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RESIDENTIAL SINGLE FAMILY BUILDER PACKET

BUILDING PERMIT / INSPECTION OVERVIEW

ADOPTED CODES:

The City of Celina is currently under the following codes:

- 2018 International Residential Code with Local Amendments
- 2018 Energy Code with Local Amendments
- 2017 National Electrical Code with Local Amendments
- 2018 International Mechanical Code with Local Amendments
- 2018 International Plumbing Code with Local Amendments
- 2018 International Fire Code with Local Amendments
- 2018 International Energy Conservation Code
- City of Celina Comprehensive Zoning Ordinance
- City of Celina Subdivision Regulation Ordinance and Building Ordinances



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Residential New Home Check List

Submit all permit applications online

M G

To process your application as quickly as possible, it is important the submittal be complete and contain accurate information on the city forms and the required plans & documents.

If you should have questions, please call

k) All Documents must be lot and swing specific!!

1. Permit Application Completely Filled Out
2. A.R.C / HOA Letter
3. Stamped Engineered Foundation Letter (2018 IRC)
4. Structural Engineer's Certification Letter
5. Plot Plan with Legal Description (lot, block, subdivision, dimensions, plan#, elev.#)
******Must have water meter location and note storm drain inlet (if no inlet clearly note) on the plot plan******
6. Building Plans with elevations (2018 IRC)
7. Framing plans to include rafters, ceiling joists and floor system (if applicable) w/ Engineer Stamped Shear Wall details (2018 IRC)
8. Engineer Stamped Foundation Plans (2018 IRC)
9. Model Home Affidavit (if applicable)
10. Collin or Denton County Septic System approval (Where city services are not provided)
11. 2018 Energy Compliance Form and Compliance Certificate to include Manual J, D & S , and building thermal envelope plan.
12. Engineered Drainage Plan (required on any lot within the downtown area and/or any lot over 1 acre.)

MyGov - Upload to Final Docs

1. Backflow Report (from SC Tracking Solutions)
2. Customer Service Inspection Report (from SC Tracking Solutions)
3. Final Grade Survey
4. Energy Report (pg 6)
5. Sewer Video Form (pg 7)
6. Termite Treatment Report (pg 9)
7. Stamped Engineer Foundation Inspection Letter

Building Inspection Staff Phone Directory		
Permits Desk	972-382-2111	972-382-2682 X 1300
Building Official	Cruz Hernandez	972-382-2682 X 1033
Plans Examiner	Ed Fisher	972-382-2682 X 1035
Plans Examiner	Chris Dokter	972-382-2682 X 1034
Chief Inspector	Zac Loiselle	469-325-2720
Building Inspector	Carl Hager	214-471-9545
Building Inspector	Jerry Carnes	469-301-0042
Building Inspector	Casey Barney	469-301-0090
Building Inspector	Jason Fabbri	469-815-9085
Building Inspector	Scott Eanes	903-505-1488
Building Inspector	James Daniel	469-343-6472
Engineering Inspector	Jeff McClelland	903-505-1345
Engineering Inspector	Steven Pierce	469-796-7307
Engineering Inspector	Bruce Maxwell	214-973-9087
Engineering Inspector	Hayden Cavnar	469-678-0089



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New 1 & 2 Family Dwellings

Development Services
112 N Colorado St
City of Celina, Texas 75009
972-382-2111

New 1 & 2 Family Dwellings Fees

- Application \$50
- Plan Review \$300 (Due at permit application)
- Revised plan review \$175
- Building Permit Fee \$0.92 per square foot under roof
- Certificate of Occupancy \$65 (Temp CO is \$100 each 10 days)
- Building Fee \$75 per (plumbing, electrical, mechanical)
- T-Pole \$50
- Irrigation \$185
- Fence \$75
- Expired Permits 50% refund on permit fee prior to work beginning
- Re-inspection Fee \$75 per failed inspection after 2nd failed inspection
- Re-instated Permit Fee 25% (same plan) or 50% (revised) of original fee
- Park Fee \$1500 if / when applicable
- Building Activity Fee \$500 if / when applicable
- Technology Fee \$500 if / when applicable
- Outdoor Warning Device \$24.22 /acre or \$0.00056 per sq ft /less than an acre or remaining fractions of an acre.
- Impact Fees (water, sewer, roadway, park dedication) See impact fee chart: varies per subdivision
- Water Access 1" \$1060 Sewer Access 1" \$810
- Water Impact 1" New \$4981 Sewer Impact New \$4007
- Water Meter 1" \$440



