

CITY OF MESQUITE, TEXAS
APPLICATION SUBMITTAL REQUIREMENTS
FOR BUILDING PERMITS

Effective Date: September 1, 2005

A building permit application shall be accepted only after the applicant has provided the following information. An application lacking any of the required information shall be deemed “incomplete” and refused for processing. Incomplete applications shall be returned to the applicant.

Sequence Application Form & Content

Step 1. Planning Division approvals must accompany permit application submittal.

Commercial	Residential
Address assignment	
Zoning approval for proposed uses(s)	
Platting is approved	
Site plan is approved	
Address approval	
Authorized signature from the Planning Division	

Step 2. Engineering Division (Public Works Department) approval, if applicable, must accompany permit application submittal.

- City Engineer signature of engineering civil design released / subdivision approval for construction.

Step 3. Commercial only: Traffic Division (Public Works Department) approval, if applicable, must accompany permit application submittal.

Step 4. A completed Permit Application Form must accompany each permit application submittal. The application shall include the following information, if applicable:

Commercial	Residential
Construction site address	
Application date	
Lot and Block and Subdivision description	
Applicant name and contact phone number	
Name of general contractor and contact phone number	
Description of proposed structure	
Size and square footage of proposed structure	
Estimated cost of construction	
Applicant’s signature and date	

Step 5. Project plans must accompany permit application submittal.

Commercial		Residential
4 sets of plans per submittal application Plans set to include:		1 set of plans per submittal application Plans set to include:
Architectural drawings		Architectural drawings (24 x 36)
Structural (signed by engineer/architect)		
MEP's (signed by Engineer/Architect)		MEP's drawings included
Civil Drawings	If applicable	2 – 11 x 17 foundation plan (engineer sealed)
Landscape Plan		Elevation drawings / brick calculations (11 x 17 sheet)
Soils Report		Narrow wall engineer design
TDLR #		2 – Plot plans (8 ½ x 11)
		2 Engineer foundation letters signed/sealed
ComCheck calculations		ResCheck calculations
Asbestos Survey (if remodel)		1 Floor plan (11 x 17) for DCAD

Step 6. Plan Review Fee, if applicable. A fee shall not be accepted until the application is complete in all other respects.

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MESQUITE
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CITY OF MESQUITE

INSPECTION SUMMARY

The following inspections are required by the Building Inspection Division in order to provide for the health and safety of the citizens of the City of Mesquite. Building, electrical, plumbing, mechanical and energy inspections are required to help safeguard you, the citizen, and to ensure that your project is constructed to meet minimum code requirements. All inspection tags will be left in the required permit pouch.

BUILDING INSPECTION REQUIREMENTS

- Foundation piers (pier and beam designs)
- Foundation (post tension or conventional)
- Structural framing
- Flatwork (sidewalks, driveway and approaches)
- Building final

PLUMBING INSPECTION REQUIREMENTS

All plumbing installations must be installed by a licensed state of Texas master or journeyman plumber. Homeowners **who live at the location** where work will be conducted are exempt from state license requirements if they make application and pay for the permit.

- Sanitary waste and water rough-in
- Plumbing final
- Sewer service lateral
- Gas lines both inside and outside
- Plumbing top-out of all sanitary vents
- Plumbing final

ELECTRICAL REQUIREMENTS

All electrical installations or repairs shall be installed by State of Texas electrical contractors, licensed with the City of Mesquite. Homeowners who currently live and reside in the residence where work is proposed, may acquire electrical permit only after taking and passing the Homeowner's Electrical Exam. Given by the Bldg. Insp. Div.

- Temporary power pole (before insulation and sheetrock)
- Electrical final
- Electrical rough-in (before insulation and sheetrock)

MECHANICAL INSPECTION REQUIREMENTS

Mechanical installations of new or remodel projects shall be installed and permitted by a licensed mechanical contractor with the state of Texas. Homeowners who currently live in the residence may apply for remodel permits if the work will be done by them. All duct sealant must be approved materials as required by state and local Mechanical Codes.

