



CITY OF KYLE

100 W. Center –P.O. Box 40 –Kyle, Texas 78640 (512)262-3910 FAX(512)262-3915

Permit and Inspection Process for Commercial and Residential Construction

Plan Submittal for Commercial Construction:

1. Minimum of three (3) sets of each of the following plans are required to be submitted to the City of Kyle Building Department for review and approval before any construction process begins. All plans and documents shall be designed and stamped by a qualified architect or engineer.
 - **Engineered Site Development Plan**, this plan is required to provide detailed graphic information and associated text indicating property boundaries, easements, land use, streets, utilities, off street parking, signage, landscaping, vehicle and pedestrian circulation, open space and general conformance with the Master Plan and ordinances of the City of Kyle.
 - **Engineered Foundation Plan**
 - **Architectural Plans** detailing building components
 - **Mechanical Plan**
 - **Electrical Plan**
 - **Plumbing Plan**

Planning and Zoning Commission

After holding public hearings in accordance with the City of Kyle ordinances, codes shall act on the request for Site Development Plan approval.

2. Upon approval of all of the above, a schedule of required fees will be accessed and determined and will require payment in full before construction commences;
 - **Sewer and water taps**
 - **Capitol recovery**
 - **Building plan review, and building inspection**

Plan Submittal for Residential Construction:

A minimum of three (3) sets of plans drawn to scale containing the following are required to be submitted to the City of Kyle administrative office for review and approval before construction process begins;

- **Site Plan** detailing the location of all property lines and/or existing and proposed structures. The use of each structure and the distances between them and property lines are required to be indicated on the site plan. An arrow indicating “north” is also required.
- **Floor Plan** detailing all walls, doors, windows and the purpose of each room with dimensions of each.
- **Structural Plans** shall include engineered foundation plan, wall framing plan, roof framing and/or truss layout, cross section(s) and critical connection details.
- **Elevation Plan** shall include full elevation detailing new and/or existing construction, finish details of exterior materials, window/door schedule, and roof pitch.
- **Complete Electrical Plan** must also show the locations of all required smoke detectors.
- **Complete Plumbing and Mechanical Plan** is required for all commercial and residential construction projects.

When is a building permit required?

- ◆ Construction of a new building and/or an addition to an existing building*
- ◆ Installation of a manufactured home, modular and/or mobile home
- ◆ Construction of a sundeck, or if the deck is covered
- ◆ Construction of a carport or garage, either attached to a residence, or detached
- ◆ Making structural alterations to any building
- ◆ Moving and/or demolishing any building
- ◆ Installation of/ or alterations to plumbing, electrical or mechanical.

**Exception*

Where the valuation of the addition does not exceed five hundred dollars (\$500.00), no fee shall be charged, unless such work by its nature requires an inspection (such as structural alterations, adding plumbing, electrical or mechanical systems). If the total valuation of the work is \$500.00, or less, but one or more inspections are required because this construction includes structural alterations, plumbing, electrical or mechanical system work, an administrative fee and an inspection fee shall be charged.

How Long Does The Permit Process Take?

- The completeness, accuracy, and complexity of the project will determine how long the permit process will take to complete a first review and correction list.
- The first review is completed within 2-3 weeks for one and two family dwellings and 3-4 weeks for commercial or industrial projects.
- Incomplete applications will generally take a longer time frame.
- The permit package can be picked up upon payment of permit fees and payment for new works and services (e.g. sewer, water) impact and acreage fees.
- It is the responsibility of the permit applicant to give at least 24 hour's notice to the Building Department when a stage of construction is reached which requires inspection.

Who to Contact For Inspections?

City of Kyle
Building Department

100 W. Center St

Kyle Tx 78640

(512) 262-3910 Fax (512) 262-3915

Electronic Web Submission:

<http://www.cityofkyle.com/building/inspection-request-electronic-submission>

New Residential, Commercial or Industrial Construction

Inspections will be combined at stages where combining is appropriate as determined by the Building Inspector and the completion of one stage does not interfere with the inspection of another stage. The fees initially collected are based upon the following combined inspections. Inspections performed individually other than those listed in stages at the convenience of the permit holder or necessary due to site conditions or other unforeseeable situations will be billed separately. It is the responsibility of the permit holder or licensed tradesman to give at least 24 hours notice to the building department when a state of construction is reached which requires inspection. An outline of combined inspections is as follows:

First Inspection:

◆ **Temporary or Construction Power**

All work completed and safe with weatherhead or means of attachment in place, ground fault circuit protection on all 120-volt receptacles.

