



**CITY OF BURNET
DEVELOPMENT SERVICES
NEW RESIDENTIAL BLDG CHECKLIST**

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NEW RESIDENTIAL BUILDING REQUIREMENTS

INSPECTION REQUESTS:

Inspection requests can be made through www.MGOConnect.org. If your account is not associated with the building permit, please link your account with the appropriate project number.

All requests must be made prior to 3:00pm to schedule the inspection for the next business day.

To cancel an inspection, please contact the building department no later than 4PM the day before the inspection. If cancelled after 4PM, a re-inspection fee will be assessed.

NEW RESIDENTIAL REQUIRED INSPECTIONS:

- Temp Power/Meter Loop
- Plumbing Rough-In (*Form Survey due*)
- **Form Surveys with the following information shall be submitted a minimum of 48 hours PRIOR to foundation inspection:**
 - **Form Elevations**
 - **Lot Corners or Curb Projection or Pavement Projection**
 - **Proposed Final Grading**
 - **Per City of Burnet, Code of Ordinances Section 50-56- Lot Grading Standards for Zone X, the FFE elevation must be 6 inches above the highest adjacent finished grade. Thus, slabs must have 6 inches, exposed foundation and then at a minimum slope at 2 percent away from the structure for at least 10 feet.**
- Foundation Pre-Pour Inspection (*Engineer Pre-Pour report if applicable*)
- Yard lines & Underground Electric
- Sheathing/Wind Bracing
- Framing
- Electrical Rough-In
- Mechanical Rough-In
- Plumbing Top-Out
- Insulation
- Wallboard
- Driveway & Sidewalk
- Landscape
- FINAL (*blower door & duct leakage test due prior to issuance of Certificate of Occupancy*)

BUILDING/JOB SITE REQUIREMENTS:

- ADDRESS **MUST** BE VISIBLE FROM THE STREET AT ALL TIMES
- CONSTRUCTION DEBRIS AND MUD MUST BE KEPT OUT OF STREET AND ALLEYS, INCLUDING ADJACENT PROPERTIES. THIS INCLUDES 'BLOWING' DEBRIS. TRASH RECEPTACLES/CONTAINERS ON EACH JOB SITE ARE REQUIRED AND MUST BE EMPTIED OR REPLACED WHEN FILLED
- SILT FENCING SHALL BE INSTALLED ON THE DOWNSTREAM SIDE OF ANY PROPERTY
- NO CONSTRUCTION ITEMS MAY BE LOCATED WITHIN ANY STREET, ALLEY OR OTHER RIGHT-OF-WAY

CERTIFICATE OF OCCUPANCY REQUIREMENTS:

ALL OF THE FOLLOWING REQUIREMENTS MUST BE MET PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY:

- **IF APPLICABLE – ENGINEER CONCURRENCE LETTERS SUBMITTED**
- **BLOWER DOOR &/OR DUCT LEAKAGE TESTS SUBMITTED**
- **ALL RE-INSPECTION FEES PAID**
- **PARKING REQUIREMENTS MET:**
 - **CH. 118-20 CODE OF ORDINANCES, CHART 3: TWO SPACES MINIMUM FOR EACH LIVING UNIT UP TO TWO BEDROOMS; PLUS, ONE ADDITIONAL PARKING SPACE PER TWO ADDITIONAL BEDROOMS**
- **LANDSCAPE REQUIREMENTS MET:**
 - **CH. 118-62 CODE OF ORDINANCES: MINIMUM LANDSCAPE REQUIREMENTS FOR EACH LOT ON WHICH A SINGLE-FAMILY, DWELLING, OR MANUFACTURED HOME IS CONSTRUCTED OR INSTALLED SHALL BE A MINIMUM OF TWO, TWO-INCH TREES AND LAWN GRASS FROM THE FRONT PROPERTY LINE TO THE FRONT TWO CORNERS OF THE STRUCTURE.**

Your signature below acknowledges that you have read and understand the requirements above. This form must be signed, either physically or electronically, and returned to the Development Services Department or uploaded to MGOConnect before permits are issued.

Signature: _____

Date: _____