- Mechanical duct rough-in
- Mechanical final

ENERGY INSPECTION REQUIREMENTS

Residential energy inspections are required due to the passage of Senate Bill 5 by the 77th State Legislature. All new construction and/or additions where HVAC is installed or exists must comply with the International Energy Conservation Code or the International Residential Code. Third party inspectors are to be hired by the contractor/builder of new construction homes and inspection results of the insulation and final energy inspections submitted to the Building Inspection office. Homeowners of existing residences must comply to the Energy Code as well; however, the City of Mesquite Building Inspection Division will conduct your inspections.

**FOR QUESTIONS CONTACT BUILDING INSPECTION
972/216-6212 or 972/216-6213**

CITY OF MESQUITE

HOMEOWNER

INSPECTION PHASE REQUIREMENTS

The following inspections are made by the Building Inspection Division of the City of Mesquite in order to provide for the health and safety of the citizens of Mesquite. The required areas of inspection are building, plumbing, mechanical, electrical and energy.

It is the responsibility of each person or firm to assure that an inspection request is made when each phase is ready for inspection. **The job superintendent/owner is responsible for requesting all inspections.** All work must be inspected and approved before proceeding to the next phase.

IMPORTANT: Please have all work completed in each phase before requesting an inspection to assure optimum efficiency and promptness.

- PHASE I** Plumbing rough-in of all sanitary waste and water lines
Sewer lateral connected to service tap
Gas yard line installation and test
Property string lines or form board survey plot

- PHASE II** Foundation slab
Electrical under slab

- PHASE III** Structural framing
Electrical rough-in
Plumbing top-out, 2nd floor rough water test, gas test (inside where applicable) and shower pan water test
Mechanical rough-in

- PHASE IV** Energy pre-sheetrock inspection
Windows, doors and skylights SHGC and U-factor labels
Insulation R-values in walls, ceiling cavities and duct work
Duct work insulation and joint sealant

- PHASE V** Energy final inspection
Attic insulation per approved design
HVAC seer rating
Electrical wall and ceiling openings sealed

- PHASE VI** Building, electrical, plumbing and mechanical finals

Note: Energy inspections for homeowner projects will be conducted by the City of Mesquite Building Inspection Division.

INSPECTION REQUEST LINE
CALL BY 4:00 P.M. FOR NEXT BUSINESS DAY
972/329-8505



CITY OF MESQUITE
NEW BUILDER
INSPECTION PHASE REQUIREMENTS

The following inspections are made by the Building Inspection Division of the City of Mesquite in order to provide for the health and safety of the citizens of Mesquite. The required areas of inspection are building, plumbing, mechanical, electrical and energy.

It is the responsibility of each person or firm to assure that an inspection request is made when each phase is ready for inspection. **The job superintendent is responsible for requesting all inspections.** All work must be inspected and approved before proceeding to the next phase.

IMPORTANT: Please have all work completed in each phase before requesting an inspection to assure optimum efficiency and promptness.

- PHASE I** Plumbing rough-in of all sanitary waste and water lines
 Sewer lateral connected to service tap
 Gas yard line installation and test
 Property string lines or form board survey plot

- PHASE II** Foundation slab
 Electrical under slab

- PHASE III** Structural framing
 Electrical rough-in
 Plumbing top-out, 2nd floor rough water test, gas test (inside where applicable) and shower pan water test
 Mechanical rough-in

- PHASE IV** (Third Party Energy Insulation Inspection)

- PHASE V** (Third Party Energy Final Inspection)

- PHASE VI** Building, electrical, plumbing and mechanical finals

Note: Energy inspections are required per Senate Bill 365. You, the builder of new homes, are required to hire a **third-party inspection company** to inspect each dwelling Phase IV and Phase V, you construct for energy code compliance. Inspections must comply to the REScheck design submitted with your permit application. Phase IV Energy Insulation Inspection, HVAC duct and the building envelope are required before sheetrock is added. A Phase IV Energy Final Inspection is required at completion of your home. A copy of the approved inspection must be in our office before your building final inspection will be approved by the City of Mesquite.

