



Contracted Inspections Instructions

Registration Required

Residential builders and certain remodelers are required to register with the commission. Property Code Section 401.003 defines a builder/remodeler as any person who, for a fixed price, commission, fee, wage, or other compensation, sells, constructs, or supervises or manages the construction of, or contracts for the construction of or the supervision or management of the construction of: a new home; a material improvement that either increases or decreases the home's total square footage of living space and also modifies the home's foundation, perimeter walls or roof; or an interior remodeling/renovation project that exceeds \$10,000.

In addition, a builder or remodeler must register each new home, material improvement regardless of cost and any interior renovation where the project cost exceed \$10,000. The registration is required on the 15th date of the month following transfer of title; or if title does not transfer, within 15 days after the earliest date of either substantial completion, the project becomes occupied, or the issuance of a certificate of completion or occupancy. Registration of those projects cannot legally occur for projects where there is no municipal inspection unless the inspections required by the Property Code, Chapter 446 occur and are completed and reported in accordance with these instructions.

Code Requirements

The code used to make an inspection varies based upon the location of the home. The statewide residential building code is the 2000 International Residential Code (IRC) and the 1999 National Electrical Code (NEC). These however, may be amended in local jurisdictions; generally these amendments take the form of the adoption of the more recently updated code provisions. The code that applies in an unincorporated area is the code adopted by the county seat. If the county seat has not adopted a version of the code, then the 2000 IRC applies.

It is important to note the code you are using when doing the inspection in the documentation that is provided to the builder/remodeler and retained in your records. This information may prove helpful should a warranty issue arise.

Inspections Required

Residential construction done by those builders and remodelers described above that occurs in an unincorporated area or in another area not subject to municipal inspections (Property Code, Chapter 446) must have a minimum of three inspections conducted by a fee inspector, as applicable at certain stages of construction. The builder/remodeler is responsible for hiring the fee inspector. The fee inspector may be either a licensed engineer, registered architect, a professional inspector licensed by the Texas Real Estate Commission or a commission certified third-party inspector.

The three inspections required, as applicable, include:

- A foundation inspection conducted prior to the placement of concrete, also known as the pre-pour;
- A framing and mechanical systems inspection conducted prior to the placement of exterior wall insulation or interior wall coverings, also known as the pre-cover; and
- A final inspection conducted when the home is completed.

The attached form is provided for the use of a qualified inspector to certify that the inspection occurred and that the subject property passed that inspection. The inspector should rely on their own professional training and judgment and should create, maintain and provide their own documentation of the inspection results. This documentation is important to provide to the builder or remodeler and to maintain for future reference and should not be sent to the commission. The builder/remodeler is responsible for maintaining the inspection results and the accompanying documentation as part of their files.

This form is not intended to be used for paper filing, but merely as a means for recording the information necessary to complete electronic filing through the commission's secure portal on its web site (www.trcc.state.tx.us). If you haven't received or have forgotten your login name and password, send an email request to info@trcc.state.tx.us. If you cannot file electronically, this form may be sent to the commission for processing. Failure to comply with requirements for these required inspections can result in disciplinary actions against the builder/remodeler.

Section 1: Fee Inspector Information

Once the information requested is captured by the online system, it will be maintained by the commission and will allow you to edit the information as the need arises. The individual qualified inspector should complete this information and provide his or her own personal accreditation and not that of an employer or other individual or company. Companies employing multiple inspectors will be provided a distinct login name and password for each qualified inspector. It is the inspector's responsibility to maintain the confidentiality of this access information. If an inspector's information is compromised contact the commission as soon as possible to obtain a new set of login information. If you haven't received or have forgotten your login name and password, send an email request to info@trcc.state.tx.us.

Section 2: Property Address/Project Information

If the street address is not known provide the legal description of the property either as lot, block and section number or as otherwise filed in the county tax records.

You will need the builder's or remodeler's commission registration number and a builder/remodeler assigned project number to distinguish the inspection results from other properties. This information is the record identifier and its accuracy is extremely important for matching this inspection with the other required inspections to determine compliance with Chapter 446 of the Property Code.

Section 3: Type of Inspection

In this section you will be asked to provide the type of inspection that was conducted and the date the subject property passed inspection.

Section 4: Certification

These provisions are to be followed whenever applicable, but are limited to visible and accessible areas at the time of the inspection.

As the inspector you will be asked to certify that the subject property passed the inspection.

Foundation

If you certify that the foundation inspection passed, it means that you must physically and visually inspect the foundation and verify compliance with the engineered drawings, the proper placement, support, sizing and spacing of graded rebar and that it is supported, as well as ensuring proper beam depth, width and placement. Vapor/moisture barrier placement should be checked. If applicable, cable ends are to be anchored and the cable tendons properly placed and supported. If the drawings are not sealed by an engineer, then the foundation must comply with the building code applicable to the property.

