

COMMERCIAL INSPECTION CHECKLIST

DO YOU HAVE THE FOLLOWING COMPLETED?



Contact the Development Services Department (DSD) about the documentation you are missing.
(210) 207-1111

- | | |
|--|--|
| <input type="checkbox"/> Site plan | <input type="checkbox"/> Tree affidavit with tree preservation/canopy plan |
| <input type="checkbox"/> Latest recorded plat or plat deferral | <input type="checkbox"/> Commercial building permit application approved |
| <input type="checkbox"/> Property zoned properly | <input type="checkbox"/> Drainage and flood plain submittals |
| <input type="checkbox"/> Traffic impact analysis | <input type="checkbox"/> Building permits issued |
| <input type="checkbox"/> Building plans reviewed | <input type="checkbox"/> Fire protection site plan and permits |
| <input type="checkbox"/> Proof of valid address | |



STAGE 1

Prior to any clearing of the property, a pre-construction tree inspection is performed to identify any protected trees as well as any root protection zones. After property is cleared, a tree inspection will verify compliance with the approved tree and root protection permits.

INSPECTION OVERVIEW

Building inspections are performed at each stage in the building process to ensure the health and safety of our community. Department inspectors are either licensed in the trade itself or have achieved the International Code Council Certification. These inspections are required to ensure your project is in compliance with City Building Codes.

Call the Development Services Department at (210) 207-1111 about required documentation and any questions regarding the Inspection process.

STAGE 2

At this stage, we require a third party licensed registered engineer to inspect the foundation. Plumbing inspections include Ground Rough-in, sanitary drain pipe installation, water pipe in-slab, in-yard sewer, and underground water lines. Electrical inspections include concrete encased electrodes, slab rough-in, and an optional TML inspection. Mechanical Rough-in for the chilled water line is also conducted.

- Foundation Mechanical Plumbing Electrical

STAGE 3

During this stage, inspections for Frame, Electrical Rough-in, Gas Rough-in, Mechanical Rough-in and Plumbing Top Out (partial or full) take place. Fire Systems Inspections and any Special Inspections (IB 132) are conducted at this stage.

- Frame Electrical Gas Mechanical Plumbing Fire Special Inspections

STAGE 4

The Insulation Inspection must be completed after all above Inspections have been approved and prior to concealment.
Note: A Shower/Pan Liner Certification Letter and the Insulation Certification Letter (IB181) is acceptable in place of an inspection.

STAGE 5

The final set of inspections must be approved in order for your project to be completed and before you can apply for your certificate of occupancy.

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|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Building | <input type="checkbox"/> Landscape | <input type="checkbox"/> Health |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Fire | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Traffic | <input type="checkbox"/> Drainage |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Sidewalk | <input type="checkbox"/> Tree |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Irrigation | <input type="checkbox"/> Special Inspections |

CERTIFICATE OF OCCUPANCY