INSPECTION REQUEST LINE
 CALL BY 4:00 P.M. FOR NEXT BUSINESS DAY
972/329-8505

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MEMORANDUM

DATE: July 22, 2005

TO: Building Inspectors
Building Inspection Division

All Builders

FROM: Larry D. King, C.B.O.
Building Official

RE: Foundation Sill Plate Anchorage

Recently our office has been contacted regarding the requirements for attaching bottom sill plates within the City of Mesquite and how it relates to policies followed in surrounding metroplex cities. On June 6, 2005 the 2003 International Residential Code was adopted by City Council. Under Section R403.1.6 Foundation Anchorage for perimeter bottom sill plates shall be anchored as outlined.

Interior bottom sill plates shall be anchored as outlined in amendment R403.1.6.1. If treated materials are installed for interior sill plates the approved pin shots shall be used as outlined. If standard plate materials or installed for interior bottom sill plates any approved pin fasteners shall be used and spaced as stated in R403.1.6.1.

LDK:sb

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BUILDER NEWSLETTER

To: Mesquite Residential Builders

From: Larry D. King, C.B.O.
Building Official

Subject: Visible Utilities Requirements
Residential Final Inspections
Effective 10/25/04

As a builder/contractor, it is your responsibility to make sure all utility terminations required by Engineering Civil Approved Plans are visible during construction as well as at the time you request your final building inspection. All locations are clearly marked on the curb face, MH for manholes, V for valves, CO for cleanouts, etc.

When Building Inspection receives a final inspection request, we will notify the Utilities Division via fax every day, so they can verify all utility terminations are exposed and visible as they currently do to verify water meter services. If the utility manholes, valves, cleanouts, etc., are covered up and not readily visible, the utility inspector will leave a **red tag**. The red-tag item will then become part of the building inspection final inspection items. Final inspection electric/gas releases will be withheld pending approval and a “green tag” from Utilities.

The maintenance of water, sanitary sewer and storm sewer utilities are very important to the residents of the City of Mesquite who may need service. Your efforts to make sure they remain visible are appreciated by both Utilities and Building Inspection.

Larry D. King
Building Official

LDK/br

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BUILDER'S POLICY NOTICE

Building Inspection and Environmental Code are within the Community Development Department. Both building inspectors and environmental code inspectors are under the supervision of the Building Official. Part of their assigned duties is to maintain the environment free of construction debris and loose blowing trash within subdivisions.

Additional areas of enforcement, which affect you, the Builder, concerns the control of trash and debris on vacant tracts of land as well as the developing lots under construction. This Division's intent is for each builder to regulate and control this violation to City ordinance requirements, to contain on-site nuisances, and to correct any violations.

Our building and environmental code inspectors have been instructed to regulate this type of violation during their daily inspections to your projects. During regular inspections, if these type violations should occur, the appropriate party will be notified. This will become part of the red tag items to be corrected before the next inspection can be made. We would suggest a trash containment box be erected on each lot to assist in the control of trash and debris.

It is not the intent of this Division to add further regulations to you, the homebuilder, but the increase of buildings in the City has created problems regarding trash and debris. This has become a concern of the citizens as well as the City of Mesquite. We know you will take the necessary steps to correct future problems, and we appreciate your assistance in this matter.

Larry D. King
Building Official

CITY OF MESQUITE
BUILDING INSPECTION POLICY

SETBACK VERIFICATIONS

FORM BOARD SURVEY

We will now require the submittal of a certified form board survey plot plan, prepared by a state of Texas licensed land surveyor instead of the string line placement. The form board survey, as well as the string line placement, must be available to the inspector before the Phase I inspection will be approved.

It is our intention, by expanding your options, to allow more flexibility in completing your projects, as well as providing protection both to you and the City of Mesquite, to insure that the house complies to the required setbacks within your subdivision. This policy change will take effect immediately after receiving this policy notice. All form board survey are to be left in the permit pouch on the job site for inspector review during the inspection process.

