



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 and ICC Building Codes.
- All residences are single-family dwellings.
- There shall be no construction of any kind between the hours of 8:00 p.m. and 6:00 a.m.

GENERAL CONTRACTORS are required to be registered with the city before receiving a permit. The registration fee is \$100.00; also required is a completed registration form & copy of driver’s license.

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.

BUILDER’S RESPONSIBILITY:

- 1) 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) 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.
- 5) A roll-off container is required to be on-site at all new residential construction.
- 6) A portable toilet is required to be on-site at all new residential construction.
- 7) Prior to issuing a C/O, landscaping will be required. (see Chapter 3, Article 3.400, Section 3.407)

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 for inspections that are red-tagged, or if an inspection is requested separate from normal procedure and agree to pay if required.

Contractor/Owner

Witness

____/____/____
Date

ALL BUILDING CODES ARE ONLINE AT OUR WEBSITE: www.oakleaf texas.com