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New Single Family/Model/Duplex Permit Application

_____ NEW SUBMITTAL

_____ RESUBMITTAL

If Resubmittal: Change _____

ADDRESS OF PROJECT _____ LOT _____ BLOCK _____

SUBDIVISION _____ PHASE _____ COUNTY _____

ELECTRICAL PROVIDER __ COSERV __ GCEC __ ONCOR GAS PROVIDER __ COSERV __ ATMOS

OWNER NAME _____ PHONE (____) _____

CONTRACTOR NAME _____ PHONE (____) _____

SITE CONTACT _____ PHONE (____) _____

SITE CONTACT EMAIL ADDRESS _____

SUB-CONTRACTORS: *All general contractors and sub-contractors (electrical, mechanical, plumbing, etc.) must be registered with the city prior to receiving a permit.

ELECTRICAL- _____ PLUMBER- _____

MECHANICAL- _____ IRRIGATOR- _____

DESCRIPTION __ NEW HOME __ MODEL HOME __ DUPLEX HOA __ YES __ NO

PLAN _____ ELEVATION _____ % OF BRICK _____ FIREPLACE __ YES __ NO

LOT SIZE _____ UNDER ROOF SQ.FT _____ AC SQ. FT _____ # OF STORIES _____

SETBACKS ► FRONT: _____ REAR: _____ LEFT: _____ RIGHT: _____

PROJECT IN THE 100 VEAR FLOOD PLAIN? __ YES __ NO (IF YES shall comply with floodplain regulations)

ADDRESS NUMBER MUST BE POSTED DURING CONSTRUCTION AND PERMANENTLY AT TIME OF FINAL INSPECTION.

THIS CERTIFIES THAT ON THIS DATE APPLICATION WAS MADE FOR PERMIT WITH THE CITY OF CELINA, AND BY THIS SIGNATURE, THE APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE CODES, AMENDMENTS AND CITY ORDINANCES.

APPLICANT PRINTED NAME: _____ DATE _____

APPLICANT SIGNATURE: _____



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RVSD 2/14/2018

Utility Service Agreement

(972)382 2682
142 N. Ohio St

Welcome to the City of Celina, one of the fastest growing communities in the nation. We are dedicated to quality of life, neighborhood integrity, and creating a future vision in a sustainable way, serving the on-going needs and desires of our citizens.

Please keep all streets clean and free of debris at all times for the duration of the project. Streets must remain clean, and unobstructed for the safe passage of pedestrians and emergency vehicles. No exceptions shall be granted.

Permit #: _____ Date: _____

Property Owner Name _____ Phone # _____

Service Address _____ Block/ Lot _____

Billing Address _____ City State Zip _____

Builder's Name _____

Builders E-Mail Address _____ Builders Phone # _____

Residential Meter Size: 1" 1-1/2 "
Commercial Meter Size: 1" 1-1/2 " 2 "

I. Purpose
The City of Celina is responsible for protecting the drinking water supply from contamination and pollution which could result from improper private water distribution system construction or configuration. The purpose of this agreement is to notify each customer of the restrictions to ensure the public health and welfare. Each customer must sign the agreement before the City of Celina will begin service. In addition, when service to an existing connection has been suspended or terminated, the water system will not re-establish service unless it has a signed copy of this agreement.

- II. Restrictions**
The following unacceptable practices are prohibited by State regulations.
- A. No direct connection between the public drinking water supply and potential source of contamination is permitted. Potential sources of contamination shall be isolated from public water systems by an air-gap or an appropriate backflow prevention device.
 - B. No-cross connection between public drinking water supply and a private water system is permitted. These potential threats to public drinking water supply shall be eliminated at the service connection by the installation of an air gap or a reduced pressure-zoned backflow prevention device.
 - C. No connection which allows water to be returned to the public drinking water supply is permitted.
 - D. No pipe or pipe fitting which contains more than 8.0% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
 - E. No solder or flux which contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.