Approved July 22, 2005

Authorized by: Larry D. King, C.B.O.
Building Official
City of Mesquite



MEMORANDUM

To: Mesquite Residential Builders

From: Larry D. King, C.B.O.
Building Official

Date: March 24, 2005

Subject: Masonry Calculations for Residential Construction

On March 1, 2004, Ordinance 3637 was passed by City Council that all main buildings in AG, R and D districts platted after that date shall be of fire-resistant construction, having at least 90% of the total exterior walls - excluding doors and windows - constructed of brick, stone, concrete block, stucco or other masonry or materials of equal characteristics.

With passage of this ordinance, the method in which masonry requirements are calculated for new subdivisions with approved filed plats as of March 1, 2004, has changed. The calculations are taken from the foundation to the roofline for one or multiple-story structures. In order to decrease the amount of time necessary for plan reviews, we request all plans be submitted having the masonry calculations clearly showing compliance with Ordinance 3637. If the subdivision in which you are building requires a greater percentage of masonry then indicate that.

The following will illustrate the calculation method utilized by the division in determining required masonry coverage:

1. Measurements from the foundation to the roof line
2. Gross area of all elevations
3. Area of all openings, doors and windows
4. Subtract areas of openings from the gross area of the elevation
5. Remaining area x .90 = masonry required
6. Remaining area x .10 = siding allowed
7. If masonry indicated on the particular plan does not equal the masonry required, then additional masonry shall be added. The additional masonry additions shall be indicated on the floor plan submitted for building permit.

CITY OF MESQUITE

CABLE TV

Wiring Information

When wiring homes for cable television provided by Comcast, a two wire system is necessary to be compatible with the franchise cable company. For additional information, phone Comcast at 972-445-5555.

Thank you for your cooperation.

CITY OF MESQUITE

CONCRETE REGULATIONS

(Single Family Residential and Duplexes)

A. DRIVEWAY

1. Shall be concrete.
2. Minimum thickness 4" with 3/8" steel on 24" o.c. each way supported on plastic chairs or reinforced with 6" x 6" x 10" wire mesh lapped one 6" joint and tied. Sand cushion 1" average, maximum 2".
3. Minimum driveway width 10 feet; maximum driveway width 30 feet.
4. Minimum spacing between driveways is 10 feet.

B. APPROACH

1. Minimum thickness 5" (City right-of-way) with 3/8" steel on 24" o.c. each way supported on plastic chairs with 1"-2" cushion sand and expansion joint material against all existing concrete.
2. ***If on street:*** 5" thick with 3/8" steel on 24" o.c. each way, tied to steel coming out of street. If no steel exists, dowels must be drilled 4"-6" into street 24" o.c. and tied to new steel with 2" of cushion sand.
3. ***Street cut:*** must be minimum 18" from behind curb across curb flowline.
4. Minimum 5' radius on each side of driveway connecting to local and collector streets.

C. SIDEWALK

1. Minimum thickness 3-1/2" with 3/8" rebar on 24" o.c. each way or 6" x 6" x 10" wire mesh lapped 6" and tied with sand cushion 1" average, maximum 2". No sidewalk pour shall be doweled to the curb.
2. Handicap access - minimum 3/8" rebar on 24" o.c. doweled to street if steel is not present. Drill dowels 4" - 6" into street.
3. Sidewalks cannot be used as part of driveway
4. Handicap ramps at intersections shall comply to attached pedestrian ramp design.

D. CONCRETE BOND

1. Street cut for approaches require bond for work in the City right-of-way.
2. Homeowners are exempt from bond requirement.

Note: Commercial driveway approaches are subject to Traffic Division approval.

MEMORANDUM

DATE: December 1, 1999

TO: Mesquite Residential Builders

FROM: Larry D. King, CBO
Building Official

SUBJECT: Fence Construction in Drainage Easements

This memo is to notify you, the builder or resident, of a policy change that will effect the placement of any future fencing within platted subdivision drainage easements for all subdivisions platted after August 26, 1999. Currently within the City of Mesquite Code of Ordinances, Section 11-207 (General Floodplain Regulations), fences are prohibited within floodplain areas or within dedicated easements. A recent interpretation was received from Public Services requesting this change in policy.