Framing, Mechanical and Delivery Systems

If you certify that the framing, mechanical and delivery systems have passed inspection, it means that you must physically and visually verify compliance with the applicable building code or, if

applicable, an engineered design. Specifically it is important to ensure proper door and window egress placement, framing members should be properly attached, spaced, graded and aligned, and that joints are not stressed and are fastened with the proper materials. The load bearing infrastructure should show no signs of distress. Materials should not be decayed or otherwise have their structural integrity compromised. All spliced materials shall comply with the applicable building code. Additionally, each of the major mechanical delivery systems needs to be reviewed:

- Electrical Systems should be checked to ensure the system is properly grounded, all connections are made in junction boxes, proper gauge wiring is installed, outlets are properly spaced, working clearances are provided where required and wires are properly protected by nail plates in appropriate locations.
- Adequate access to the machinery should be provided. Duct work should not be encumbered by other building materials, punctured, crimped, crushed or otherwise compromised. Ducts are installed per the applicable building code. Return air grills are in the locations required by the plans.
- the roof is appropriately supported and sloped;
- Plumbing System should be reviewed to ensure all connections, bends and joints are appropriately fitted and sealed. All pipes must be properly protected by nail plates in appropriate locations. Materials installed should be used for their manufactured purposes and be of appropriate size and condition, as well as being appropriately supported and anchored.

Final

If you certify that the construction has passed the final inspection, it means that for the final inspection you have visually and physically verified compliance with the applicable building code. It is important to that you also review and ensure that:

- the grading of the yard surrounding the home appropriately allows water to flow away from the home and to comply with the TRCC performance standard;
- the electrical, plumbing and HVAC (Heating, Ventilation and Air Conditioning) System is in complete working order;
- the exterior unit of the HVAC System (the compressor) should be located on a level surface above the ground;
- all air ducts should be free of obstruction. Any dampers and control systems should be checked.
- the doors and windows all operate properly;
- the finish materials are properly installed, sealed and protected from the environment;
- the flatwork around the home is free of any structural cracks, holes or other safety hazards;
- all roof cladding is installed in accordance with the manufacturer's recommendations;
- flashing is installed, where visible, without removing materials;
- the stairways and hallways are of proper width and have adequate headroom, handrails, landings and treads are the proper size and spacing;
- the homes fixtures (including plumbing, electrical, and finish hardware) are all correctly installed and working properly;
- any appliances or manufactured products installed in the home are in proper working order; and
- there are no apparent safety issues.

The above categories are not meant to be a complete list of the items needed for inspection. It is the responsibility for the inspector to verify that the project substantially meets the applicable building code. Once you've completed the inspection and the subject property has passed the inspection, then you will provide copies of your documentation to the builder or remodeler and go online to the commission's web portal (www.trcc.state.tx.us), login and provide your certification to the commission. The supporting documentation does not have to be submitted to the commission.

If you have any questions about this process, call the commission toll-free at 877-651-TRCC or send an email to info@trcc.state.tx.us.



**Texas Residential
Construction Commission**
Quality Construction for Texans

County Inspection Form

Form for use by fee inspectors to inspect construction projects subject to inspection under Subtitle F of Title 16 of the Texas Property Code.

Section 1: Fee Inspector Information

Fee Inspector Name: _____
 Mailing Address: _____
 Phone: _____
 Fax: _____
 Email: _____

Select one:

[] TRCC 3rd Party Inspector TRCC No. _____
 [] TREC Inspector TREC No. _____
 [] Architect TBAE No. _____
 [] Engineer TBPE No. _____

Section 2: Property Address/Project Information

Number	Street	City	County	Zip Code

OR

Lot	Block	Section

OTHER LEGAL ADDRESS: _____

BUILDER-ASSIGNED PROJECT NO.: _____

BUILDER TRCC NO.: _____

COUNTY SEAT (Name of Municipality) _____

<input type="checkbox"/> New Construction
<input type="checkbox"/> Remodel

Section 3: Type of Inspection

_____ Foundation
 _____ Framing, Mechanical and Delivery Systems
 _____ Final

Date of Inspection: ___/___/___
 Date of Inspection: ___/___/___
 Date of Inspection: ___/___/___

Section 4: Certification

The Undersigned Fee Inspector certifies that the undersigned inspected the above referenced property in accordance with the commission's instructions at the stage(s) indicated above and the construction is in substantial compliance with the building code applicable to this property. Inspection by the Undersigned Fee Inspector is limited to visible and accessible areas at the time of the inspection. This inspection is not a home warranty, guarantee or insurance policy.

INSPECTOR SIGNATURE _____

DATE SUBMITTED TO TRCC: ___/___/___

(Attach supporting inspection documents and provide those documents to the Builder/Remodeler Identified Above)

Important Note: The information contained on this form should be submitted to the Texas Residential Construction Commission through the secure portal on the commission's web site (www.trcc.state.tx.us). If you haven't received or have forgotten your login name and password, send an email request to info@trcc.state.tx.us.