



TECHNICAL BULLETIN
Planning & Development Services
Building Inspections Division
TOPIC: Construction Inspection Process
UPDATED: September 27, 2022

This Technical Bulletin is intended to provide contractors, developers and business operators with information related to the Construction Inspection Process after the building permit is issued. For project specific information, please contact your Building Inspector between the hours of 8am-9am, M-F at 817-459-6502. Click on this link to get a copy of the Technical bulletins for the [Phased Commercial and Residential Inspection](#) requirements.

1. **Construction Site Address.** The address for the construction site must always be posted with either the temporary or permanent address.
2. **Building Permit.** The building permit and all other required permits (see item #7) must always be posted on the job site.
3. **Approved Plans.** A copy of the City's stamped approved plans must always be maintained on the job site and available for use at the inspector's request. Inspections may not be completed if the City's stamped and approved plans are not available. Approved plans do not grant permission to violate any development regulation or building code of the City. Any changes to the City approved plans must be submitted for review and approval as a "Revision to an issued permit."
4. **Project Management.** The General Contractor is responsible for coordinating the project and requesting all inspections and ensuring that the trade work performed by subcontractors is ready for inspection prior to requesting inspections.
5. **Restricted hours of construction.** Outdoor construction activities supervised by building permits are prohibited during the following times if the construction activities are located within 300 feet of property used for residential purposes:
 - a. During the hours of 6 pm to 7 am Central Standard Time,
 - b. During the hours of 8 pm to 7 am Central Daylight Savings Time
6. **Storm water pollution prevention plan.** The controls indicated on the approved SWPPP plan must be installed before construction begins and must be maintained during all phases of construction. No soil, trash, concrete wash water, or other pollutants are allowed to enter public streets, drainage systems, or creeks adjacent to the construction site. The Environmental Management Division and the Building Inspector have the authority to issue a stop-work order if SWPPP controls are not maintained.
7. **Additional subcontractor permits.** The building permit is issued for the construction

of the project as indicated on the City approved plans and includes the details of construction for the Mechanical, Electrical, Plumbing (MEPs), and concrete (sidewalks and/or drive approaches in City rights-of-way (ROW)) work. However, separate “work with a building permit” trade permits (MEPs) must be obtained by each subcontractor for the specific work to be performed and must also be posted and displayed on site. There is no charge for the subcontractor permits when a building is issued for the project. Other permits are required as applicable based on project scope:

- a. **Fire permits.** Separate permits are required for fire alarm systems, fire sprinkler systems, stand-pipe systems, fire suppression systems, smoke evacuation systems, magnetic and special locking systems, and above ground/underground storage tanks. These work categories were not reviewed as part of the building permit application and are not considered as part of the building permit. Inspections for these permits are requested independently of the building permit inspections by calling Fire Prevention at 817-459-5542.
 - b. **Sign permits.** Separate permits are required for signs. Signs were not reviewed as part of the building permit application. Inspections are requested as indicated below.
 - c. **Irrigation Permits.** Separate permits are required for the installation of irrigation systems. Irrigation systems were not reviewed as part of the building permit application. Inspections are requested as indicated below.
 - d. **Fence Permits.** Separate permits are required for the construction of fences. Specific pool barrier fences are required with swimming pools and spas.
 - e. **Swimming Permits.** Separate permits are required for the construction of swimming pools, spas and splashpads.
8. **How to request building inspections.** Log in to arlingtonpermits.com to request inspections. The General Contractor is responsible for requesting all inspections and ensuring that the trade work performed by subcontractors is ready for inspection prior to requesting inspections. Trade specific inspections will be withheld if the required sub-contractor permits have not been issued. To get a same-day inspection, inspections must be received prior to 7:00 am. Inspections received after 7:00 am are scheduled for the next working day. Inspections may be requested and viewed via arlingtonpermits.com after you or your staff becomes registered to use the web service.
9. **How do I schedule an Inspection?** Log in to arlingtonpermits.com to request an inspection. The website will immediately open to the **My Services** page. Scroll down to the **My Unscheduled Inspections** section where you will locate your permit number to request the inspection. Click in the box to the left of your permit. Click on the **Request** button located in the lower right-hand portion of the section. The page will now open to the **Request Inspections** page. Review the list of available inspections. Click in the box to the left of the desired Inspection. Click on the

Request Inspection button located in the lower right-hand portion of the section. A message will appear at the top of the page **“Your Inspection has been successfully requested.”**

