

CITY OF MUSTANG CONSTRUCTION INSPECTIONS POLICIES & PROCEDURES

The Mustang Community Development Department desires to complete all inspection requests as soon as possible.

In order to provide consistent and efficient service to all contractors these Policies and Procedures will be followed:

- (1) Accurate construction plans must be submitted for permit approval at the Community Development office. No reversed or partial plans will be accepted. Allow three full days for review and turn-around on house plan permits. Commercial and Industrial Plan review will take longer. Construction may begin only after the appropriate permit is issued.
- (2) All State and City Licenses must be current before a contractor may be issued a permit.
- (3) Only permit holders may call and request inspections. The project address is needed to log an inspection request.
- (4) All rough-ins may be made at the same time. (Mechanical, Electrical, Plumbing & Building). When a permit holder calls for a rough-in, the Inspection Department may hold it until all rough-ins are ready on the project site for inspections. This saves unnecessary and duplicate trips.
- (6) All top-outs may be inspected at the same time (same procedure as rough-ins).
- (7) Final inspections will be made only when the building is complete including driveways, sidewalks, interior flooring, light fixtures, etc.
- (8) Re-inspection fees of \$50/\$100 will be charged when inspection is called in and the job is not ready or fails, as determined by the Building Inspector.
- (9) Partial inspections may be performed if arrangements are made in advance with the Inspection Department.
- (10) A Certificate of Occupancy will be issued after all final inspections are complete. Until this certificate is issued, occupancy is prohibited.
- (11) All inspections must be made and approved before anything is covered up. This is the permit holder's responsibility.

Questions may be addressed to the Inspections Department at 1501 N. Mustang Rd., Mustang, Oklahoma 73064. Phone number for all inspections 376-9873.