



CITY OF CORPUS CHRISTI
DEVELOPMENT SERVICES DEPARTMENT
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TO: Development Community
Coastal Bend Homebuilders Association (CBHBA)
Associated General Contractors (AGC) – South Texas
Associated Builders & Contractors (ABC) – Texas Coastal Bend

SUBJECT: **INFORMATION BULLETIN 003**
Procedural Changes to the Development Services Department Inspection Process

DATE: February 14, 2020

UPDATED: September 1, 2020, August 5, 2021, August 12, 2021

CREATED BY: Building Division

Purpose

As a customer service initiative, the Development Services Department (DSD) created this bulletin in an effort to service our customers more effectively, and to ensure less failed inspections. Beginning on **April 6, 2020**, Development Services will require all Contractors to comply with the procedural changes listed below.

To assist residential and commercial building Contractors in facilitating their scheduled inspections, this IB establishes a uniform method that will be utilized by all sections of the Inspections Team when conducting inspections. This IB will outline the general guidelines for all Contractors to follow.

Procedures

The following procedures are to be followed for onsite inspections and will require Contractor compliance:

1. The Contractor shall provide ladders and/or other needed accessories, to allow our Inspectors to conduct a thorough and complete inspection.
 - a. If access is not provided the inspection will result in a *failed status* and a reinspection will be required.

2. The Contractor shall maintain a complete set of City Approved Plans (11” x 17”) on each job site.
 - a. It would benefit everyone if the plans were kept in a tube or container to protect from the elements and the Contractor will decide where the plans are to be located at all times and communicate the location to the inspection group.
 - b. If approved plans are not on the job site, at the time of the inspection, the inspection will result in a *failed status* and a reinspection will be required.

3. The Contractor is encouraged to have a representative on site when an inspection is scheduled to receive the City Inspector, provide access and answer any questions that may arise.
 - a. DSD will provide the Contractor with our estimated time of arrival.
(Updated August 5, 2021, August 12, 2021)

4. The Contractor will be required to provide form surveys for awkwardly shaped lots or on very tight lots where there is no margin for error with the placement of the structure.
 - a. This requirement will be identified during the plan review process and it will be noted on the building permit.
 - b. The form survey is required to be provided and approved by DSD prior to the plumbing rough-in inspection.
 - c. The form survey shall, at minimum, (1) document the buildings compliance with all setback requirements, (2) document no encroachment into easements as identified on the recorded plat.
(Updated August 5, 2021, August 12, 2021)

5. Beginning on **January 1, 2021**, the Contractor will be required to provide form surveys for all new construction and additions to properties located in a Special Flood Hazard Area. Permits that have been submitted and received an approved completeness check on or before January 1, 2021 are exempt from this requirement.
 - a. This requirement will be identified during the plan review process by the floodplain staff and it will be noted on the building permit.
 - b. The form survey is required to be provided and approved by review staff prior to the plumbing rough-in inspection or any vertical construction.
 - c. The form survey shall, at minimum, (1) document the buildings compliance with all setback requirements, (2) document no encroachment into easements as identified on the recorded plat and (3) provide an elevation(s) for the top of form boards.
(Updated August 5, 2021, August 12, 2021)

**** Note**** If upon arrival by the City Inspector at the site and not all segments listed above comply, will result in a *failed status*. The *failed status* can be updated as soon as the site has attained full compliance.

Summary

This bulletin is for informational purposes only.

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