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RVSD 2/14/2018

Utility Service Agreement

(972)382 2682
142 N. Ohio St

III. Agreement

- »- The City will install water meters within 5 business days of builder request through MYGOV.
- »- The meter box and lid must be in place, uncovered, undamaged; clear of mud, water, debris, and have a working area of 3 feet around the entire meter box prior to installation.
- »- Trip charges will be incurred by the builder and/or property owner if for any reason the water meter cannot be installed.
- »- The builder and/or property owner is responsible for reimbursing the city for any damage cost(s) including labor and material.
- »- The Water System will maintain a copy of this agreement as long as the Customer and/or the premises are connected to the Water System.
- »- The Customer shall allow his/her property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the Water System or its designated agent prior to initiating new water service; where there is a reason to believe that cross-connections or other potential contamination hazards exist; or after any major changes to the private water distribution facilities. The inspection shall be conducted during the Water Systems normal business hours.
- » The Water System shall notify the Customer in writing if any cross-contamination or other potential contamination hazard has been identified during the initial inspection or the periodic re-inspection.
- » The Customer shall immediately remove or adequately isolate any potential cross-contaminations or other potential contamination hazards on his/her premises.
- » The Customer shall, at his/her expense, properly install, test and maintain any backflow prevention device required by the Water System. *Once per year.* Copies of all testing and maintenance records shall be provided to the Water System.

IV. Enforcement

If the Customer fails to comply with the terms of the Service Agreement, the Water System shall, at its option, terminate service or properly install, test and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the Customer.

V. Payment Schedule

- Bills mailed out by the 27th
- Bills due without penalty by the 10th
- 10% Penalty added on the 11th (Disconnection notice mailed)
- Disconnection of Service for non-payment if not paid by the 23rd

The Customer is responsible for all water that flows through the meter.
Notify the City of Celina at (972) 382-2682 if you do not receive your water bill by the 5th of the month.

Print: _____

Signature: _____

Date: _____



MODEL HOME AFFIDAVIT

I / we, _____ understand that model home structures may not be used as single family dwellings until a building final and Certificate of Occupancy has been issued for the conversion to a single family dwelling. The structure will be issued a building final as a model home initially.

I / we agree to submit an application with all required documents, for a remodel permit on the conversion from a model home to a single family dwelling.

Property Address: _____

Subdivision: _____ Block: _____ Lot: _____

Builder: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Attest: The State of Texas: Collin County

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared _____ known to me to be the person whose name is subscribed to the forgoing instrument, and acknowledge to me that he or she executed the same for the purposed and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS

THE _____ DAY OF _____, _____

NOTARY PUBLIC

(SEAL)



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City of Celina Energy Code Requirements of the 2018 IRC (IECC) as amended

Provide this form at building completion prior to final inspection

Project Address: _____

Permit Number: _____

DUCT LEAKAGE TESTING VERIFICATION

Rough-In Test Option (R403.3.3)

Post Construction Option (R403.3.3)

System #1 - _____ CFM25 System #2 - _____ CFM25 System #3 - _____ CFM25

System #4 - _____ CFM25 System #5 - _____ CFM25 System #6 - _____ CFM25

I certify that I have conducted a duct leakage test and it has passed the requirements of the 2015 or 2018 International Energy Conservation Code, as amended locally. I further certify that I am certified to perform duct leakage testing certified by national or state organizations as approved by the building official. I certify I am an independent third-party entity, and have not installed the HVAC system; nor am I employed or have any financial interest in the company that constructs the structure.

Agency and Certification Number: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____

BUILDING THERMAL ENVELOPE LEAKAGE TESTING VERIFICATION

Building Thermal Envelope Leakage Testing (R402.4.1.2): _____ ACH50

I certify that I have conducted an air leakage test and it has passed the requirements of the 2015 or 2018 International Energy Conservation Code, as amended locally. I further certify that I am certified to perform air infiltration testing certified by national or state organizations as approved by the building official. I certify I am an independent third-party entity, nor am I employed or have any financial interest in the company that constructs the structure.

