and burial depths as required by the 2015 International Codes. Sewer line tests shall consist of a ten-foot (10’) head of water column above the highest fitting. Backwater valves are required on applications deemed necessary by the 2015 International Codes. Water lines do not need to be connected to the water supply lines within the structure. Water meter boxes/vaults shall be properly installed for proper placement of meter(s). Water meter boxes shall not be damaged or missing. Customer shut-off valves shall be in place. Pressure reducing valves shall be in place, if required.

Plumbing Rough

The visual inspection and testing of proper installation according to the current adopted Plumbing Code (2015 International Codes). This inspection requires an air test of five (5) pounds per square inch (5 psi) or a ten-foot (10’) head of water column above the highest fitting. Plumbing system shall not be buried or covered.

Engineer’s Pre-Pour Report (uploaded on MGO)

This inspection is currently being performed by the Engineer of record for said construction. The Engineer’s approved inspection report shall be uploaded on MyGovernmentOnline (MGO). A “foundation letter” from the Engineer of record is required to be submitted on MGO prior to the scheduling of inspection.

Pre-Pour Inspection

The visual inspection and testing of the water distribution lines within the foundation of the structure. The test required for this inspection shall maintain a minimum fifty pounds per square inch (50 psi) gauge test. This inspection will be performed AFTER the installation of reinforcing rods and/or cables within the foundation area. Plumbing rough (DWV) must be on test.

Plumbing Top-Out

Visual inspection and test of the water supply and building drainage system, in accordance with the 2015 International Codes, within the building envelope. The water supply shall maintain a minimum 50 psi gauge test. The DWV shall be water tested above the highest fitting.

Tubs and showers shall be tested to the flood rim level and/or overflow drain.

A visual inspection and testing of the gas piping in accordance with the 2015 International Fuel Gas Codes. The inspection requires a minimum 20 psi gauge test with all valves in open position.

Exterior Sheathing/Structural Wind Bracing

Visual inspection verifying proper installation and verifying if in compliance with engineered wind bracing design prior to installation of building wrap membrane.

Flashing

Visual inspection that the weather proofing has been properly installed on the outside of the structure.

Electrical Rough

A visual inspection of the electrical wiring and panel(s) in accordance with the 2014 National Electrical Code.

Mechanical Rough

A visual inspection of the mechanical ducts and equipment in accordance with the 2015 International Mechanical Code.

Frame

A visual inspection of the structural components of the building envelope. The Frame Pack inspection shall be approved prior to the installation of masonry and/or insulation.

Insulation

A visual inspection in accordance with the 2015 International Energy Conservation Codes.

Sheetrock/Dry wall/Wall board

A visual inspection in accordance with the 2015 International Residential Code.

HVAC Duct Leakage Test

A test must be done to show that duct system is in accordance with the 2015 International Energy Conservation Code. A copy of the test must be turned in prior to the final inspection.

Permanent Power (Meter Release)

A visual inspection in accordance with the 2014 National Electrical Code. All wiring shall be properly terminated or contained within a covered outlet box prior to the issuance of a permanent electric meter. This inspection may be scheduled any time after the installation of electrical trim components. All equipment and panels (including meter can) shall be properly bonded.

Plumbing Final

Visual inspection and testing of the plumbing system in accordance with the 2015 International Plumbing code. All properties required to discharge to a private sewage disposal system shall have an approved certificate of completion from the County in which the property is located. The visual inspection and testing of the gas piping system prior to the release of the gas meter. The system shall maintain a minimum 20 psi gauge test. All gas stops shall be in place at this time.

Electric Final

Visual inspection and testing of electrical components in accordance with the 2014 National Electrical Code.

Mechanical Final

Visual inspection and testing of mechanical components in accordance with the 2015 International Mechanical Code. Air conditioning start-up is required.

Landscaping and Outdoor Lighting

Visual inspection for compliance with the current City of Jonestown Landscape, Tree Preservation and Outdoor Lighting Ordinances. All landscaping shall be completed at the time of the Building Final. Any hardship completing the landscaping inspection must be reviewed by the City Building Official before a temporary certificate of occupancy may be considered.

Site

Visual inspection for completion of required/necessary components of the property. This shall include, but not limited to, sidewalks, flatwork, site is free of construction debris, etc.

Driveway/Flatwork Prepour

Visual inspection of the pre-pour to ensure that the driveway and approach is in accordance with City of Jonestown ordinances.

Driveway Right of way (ROW) Approach

Inspection to verify driveway approach is completed in accordance with City of Jonestown regulations.

Building Final

Includes visual inspection of the proper completion, allowing for the issuance of a Certificate of Occupancy.

Common Turndowns

LAYOUT

- Form survey not uploaded on MGO
- Trash receptacle not provided
- Safety fence not provided
- Erosion control not in place
- Portable toilet not provided
- Trees not protected

TEMPORARY ELECTRIC LOOP

- Not supported / secure properly
- Ground termination not to code
- Provide 220 A receptacle
- Receptacle(s) not GFCI protected
- Damaged / needs repair
- Missing / not complete
- Not ready
- Job site address not displayed

PLUMBING ROUGH

- Buried/covered, unable to inspect
- Provide 10' head of water or 5 psi air test
- Water test on DWV not holding
- Building drain not sleeved through exterior beam(s)
- Maintain 1/4 inch per foot on Branch lines
- Provide proper bed/fill material
- Clear debris from trench
- Damaged / needs repair
- Missing / not complete
- Not ready

WATER / SEWER YARDLINES

- Separate water and sewer
- Burial depth not to code
- Maintain 1/8 inch per foot
- Provide 10' head on DWV
- Clean trench
- Provide proper bed/fill material
- Pipe not supported properly
- Backflow not installed
- Damaged / needs repair
- Missing / not complete
- Not ready

