

1 Pre-Construction Inspections



Building Pre-Construction Meeting & Inspection Required to review:

- Meet with Contractor on site.
- Confirm address and permits.
- Review and add project contacts, email addresses, and phone numbers to Amanda.
- Verify Special Inspections.
- Check plans.
- Verify Rated Assemblies.
- Verify Plans Examiner notes.
- Check for portable restrooms.
- Check for trash receptacles.
- Check for work in right of way.
- Check overhead power lines.
- Check landings and accessibility
- Check design standard requirements.
- Check for safeguards.

Trades may now call in inspections after the pre-construction meeting has passed.

Address must be posted on the site at all times and visible from the street throughout the construction process.

Prior to the start of construction, erosion & sediment controls as well as tree protection measures need to be in place if applicable to your project. For more information, [please reference](#) the Tree Protection and Erosion/Sedimentation Controls Flowchart.

2 Foundation Inspections

Third-Party Inspections

- Layout Inspection
- Foundation Inspection

NOTE: Contractor must receive third-party letter for this inspection. Final letters are to be provided to the inspector at time of Final Inspection.

Trade Rough Inspections

All Mechanical Rough, Electrical Rough, and Plumbing Rough Inspections must be completed. [Please reference](#) Commercial Inspection Flowcharts by subject matter.

3 Framing & Interior Inspections

Third-Party Inspections

- Framing Inspection (trusses and structural framing)
- Fire Stop Inspection

NOTE: Contractor must receive third-party letter for this inspection. Final letters are to be provided to the inspector at time of Final Inspection.

Insulation Inspection

NOTE: Inspection will require Energy Reports and Checklists.

Wallboard Inspection

4 Final Inspections

One-Time Inspections (call to schedule): (512)974-9405

- [Environmental](#): (512)974-2278 Environmental.Inspections@austintexas.gov
- [Landscaping](#): (512)974-2278 Environmental.Inspections@austintexas.gov
- [Austin Fire](#): (512)974-0160 [Email](#)
- [Austin Public Health](#): (512)972-5000 [Email](#)
- [Austin Water, Tap](#): (512)972-0000 AWTaps@austintexas.gov
- [Austin Water, Temporary Utilities](#): (512)972-0000 AWTaps@austintexas.gov
- [On-Site Sewage Facilities \(OSSF\)](#): (512)972-0050

For Temporary Certificate of Occupancy (TCO):

- TCO Occupancy Inspection or TCO Stocking Inspection
 - NOTE: only required to allow occupancy or stocking of structure. Fees must be prepaid. [Please reference](#) the Temporary Certificate of Occupancy Process Flowchart.
- Environmental TCO
- Fire TCO
- Trade TCO
 - NOTE: [Please reference](#) Commercial Inspection Flowcharts by subject matter.

Final Trade Inspections

- 305 Final Electrical Inspection
- 405 Final Mechanical Inspection
- 521 Final Plumbing Inspection
- 112 Final Building Inspection
- 111 Final Energy Inspection

Certificate of Occupancy (CO)

- Review and add project contacts, email addresses, and phone numbers to Amanda.
- Permit is closed out and Certificate of Occupancy is issued when all inspections have passed. Builder may request CO to be emailed, picked up, or faxed.



All Processes to comply with current Codes and City Ordinances. See City Code Section 25-12-1 for Local Amendments to the Building Code.