



CITY OF HURST INSPECTION REQUIREMENTS FOR BUILDING CONTRACTORS TO REQUEST AN INSPECTION, CALL (817) 788-7096

A. SITE IDENTIFICATION: Street address and permit number display card must be posted and maintained at the construction site in such a manner that it can be read from the street. Inspections will not be made if street address and permit number are not displayed.

B. INSPECTION REQUESTS: Inspections will be made as outlined below. All requests for inspections can be made 24 hours a day, 7 days a week to the Building Inspection Division at 788-7096, a recorder number. All inspections requested prior to 8:00 AM will be made that same day. Requests called in after 8:00 AM will be made the following day. The permit number(s) and site address **must** be included in the request. Reviewed site layout and construction plans must be available at the construction site for all inspections except temporary power poles.

1. The persons indicated below should make the following inspection requests.

- a) Temporary power pole - sub or building contractor
- b) Form board survey required before piers or plumbing rough. (Survey must include Lot Area, Building Coverage, Top of Curbs, Top of Forms and Building Line Setbacks.)
- c) Plumbing rough in (**water meter must be in place prior to inspection**) - sub or building contractor
- d) Electrical rough-in underground – building contractor
- e) Piers and/or foundation - building contractor
- f) Roof decking or lathe - sub or building contractor
- g) Structural framing inspection to be made when plumbing, electric and HVAC Duct is complete prior to cover – building contractor
- h) Partial rough inspections may be made upon request - building contractor
- i) Insulation Inspection
- j) Sheet rocking nailing - building contractor
- k) Above ceiling (electrical, mechanical, plumbing – Provide ladder as needed.) - building contractor (Commercial)
- l) Temporary Power - building contractor Temporary Power requires all outlets/covers, switches/covers and lights
- m) to be installed and all electrical connections to equipment be completed.
- n) Final inspection (including roof access if applicable) will be called in by the building contractor and will consist of the following with the corresponding permit number for each trade
 - (1). Electrical final
 - (2). Mechanical final (heat, air & ventilation
 - (3). Plumbing final
 - (4). Structure final
 - (5). Site work completed: (1) All retaining walls as necessary (2) Meter boxes to grade (3) Sewer clean-outs to grade (4) Sidewalks (if required) (5) Yard grading complete

C. The inspector will post a tag at the completion of each inspection. This will indicate approval or disapproval of that portion of construction to comply with minimum codes. The tag will be posted at a point near the main entrance of the structure, as close to eye level as possible. A reinspection fee of \$50.00 will be assessed to the contractor after the second rejection for the same items at the same site, or if the work to be inspected is not completed and ready for inspection.

D. Sidewalk, driveway approach and sewer service connection inspections may be made independent of the above sequence. Separate permits and bonds are required for City sidewalk and driveway approach construction.

E. Building Inspectors will be in the office from **8:00 to 9:00 AM**, Monday through Friday. Inspectors may also be reached by telephone during those hours at the following numbers or a message can be left on their recorders at any time:

***** Vince King, Building Official (817) 788-7089****
Tim Keathley, Senior Building Inspector (817) 788-7090
Jeff O'Dell, Residential Inspector (817) 488-7098
Ed Fisher, Senior Commercial Inspector (817) 788-7087
Richard Clark, Multi-housing Inspector (817) 788-7091

**** Your cooperation in following these guidelines will allow us to provide efficient inspections with the least possible delay.**