PRE-POUR

- Air/water test not holding
- Crimped/cut, needs repair
- Unapproved joints in slab
- Copper not sleeved in concrete
- Rough plumbing test not holding
- UFER ground not in place
- Missing / not complete
- Not ready

PLUMBING TOP OUT

- Venting requirements not met
- Water test on DWV not holding
- Air/water test on copper not holding
- Tub drains not open for proper test
- Copper in contact with dissimilar metal
- Gas vents not to code
- Gas tests not holding at 20 psi
- Gas piping not protected through masonry
- Pipe not supported or properly secured
- Protect pipe
- Damaged / needs repair
- Missing / not complete
- Not ready

ELECTRICAL ROUGH

- Wire to be in raceway
- Wire damaged, needs repair
- Receptacles spaced greater than 12'
- Nail plates required at studs/plates
- Secure wires in panel
- Aluminum wiring not allowed per City Ordinance Sec.3.02.354(d)(2)
- Smoke detector placement not to code
- Stairway lighting not to code
- Wire not supported or properly secured
- Protect wire
- Ground termination not to code
- Missing / not complete
- Not ready

MECHANICAL ROUGH

- Crimped duct
- Duct not properly sealed
- Not supported / secure properly
- Dryer vent not to code
- Vent hood duct not to code
- Exhaust fans not to code
- Plenums not properly sealed
- Combustion air not to code
- Return / supply air too close to gas burning appliance
- Damaged / needs repair
- Missing / not complete
- Not ready

GAS TEST

- Pipe not protected through masonry
- Test not holding at 20 psi
- Damaged / needs repair
- Not ready

FRAME

- Seal/secure exterior sheathing
- Seal untreated lumber
- Seal/secure exterior penetrations
- Engineered trusses not installed per design
- Provide Engineer's repair detail
- Over cut studs/plates
- Glue/shim headers
- Rafters not to code
- Joist hangers missing
- Double studs where required
- Windows do not meet egress
- Wind brace not to code
- Attic access not to code
- Tempered glass where required
- Stair risers/treads not to code
- Fire block not to code
- Not supported / secure properly
- Masonry requirements not met
- Headers/joists over spanned
- Draft stop not to code
- Provide moisture barrier
- Bottom plates not secured
- Fireplace clearances not met
- Truss hangers / ledgers not to code
- Make site safe and sanitary
- Strap plates / studs
- Nail schedule not to code
- Attic ventilation requirements not met
- Damaged / needs repair
- Missing / not complete
- Not ready

PERMANENT POWER

- Wire termination not to code
- Exposed wire
- Fixture / cover plates missing
- Wire not properly secured
- Service equipment not properly bonded

GAS TEST

- Provide 20 psi gauge test
- Gas stub-out not connected to riser
- Damage pipe / riser
- Not ready

PLUMBING FINAL

- Vent termination not to code
- Paint plumb vents
- Provide anti-siphon device on hose bibs
- Water heater drain termination not to code
- Water heater not to code
- Drain pan required
- Expansion tank required
- Leak in DWV
- Leak in water supply
- T & P relief not to code
- Gas vents in contact with combustibles
- Copper in contact with dissimilar metal
- Low water pressure
- Water closet / faucets / valves run continuous
- Clean / repair meter box

- Insulate copper
- Private sewage disposal certificate not posted

- Damaged / needs repair
- Missing / not complete
- Not ready

ELECTRICAL FINAL

- Wire termination not to code
- Smoke detector not to code
- Smoke detectors beeping or not functioning (low or bad battery)
- ARC fault not to code
- Fixture/cover plates missing
- Stairway illumination not to code
- Wire not properly secured
- Power not on
- Label GFCI's
- Label electrical panel(s)

- Label panel with ground termination locations
- Caulk around exterior devices
- Duplex receptacle not permitted for vent hood
- Wire damaged
- Ground / bond termination not to code
- Provide knock-out plug(s)
- Provide panel cover
- Not ready

MECHANICAL FINAL

- SEER requirements not met
- Programmable thermostat required (Commercial)
- Energy Efficiency requirements not met
- Not supported / secure properly
- Gas vent in contact with combustibles
- Gas vent termination not to code
- Drain pan required

- Condensate drain not to code
- Combustion air not to code
- Dryer vent to code
- Crimped duct
- Raise / level A/C pad
- Protect duct
- Missing / not complete
- Damaged / needs repair
- Not ready

BUILDING FINAL

- Seal/secure exterior penetrations
- Landscape requirements not met
- Outdoor lighting requirements not met
- Flatwork damaged / needs repair
- Clean flatwork
- Clean site / street
- Exterior seal not complete
- Screens missing
- Occupied prior to finals

- Weep holes to be 33" on center
- Maintain 6" clearance from finished floor to grade
- Provide weather strips
- Provide insulation certificate
- Finish yard / grade to drain
- Provide street address
- Provide anti-tip device on range
- Attic access not to code
- Catwalk not to code

- Adjust doors
- Hardware missing
- Provide fire rated attic access
- Address not posted
- Work in progress
- Missing / not complete
- Damaged / needs repair
- Not ready

Additional Resources

Lower Colorado River Authority (LCRA)

- (512) 578-3200
- [LCRA Application Documents](#)

Pedernales Electric Cooperative (PEC)

- (512) 331-8883
- [REScheck Form/Information](#)

Jonestown Water Supply

- (512) 267-7144

Federal Emergency Management Agency (FEMA)

- (800) 621-3362

Texas Commission on Environmental Quality (TCEQ)

- (512) 239-1000

U.S. Fish & Wildlife Service

- (512) 490-0057
- [Habitat/Endangered Species](#)

Waste Connections

- (815) 478-7274

[Fee Schedule](#)