

Building Services Construction Document Pickup Guidelines

151 W Church Street, Lewisville, Texas 75057 Phone: 972.219.3470

Commercial – Document Pickup

NEW Construction Commercial		
Inspection	Report Type	Notes
FOUNDATION	- Form Survey	
FRAMING	- Fire Hydro Passing Inspection Report *	* only applicable with fire sprinkler system
BUILDING FINAL NOTE: A Certificate of Occupancy application must be submitted prior to requesting the Building Final Inspection	- Termite Report ** - Insulation Report - Final Energy Report *** - Fire Final Report*	** If Wood Structure ***If ComCheck was required * only applicable with fire sprinkler system
Shell Building		
Inspection	Report Type	Notes
FOUNDATION	- Form Survey	
FRAMING	- Fire Hydro Passing Inspection Report*	* only applicable with fire sprinkler system
BUILDING FINAL	- Termite Report ** - Final Energy Report** - Fire Final Report*	** If Wood Structure ***If ComCheck was required * only applicable with fire sprinkler system
Mixed Use		
Inspection	Report Type	Notes
FRAMING	- Fire Hydro Passing Inspection Report*	* only applicable with fire sprinkler system
BUILDING FINAL	- Final Energy Report - Insulation Report	* only applicable with fire sprinkler system
NOTE: A Certificate of Occupancy application must be submitted prior to requesting the Building Final Inspection	- Fire Final Report*	
	Alteration Commercial	
Inspection	Alteration Commercial	Notes
FRAMING	- Fire Hydro Passing Inspection Report*	* only applicable with fire sprinkler system
BUILDING FINAL NOTE: A Certificate of Occupancy application must be submitted prior to requesting the Building Final Inspection	 Insulation Report (when applicable) Final Energy Report *** Fire Final Report* 	***If ComCheck was required * only applicable with fire sprinkler system

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