Second Inspection:

◆ **Layout/Form Survey**

Homebuilder will schedule a survey company to verify that the forms (outline of the foundation) are placed correctly on the home site and are not encroaching easements or the restricted building lines that are mandated by the City. Porta-can and temporary trash receptacle in place, site kept safe and sanitary throughout construction.

◆ **Plumbing Rough**

Drains, waste, vents are supported and in place, tests on and ready to be verified, all pipes and fittings to be exposed for visual inspection.

Third Inspection:

- ◆ **Water and Sewer (Yard lines)**
Trenches properly excavated, pipes properly placed with adequate separation and proper bed and backfill available.
Note: Water and sewer tap inspections may be called for in conjunction with construction stages 2 thru 8 or can be separate inspections at your convenience.

Fourth Inspection:

- ◆ **Foundation & Reinforcement**
Forms erected and braced, excavated reinforcement beams in place, all drops, block outs or slab elevation changes in place. Lowest slab elevation to be checked.
- ◆ **Copper**
Water lines in place with no joints in slab and protected from dissimilar metals and where it penetrates concrete (i.e. taped or wrap).
- ◆ **Building Drain Lines**
Sleeved or wrapped where passing through structural beams in concrete, any miscellaneous pipes, chases, conduits etc., in place and ready to cover.

Fifth Inspection:

- ◆ **Frame/Exterior Sheathing**
All framing, fire blocking, fastening, bracing in place, roof dried in and materials loaded, fireplace installed.
- ◆ **Plumbing Top-Out**
All pipe in place, supports connected, vent takeoffs, roof flashings and boots (or jacks), water heater location and trap arms are completed. Water, sewer and gas line test in place and ready to verify.
- ◆ **Mechanical Rough**
All ductwork and vents are in place, furnace closets and/or catwalks have been completed.
- ◆ **Electrical Rough**
All wiring, boxes, load centers (service and sub-panels), service drops and all work to be covered are in place.
- ◆ **Lead Test**
Test of random areas of copper joints that have been soldered to determine if quantities of lead in solder present exceed .02%.

Sixth Inspection:

- ◆ **Frame Re-Inspection and /or Insulation**
Framing, plumbing, mechanical and electrical items previously identified are verified. All insulation installed, all joints and penetrations sealed.

Seventh Inspection:

- ◆ **Wallboard**
All standard and water resistant wallboard in place and fastened properly according to code schedule.

Eighth Inspection:

- ◆ **Driveway, sidewalks and flatwork**
All form boards and expansion joints in place, curb properly cut and reinforcing in place.
Note: Driveway inspection may be called for at this stage, or at your convenience.

Ninth Inspection:

- ◆ **Gas line**
All gas piping has been installed and concealed by wallboard, and before any fixture or gas appliances have been connected, this inspection shall include a pressure test.
- ◆ **Electrical Meter Loop**
To be made after all required electrical fixtures, switches, receptacles, smoke detectors and grounds are in place and properly connected.

Tenth Inspection:

- ◆ **Building Final**
To make after the building is completed and ready for occupancy.
- ◆ **Plumbing Final**
All valves and fixtures are installed, all vents completed, water systems tested and septic or sewer connected. Combustion air supply to all gas fired appliances, all backflow, back-drainage and back-siphonage devices in place.
- ◆ **Mechanical Rough**
All equipment has been installed and ready for use including dryer vents, exhaust hoods, furnace and water heater vents, and all supply and return air grilles.
- ◆ **Electrical Rough**
All fixtures, switches, receptacles, grounds, appliances and equipment are installed and ready for use with meter loop in place.

Note: The above stages are minimum requirements and are not intended to limit the appropriate use of materials, appliances, equipment or methods of design or construction.