Agency and Certification Number: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____

COMPLIANCE STATEMENT

We have concluded all inspections, testing and plan reviews of the above project and hereby declare it in compliance with the residential provisions of the 2015 or 2018 IECC, as amended locally, for the selected compliance approach.

- Option 1(a) **Prescriptive:** Sections N1101.14 (R401) through N1104 (R404)
- Option 1(b) **Prescriptive: REScheck™ UA Approach Only:** Sections N1101.14 (R401)-N1104 (R404) (attach report)
- Option 2 **Performance:** Section N1105 (R405) Performance Approach (attach report)
- Option 3 **ENERGY STAR Certified Homes® (attach certificate)**
- Option 4 **Energy Rating Index Compliance Alternative (ERI):** Section N1106 (R406) **ERI:** _____
- Option #5 **ESL 4ACH⁵⁰ Tradeoff Code Equivalency Compliance**

Agency and Certification Number: _____

Agency Contact Information: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____



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Residential Energy Compliance Path
Energy Code Requirements of the 2018 IRC (IECC) as amended
Submit with application for a building permit

Project Address: _____

N1101.13 (R401.2) – Projects shall comply with one of the following:

Option #1a – Prescriptive: Sections N1101.14 (R401) through N1104 (R404):

N1102 (R402) Building Thermal Envelope. {Using table N1102.1.2 (R402.1.2) INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT}

N1103 (R403) Systems.

N1104 (R404) Electrical Power and Lighting Systems (Mandatory).

Plus all mandatory provisions

Option #1b – Prescriptive-Using REScheck™ UA approach Only: Sections N1101.14 (R401) through N1104 (R404):

N1102 (R402) Building Thermal Envelope.

N1103 (R403) Systems.

N1104 (R404) Electrical Power and Lighting Systems (Mandatory).

Plus all mandatory provisions

Option #2 – Section N1105 (R405) Performance Approach

Plus all mandatory provisions

Option #3 – ENERGY STAR Certified Homes®

Option #4 – Section N1106 (R406) Energy Rating Index Compliance Alternative

Minimum envelope requirements \geq Table 402.1.1 or 402.1.3 – 2009 IECC

Plus all mandatory provisions

Option #5 – ESL 4ACH⁵⁰ Tradeoff Code Equivalency Compliance^a

Envelope Component	Option #1	Option #2
R402.4 Air Leakage	$\leq 4ACH^{50}$	$\leq 4ACH^{50}$
Wall Insulation Value	$R13 + R3^b$	$R13 + R3^b$
Fenestration U-factor/SHGC	$\leq 0.32/0.25$	$\leq 0.32/0.25$
Ceiling R-value	$\geq R49$	$\geq R49$
Duct Insulation	R8	R6
Radiant Barrier Required	No	Yes

^a Except for the values listed in the table, all other mandatory code provisions are applicable.

^b First value is cavity insulation, second is continuous insulation or insulated siding.

NOTE: Attach appropriate compliance option “compliance report”

I certify that I have reviewed the construction documents including, but not necessarily limited to, insulation materials and R-values; fenestration U-factors and SHGC values; area-weighted average U-factor and SHGC calculations; mechanical system design criteria; mechanical and service water heating system and equipment types, sizes and efficiencies; equipment and system controls; duct sealing, duct and piping insulation and location; and air sealing details; and that the project as designed satisfies the minimum requirements for the compliance approach selected above.

Print Name: _____ Sign Name: _____ Date: _____



Sewer Camera Video Performance Form

Date: _____

Address: _____

Permit Number: _____

To the Chief Building Official:

The sewer camera video for the above referenced location has been completed, and has been reviewed. The video showed no evidence of obstructions or other issues that would affect the drainage and complies with Sections 26 and 31 of the 2018 IRC. I also understand that I may be required to submit the video for further review in the future.

