



**City of La Grange  
155 E Colorado St.  
La Grange TX 78945  
979-968-5805**

## **Residential Building Steps**

1. Any demolition of existing buildings or structural walls in existing buildings must be done under a demolition permit, for which there is no charge. It will be submitted as a building permit and issued as a demolition permit.
  - a. Asbestos siding must be properly removed by its friable ratings.
  - b. Asbestos must be disposed of properly by state law
  - c. A copy of such compliance and disposal must be submitted to the Building Inspections Department.
2. Submit Plans
  - a. Engineered Concrete
  - b. Architect designed structure (Full MEP included). This will include site plan showing:
    - i. Lot sizes
    - ii. Correct zoning
    - iii. Setback lines
    - iv. Location and size of house
    - v. Driveway
    - vi. Sidewalks
    - vii. Drainage flowing to street and **NOT** to neighbor's properties
    - viii. A city approved 911 street address obtained through the city secretary
3. Finished floor slab must be elevated 1 foot above crown of road.
4. **NO dirt work or form erection may be started until complete set of plans have been reviewed and approved for permitting.**
5. Allow up to 45 days for plan review.
6. The City of La Grange issued the following permits:
  - a. Building
  - b. Plumbing
  - c. Gas
  - d. Mechanical
  - e. Electrical
7. Prior to issuing the building permit, you must provide proof that you have contacted the electric, water and sewer departments to confirm that there is the ability to connect to all of these services. You must also provide proof showing the location for the taps for the electric, water and sewer can be made at the location.
8. **After the building permit is issued, the dirt work may start.** Compaction testing/proof required, if required by engineered slab design.
9. All additional contractors, sub-contractors must obtain permits prior to starting work. This included temporary electrical service which requires inspection before connection. Specs on temporary services are available at City Hall.
10. Inspections of any type are required before work is covered up.
11. Final inspections must be requested when the project is totally completed.
  - a. The **Permit holder must** call in any inspection to 979-968-5805 and provide the appropriate permit number for the requested inspection.
  - b. Inspection requests must be called in 24 hours in advance.
12. Pre-pour concrete inspections include:
  - a. Piers-The width, depth, and rebar of the piers will be inspected **PRIOR** to the pouring of the piers.
  - b. Verification of termite treatment regardless of construction type.
  - c. Plumbing Inspection including a 10' water head test on drainage and inspection that all lines exposed to concrete are protected by a wrap or a cover/sleeve.
  - d. Electrical rough-in inspections as needed.
  - e. Rebar will be inspected to verify that specs are met and it is at least 1.5 inches clear of any form board. Rebar must be elevated on chairs and in the top 1/3 of the depth of concrete. **BRICKS ARE NOT** allowed for chairs. Concrete products are allowed for chairs.
  - f. Beam locations and depths will also be inspected.

- g. Setback measurements are verified.
- 13. Suggestion-Have concrete age a minimum of 7 days prior to starting construction.
- 14. Roughs/top outs and framing types of inspections will be next.
  - a. All framing will be inspected prior to anything being covered up, including
    - i. Wall sheathing
    - ii. Nail patterns before any vapor barrier is installed on roof (typically tar paper) or on the walls (typically Tyvek type).
    - iii. Roof barrier and flashing must be verified **PRIOR TO** the final roofing cover is installed. We must inspect final roofing cover in progress **PRIOR TO** finishing the job completely.
    - iv. Windows will be inspected prior to being covered for proper taping.
    - v. Brick/masonry ties will be inspected prior to any masonry being installed.
- 15. All plumbing, electrical, mechanical and gas will be inspected **PRIOR TO** anything is covered up. Including:
  - a. Water pressure test on the water lines.
  - b. Pipe insulation after the piping inspection and pressure test has passed.
  - c. No gas lines may touch any electrical lines and that requires a physical barrier between the 2 lines.
  - d. Gas lines are required to pass a 10 psi test for 30 minutes at this stage.
  - e. All required stud protectors must be in place.
  - f. All anchor bolts/pins must be in place and tight.
- 16. Insulation inspection for the walls. Attic insulation inspection may be requested at this time or during the finals.  
**Reminder** pier and beam houses - floor requires minimum R19 insulation. Floor insulation inspection may be requested at this time or during the finals.
- 17. Dry wall installation inspection.
  - a. 16" stud/joist centers are good with ½" drywall. Any spacing larger required 5/8" minimum. Water resistant where required. Nail/screw spacing typically 6" on seams, on each side of each seam, 12" in the field.
  - b. Remember that the attached garage is a fire separation issue, requiring no penetrations (electrical panels not fire rated, washer connections, etc.) through the 5/8" fire rated sheetrock and that the door to the house, and any to the attic must be 1 hour fire rated assemblies.
- 18. Finish outs. Final Inspections required of the plumbing, gas, mechanical and building.
  - a. Gas-Require final pressure test of 10 psi for 30 minutes before receiving a green tag and faxing approved connection information to the gas provider.
  - b. Electrical power will not be connected to the structure until all electrical has been finished out and covered up, and receptacles, switches, lights, fans, etc...
  - c. Once meter loop and interior are deemed safe to connect, we will connect provided all fees have been paid.
  - d. Electrical Final is requested by the electrician when the electrician can verify that all of the electric devices are under power. Electric panel must be labeled to pass final inspection.
  - e. Building final will not be passed until all other finals are passed and the house numbers have been installed on the house at the front door area and they are visible from the street, and are a minimum 4" tall of contrasting color numbers.
  - f. Lawn irrigation systems installed will require a permit, the approved backflow devices, inspections, and annual testing of the backflow device.

All inspections are the responsibility of the permit holder or his/her employees. Inspections must be called into 979-968-5805 with 24 hours in advance notice. The permit holder must provide the appropriate permit number when requesting an inspection. The general contractor **CANNOT** call in inspections for other trades. The general contractor **must be responsible** for coordinating the trades so that one does not start the next step without the previous steps having passed their inspections as required. Inspections are typically performed in the afternoons of each working day.

Any inspection that fails will be subject to a re-inspection fee, and the re-inspection must be called in upon correction of deficient issued.

Certificate of Occupancy will not be signed until all outstanding fees are collected and all finals are passed.

The above list is not all inclusive of every situation, nor will every situation require every last inspection referenced.

Contractors/sub-contractors are expected to have sufficient knowledge of all required inspections and are responsible to see that inspections are requested prior to any cover ups. Contractors/Sub-contractors are accountable to remediate any situation that may arise due to missing an inspection.