



# City of Oak Leaf

301 Locust Drive \* Oak Leaf, Texas 75154 \* 972-617-2660 \* Fax 972-617-7108

## BUILDING INFORMATION

In addition to the 2006 International Building Code, the following are ordinances in the City of Oak Leaf:

- We adhere to the 2006 Energy Conservation Code.
- No property may be subdivided.
- All residences are single family dwellings and rooms may not be rented.
- There is an additional charge of \$50.00 for inspections that are red-tagged, or if an inspection is requested separate from normal procedure.
- There shall be no erection, including excavation, demolition, alteration or repair work on any building between the hours of 8:00 p.m. and 6:00 a.m.

**GENERAL CONTRACTORS:** Required to be registered with the city before receiving a permit. The registration fee is \$100.00 and is good thru December 31 of the year pulled. Required along with the fee is a completed registration form, copy of driver's license and a copy of the state registration.

**SUB-CONTRACTORS:** Electrical, plumbing and HVAC persons must present proof of liability insurance, state license and driver's license before being allowed to work in the city. No fee is charged to obtain sub-contractor's city permit, and it is good thru December 31 of the year pulled.

### BUILDER'S RESPONSIBILITY:

- 1) To contact the County Public Works and obtain flood zone information.
- 2) Obtain septic tank inspection and permit from Ellis County Public Works.
- 3) All construction within the flood hazard area must be identified on the plat & plans.
- 4) Making this identification to the city.
- 5) Placement of a water/cutoff valve will be at the point of the utility easement. Any attempt to do otherwise could result in serious repercussions.
- 6) A roll-off container is required to be on-site at all new residential construction.
- 7) A portable toilet is required to be on-site at all new residential construction.

## BUILDING INSPECTION PROCESS

STEP 1: Obtain Building Permit & Start Construction

NOTE: Must turn in all plans (building, electrical, site and foundation) to get permit.

STEP 2: T-Pole Inspection

STEP 3: Form Board Survey

STEP 4: Pier Hole Inspection (for engineered foundations)

STEP 5: Plumbing Rough-in Inspection

STEP 6: Slab Inspection – Must Have: Brick Ledge & Drop

STEP 7: Framing Inspection – Includes: Framing, Brick Ties, Plumbing Stack-out, Poly Seal, Electrical Rough-in, and HVAC

STEP 8: Insulation Inspection

STEP 9: Drive/Approach Inspection

STEP 10: Electrical Final

STEP 11: Certificate of Occupancy

I understand the Building Information and the Step by Step Inspection Process. I also understand the possible addition of a \$50.00 fee and agree to pay if required.

\_\_\_\_\_  
Contractor/Owner

\_\_\_\_\_  
Witness

\_\_\_/\_\_\_/\_\_\_  
Date

ALL BUILDING CODES ARE ONLINE AT OUR WEBSITE: [www.oakleaf texas.com](http://www.oakleaf texas.com)