



CITY OF GRAPEVINE
BUILDING DEPARTMENT
PRECONSTRUCTION CHECKLIST

- This is not intended to be a comprehensive list of all City requirements, but is meant to be a guide to aid in the construction process.
- No work (including sitework) may proceed prior to issuance of a building permit or written approval by the Building Official.

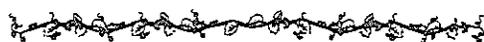
Permits are also required for all mechanical, electrical, and plumbing work, signs (permanent and temporary) and banners.

Each building requires a separate permit.

- No sitework or tree removal is permitted prior to receiving a tree inspection and written approval from the building inspector.
- No inspections except tree inspections will be made prior to receipt of a foundation setback survey.
- Inspections requested prior to 7:30 A.M. will usually be performed the same morning. Inspections requested by 12:30 P.M. will usually be received that afternoon. Inspection request #: 817-410-3010.
- No work may be covered prior to receiving written approval from the inspector. All inspection approvals should be kept on site by the project manager.
- **No changes from the City approved plans may be made to the building or site without first submitting revised plans and receiving written approval from the Building Department. This includes signs, landscaping, lighting, etc.**

* **Note:** Projects that went through the Planning and Zoning/City Council approval process must go back through Planning and Zoning/City Council for most changes. Please allow 42-83 days for this process. Contact the Building Department to determine applicability.

OVER 



- No occupancy (including furniture, stocking, etc.) is permitted prior to the issuance of a Certificate of Occupancy from the Building Department. In certain circumstances, limited fixturing/stocking may be permitted, but only with written approval by the inspector. Contact the Project Inspector for applicability.
- All lighting must comply with Section 55 of the Grapevine Zoning Ordinance. Lighting elements must not be visible from a point 5' above ground, measured at all property lines. Physical testing of illumination levels must be performed to verify compliance with photometric study. Documentation shall be submitted to the Building Department.

No occupancy, including temporary occupancy will be permitted until the above requirements are met.

- Certificate of Occupancy will not be issued prior to final written approval from the Building, Fire, Public Works (if applicable) and Health (if applicable) Departments. A Certificate of Occupancy Application must be submitted to the Building Department. **All work shown on the approved plans must be complete before a Certificate of Occupancy will be issued. This includes landscaping, screening, grading, etc.** You are advised not to call for your Certificate of Occupancy inspection on the day occupancy is desired. Due to the complexity of most projects, it is very common for the initial Certificate of Occupancy inspection to fail.
- Phone Numbers: Building Department – 817-410-3165; Fire Department – 817-410-8100; Public Works Department – 817-410-3135; Health Department – 817-685-1622

I understand and agree to the above. I further understand that the above items do not constitute a comprehensive list of all City requirements, but are intended as an aid to help in the permit / inspection / occupancy process. Additional printed information is available from the Building Department. I agree to make this information available to the owner, architect, engineer, contractor, and all other pertinent parties to the project.

Signature

Print Name

Company

Phone #