Business Name: _____

Certified Representative: _____

(Print)

(Signature)

Plumbing License Type: _____

Plumbing License Number: _____

Plumbing License Expiration: _____



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Residential Frame Inspection Form

Date: _____

Address: _____

Permit Number: _____

To the Chief Building Official:

The frame and shear wall inspections of the above referenced location have been completed after all mechanical, electrical and plumbing roughs were installed.

The frame and shear wall meet or exceed the requirements of the 2018 International Residential Code.

Certified Representative _____

(Print)

(Signature)

State of Texas Professional Engineer _____

(Print)

(Signature)

(Stamp)



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PROTECTION AGAINST TERMITES FORM

Permit Number: _____

Address: _____

Builder: _____

The residence addressed above meets or exceeds the requirements for protection against termites set forth in the International Residential Code.

Name of Protection Provider (Company): _____

Address: _____

Phone: _____

Name of TSCPБ Certified Applicator: _____

TSCPБ Certified Applicator's Signature: _____

State License No.: _____

.....

STATE OF TEXAS
COUNTY OF COLLIN

I, _____, being duly sworn doth depose and say that the information contained in the above application is true and correct to the best of my knowledge and belief.

And further this deponent says not.

Signature

Date

Subscribed and sworn to before me this _____ day of _____ 20____,

Notary Public in and for the State of Texas



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All Permit Holders must request inspections online through your mygov project or send EMAIL Inspection request to:

PERMITS@CELINA-TX.GOV

- **Inspection requests must be received **before 3:30 PM** to be considered for next day inspection.**
- **Inspection requests may not be submitted in excess of 48 hours.**

Include:

- ✓ **Permit #**
- ✓ **Address**
- ✓ **Type of inspection.**
- ✓ **Contact name and phone #**

Multiple inspections and addresses can be placed on one email.

If you have any questions regarding inspections or this notice please contact:

**Cruz Hernandez
Building Official
CHERNANDEZ@celina-tx.gov**



Concrete Washout Sites Regulations

The City of Celina will require the following for concrete washout sites in subdivisions:

- CONCRETE WASHOUT SITES:** Each Builder will install and maintain their own washout site. If builders in the same sub-division agree to share a washout site, EACH builder will post a builder's sign on that site. A letter will be sent to the City of Celina stating it is a shared site, by whom, and the letter shall designate what builder is responsible for clean-up and maintenance. The washout site shall be constructed as follows:
- a. The washout site will be surrounded on three sides with silt fence.
 - b. A rock entry will be installed on the entrance of the washout site. The rock entry will be designed so that no runoff from site will occur.
 - c. The washout site will be lined with min. 10 mm thick polyethylene sheeting and should be free of holes, tears, or other defects that compromise the impermeability of the material, and to prevent seepage to groundwater.
 - d. Each site will have a builder's sign posted

If you have any questions or concerns please contact the Building Inspections Department



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BUILDING INSPECTIONS
142 N. OHIO ST.
CELINA, TX 75009
PHONE: 972-382-2682 EXT. 1030
EMAIL: permits@celina-tx.gov

November 5, 2019

TO: All City of Celina Residential Builders:

This notice is for your information as changes will accrue in the coming days. If you have questions or concerns feel free to contact me by phone at (972) 382-2682 EXT 1033 or Email: chernandez@celina-tx.gov.

Residential Fence requirements

- On October 8, 2019 City council approved new regulations for residential fences, (see attached) requiring any fence that faces a street to be board on board with decorative cap, fences facing creeks, floodplain or dedicated open spaces to be black tubular steel and a minimum of 50% open.
- Wood fence standards also apply (see attached).
- Effective November 8, 2019 any new fences not already installed will be required to meet the new fence regulations.

Sincerely,

Cruz Hernandez MCP, CBO, CFM
Building Official I-2511
City of Celina
(972) 382-2682 Ext. 1033
chernandez@celina-tx.gov



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BUILDING INSPECTIONS
142 N. OHIO ST.
CELINA, TX 75009
PHONE: 972-382-2682 Ext. 1030
EMAIL: permits@celina-tx.gov

Residential Fence Policy Statement

Date: August 22, 2018

Prepared By: Building Inspections

Approved By:

Cruz Hernandez MCP, CBO

RE: Requirements

I. Purpose

The purpose is to clarify the requirements for residential fencing.