There will be times in the future that the City must maintain these easements to perform maintenance on storm sewer lines. The installation of fences across or within these easements makes it difficult for City crews to schedule these repairs. All proposed building permit submittals require that plot plans indicate all platted easements across each lot. Please submit three (3) copies of your plot plan with your permit submittal, and we will return a copy to you indicating these platted easements.

Each building inspector will be notified of this change of policy and will include this new change as part of their FINAL INSPECTION. Your cooperation in complying with all City ordinances is appreciated.

Larry D. King
Building Official

WATER METER SPECIFICATIONS

1. **All** water meters, boxes and resetters, will be issued by the City of Mesquite upon payment of all applicable fees. **No substitutions will be allowed.**
2. A **galvanized meter box** must be used if the setting will be in any material other than soil.
3. The meter box will be set level with the top of the curb and sidewalk. Where the sidewalk and curb are unlevelled, the box will be set at the level that the least amount of risk to a person or mechanical device will occur.
4. The meter box will contain **meter, curb stop, meter coupling, and meter resetter when applicable. No other apparatus or plumbing tie-ins is allowed.**
5. Curb stop and meter coupling to yard line will be easily accessible to allow shut on/off and repair when needed.
6. The water meter must be centered in the meter box, free from obstructions or dirt surrounding any of the connections or meter.
7. The meter must be undamaged and in factory working condition. The meter dial (face) must face directly up allowing access for reading or repair.
8. The meter shall not be any closer than 3 ½ inches from the top of the box, so freezing will not occur.
9. A meter resetter **must** be used if the depth of the meter exceeds **12 inches** from the lid ring.
10. **The meter must be set at the address it is assigned. Failure will result in the meter being removed by the Meter Services Division, and a penalty fee being accessed prior to return of the meter. This fee will equal the cost of a new meter.**
11. **When calling for an inspection, the meter must be installed, with the water on, meeting these specifications. Failure to meet these specifications will result in job being “red tagged” and a reinspection fee may apply.**

Any further questions may be directed to the Meter Services Division at 972-216-6949.

(see illustration)

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February 26, 2002

Dear Residential Contractors:

The 2003 International Residential & Energy Conservation Codes become effective April 4, 2002. The provisions will apply to all residential permits requested after that date. Amendments to these two codes are available through the Building Inspection office located at 1515 N. Galloway Avenue or on the web under www.cityofmesquite.com. Click on Departments, then Building Inspection, then adopted codes.

The attached Residential Energy Code Compliance Form, which is also available on our website, has been created as a guide for designers/builders to satisfy the new Energy Code requirements. The attached sheet allows four options for compliance with the Energy Code. The Simplified Prescriptive Approach, Component Performance Approach, Systems Analysis Approach and the Energy Performance Approach are all methods that may be utilized to gain compliance. A completed Compliance Form should be submitted with each permit application.

The Department of Energy will provide a free residential computer program called MECcheck that may be used with the Component Performance Approach that simplifies the code compliance process. The MECcheck software may be downloaded from their website at www.energycode.org. The City will also consider other programs on the market today such as Energy Star once officially approved by Texas Energy Systems Laboratory of Texas A&M as required by Senate Bill 5. The City reserves the right to locally modify the program regarding the number and types of inspections.

When designing your compliance package, a Solar Heat Gain Coefficient of 0.4 and a U-factor of 0.65 for glazing will be the most critical part of your design package. Secondly, the attic ductwork must be rated at least R-5 and all joints sealed with approved mastics or UL 181 adhesive tape.

The City of Mesquite wants your building experience to be both productive and cost effective. The entire Building Inspection staff looks forward to assisting you in every way we can.

Sincerely,

Larry D. King, C.B.O.
Building Official

LDK/br

Attachment