10. **How do I know which inspection to request?** The inspection will be grouped in Phases. Within each phase the arlingtonpermits.com system will display red asterisks (*) by each required inspection that must be successfully passed by the inspector before the next phase of inspections will display for scheduling. This will help the contractor in requesting inspections in the correct sequence. Trade permits (e.g. mechanical, electrical, plumbing), Irrigation, and Fences will typically have only one or two required inspections.
11. **What notification will I receive about my inspection?** You will receive your first email once you have successfully scheduled your inspection online at arlingtonpermits.com. Once the Inspector has routed the inspections for the day you will receive a text message (if opted-in) and a standard email that your inspection is scheduled for the day.
12. **How will I know if my inspection passes or fails?** You will receive an email whether your inspection passes or fails with the failed items that must be corrected before you can request the next inspection.
13. **Trash receptacles required for every construction site.** All development for which a building permit is issued shall provide a trash receptacle capable of depositing, containing, and collecting refuse. The container shall be constructed or provided to prohibit trash from blowing or being displaced. If constructed on site, the minimum dimensions shall be eight feet in both width and length by four feet in depth (8'x8'x4'). Enclosed construction trailers located on-site may satisfy this requirement. Permits and inspections may be withheld in situations where trash is not properly contained. Trash bins may be of a commercial type designated by the City Collector. The designated commercial City Collector is Republic Waste. **No other commercial dumpster services may be used.** You may contact Republic Waste at (817) 317-2000.
14. **Construction above slab.** Construction may not progress above the slab unless all required fire lanes and fire hydrants are installed and accepted, and fire hydrants are active. This provision applies primarily to commercial projects. For additional information or Fire Department Inspection Requirements, contact Fire Prevention at (817) 459-5542.
15. **Special Inspections.** See City approved plans for the special inspections identified by the design engineer or architect.

The most common type of a “Special Inspection” is for the drilling of piers, pier steel reinforcement and placement of concrete. A final acceptance report is required from the engineer or the engineer’s authorized agent (special inspector/ inspection lab) at the completion of the drilling of piers, pier steel reinforcement and placement of

concrete. The final acceptance report is delivered to the inspector prior to advancing the project.

General duties of the special inspector/inspection lab:

- a. If deficiencies are not corrected, notify the engineer and the building official within 24 hours.
- b. Inspector/Lab to furnish only non-compliant reports and finals for each category of special inspection.
- c. A final report of each category must be furnished to the building inspector before a final approval may be granted.

16. Required letters of certification prior to “Final Approvals”

- a. **Final Letters for Special Inspections.** All details of the special inspections will be discussed in pre-construction meetings with the general contractor.
- b. **Engineering Final (Grading and Drainage).** Prior to requesting a Building Final Inspection, a letter from the grading/paving/drainage design professional for the private grading/paving/drainage improvements is required. The letter must be signed and sealed by the design professional and state that the private grading/paving/drainage (to include any private underground storm sewer systems) improvements have been constructed in substantial compliance per the approved plans (*commercial projects only*);
- c. **Landscaping and Irrigation Final.** Prior to requesting a Building Final Inspection, a letter from the landscape architect must be submitted for approval. The letter must be signed and sealed by the landscape architect and state that the landscape architect has personally inspected the site and certifies that the landscaping and irrigation has been installed per the approved plans (*commercial projects only*);
- d. **Fire Final.** Prior to requesting a Building Final Inspection, all Fire Inspections must be Finaled. For Fire Department Inspection Requirements, contact Fire Prevention at (817) 459-5542 (*commercial projects only*);
- e. **Health Final.** Prior to requesting a Building Final Inspection, all Health Inspections must be Finaled. For Health Inspection Requirements, contact Health at (817) 459-6502 (*commercial projects only*);
- f. **For sites five acres or larger.** A copy of the signed and dated Notice of Termination (NOT) must be submitted to the Environmental Management Division (*commercial projects only*);
- g. **Backflow Prevention Assembly Test Certificates.** A copy of all BPAT test

certifications for all backflow assemblies installed is required prior to requesting a Building Final Inspection.

- h. **Building Final, MEP Finals, and Certificate of Occupancy.** The Building Final Inspection along with the Mechanical, Electrical and Plumbing (MEPs) are the last inspections to be requested once the above (a – g) inspections are finalized. The CO and Building Final Inspections may be conducted at the same time if a CO has been submitted.

17. Public Improvements (Improvements that are to be dedicated to the City for future maintenance, water taps, sewer taps, turn lanes, etc). All public improvement plans associated with this project are reviewed and “Accepted for Construction” prior to the issuance of the building permit. The construction of the public improvements must be completed and accepted by the City prior to approval of the building final. For questions regarding the inspection process for public improvements, please contact Construction Services Manager at 817-459-6569.

18. Certificate of Occupancy (not required for 1- and 2-family structures). Before the building may be occupied, a Certificate of Occupancy (CO) is required. Only the person/business/tenant or authorized agent of the entity that is to occupy the building may submit the application for the CO. The person/business/tenant will apply online at arlingtonpermits.com. The application for the CO may be submitted at any time after the building permit has been issued. The CO will not be issued until the Building Final has passed inspection. The CO and Building Final Inspections may be conducted at the same time if a CO has been submitted.

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