II. Scope

All residential fences including corner lots.

III. Requirements

- Vertical posts. All vertical posts shall be galvanized steel with a minimum two and three-eighths-inch diameter, a minimum CS 20 (.095) thickness, and set in a concrete footing.
- All posts shall have approved caps to prevent water and moisture to enter into post interior.
- Vertical Post shall not be visible from the street
- Corner lots – On all corner lots, fences shall not be closer than 15 feet from the face of any curb, unless otherwise approved by the director.

IV. Responsibility

The responsibility for the installation of residential fences shall be on the builder, fence contractor, owner or remodeling contractor.



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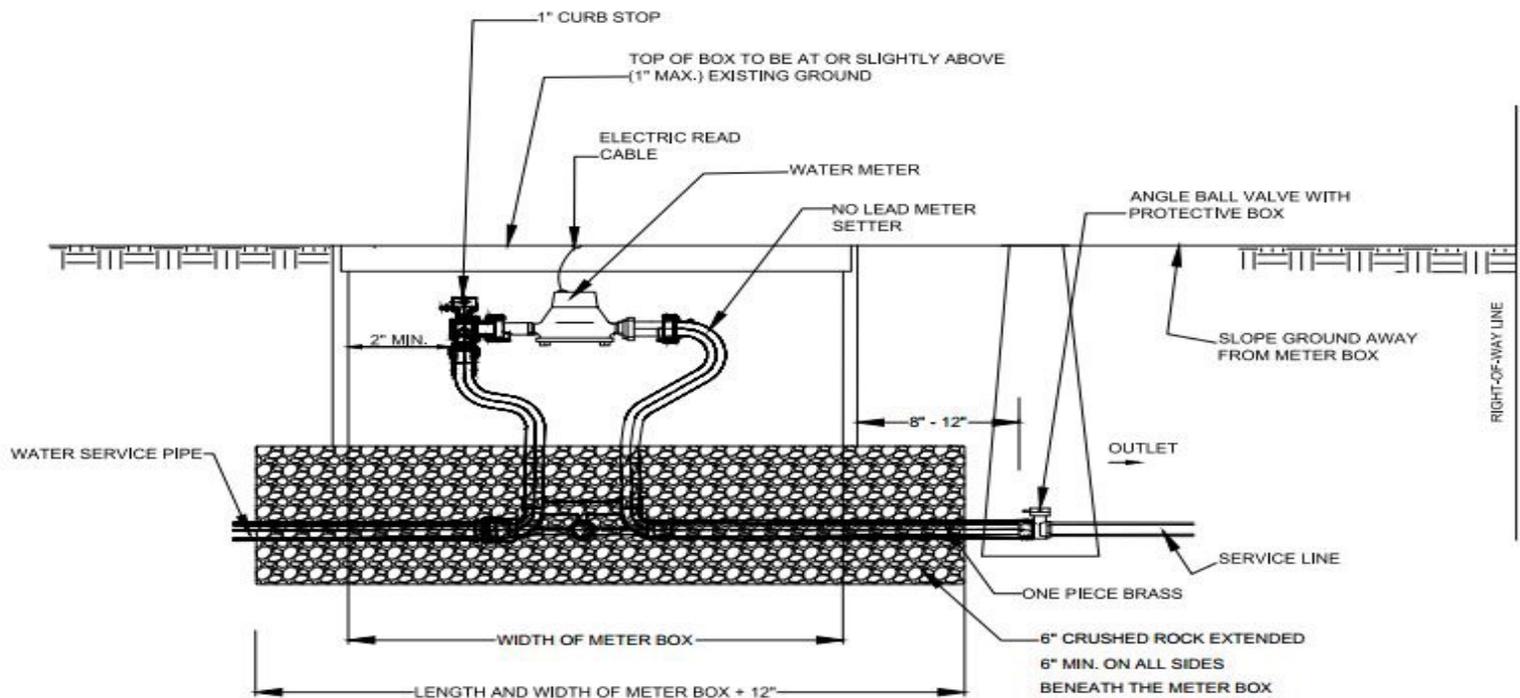
City of Celina's Meter Installation Policy

- In order to receive a meter install the area around the meter box of three (3) feet must be clear of any debris and or portable toilets.
- Meter box and area must be clear of any debris, mud or water. Meter box must be uncovered and fully exposed. Meter box in and around must be cleared out in total circumference of meter box. Meter box must remain in the ground. Leave box intact and hand dig the area inside the box.
- The curb stop must be exposed and underlying dirt must be at least six (6) inches below the curb stop. Undamaged meter box per specification must be present, including lids.
- The lot must be clearly marked with correct address, on stake or signage **behind meter box** of the requested lot.
- The utility service agreement must be completed and all fees must be paid with the Permits Department.

The Meter Department has a total of five (5) business days from the time requested to install meter. All installs need to be requested through the city's MY GOV work order system. This ensures that the request is accepted and put on schedule. If for some reason a meter is not installed, builder will be able to see notes of issues on a failed inspection or install. After issues are corrected, builder may re-request an install or inspection.

The following is required to receive a passing inspection:

- Meter box must be installed straight, centered and level with ground. The meter box must be fully clear of any debris, mud or water. There must be six (6) inches of $\frac{3}{4}$ inch crushed rock placed below meter and not touching the installed meter. This rock is the crushed limestone white rock, most commonly used in driveways.
- There must be a clearance of at least (3) inches between radio and meter. The meter box lids must be able to have clearance to open and remove if need be.



1" - 2" WATER SERVICE DETAIL

- Meter and meter box must be properly aligned perpendicular to sidewalk.
- Meter, radio, cable and meter box must be un-damaged and working condition from initial install.
- Curb stop and connections must be accessible.
- There must not be any dirt, mud or rock on or around meter.

Possible reasons for a failed water inspection include:

- Damaged or missing parts, such as meter, radio, cable, lid and meter box.
- The meter box is full of debris, dirt or mud touching the meter. The meter box does not have six inches of $\frac{3}{4}$ inch crushed rock placed below meter. The meter box lids are unable to be opened or removed.
- There is no clearance of at least three (3) inches between radio and water meter.

***Meter box lids must always remain on top of the box and closed. Open lids will result in trip fees each time to correct issue by staff. The lids must not be open or upside down, exposing the radio and cable. This prevents damage of materials, possible contamination of water system, and radio transmission errors. Meter boxes must remain in ground and backfilled as they were at acceptance of lot.**



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Helpful Tips for Successful Required Residential Inspections

This guideline has been prepared to assist the builder, designer, and his/her field supervisor. Builders are encouraged to share the content of this guideline with their administrative staff, architects, engineers, subcontractors, and material suppliers.

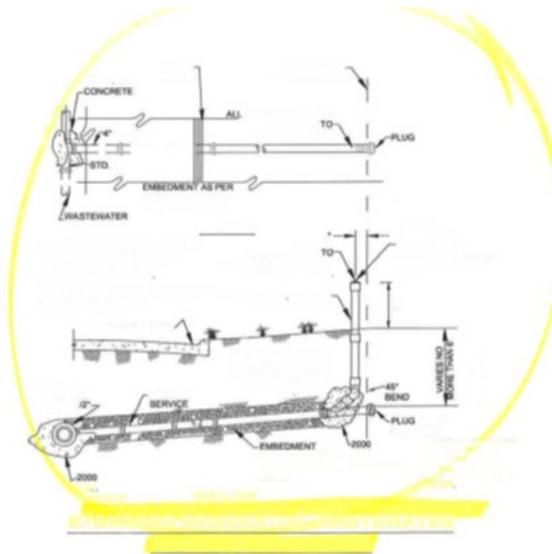
*****NOTE:** The checklist included in this guideline should not be interpreted as all-inclusive. It is to be used as a guideline only.

This guideline will be available online and will be updated periodically to reflect building code changes, newly adopted ordinances, and any other information pertinent to residential construction. All builders currently building residential structures within the city of Celina will be responsible for obtaining the most current publications available.

SWPPP Maintenance Inspections

1. 4' wide Curlex or equal ground cover at the curb street or alley way
2. 4' high windscreen all along the 2 sides if existing fence is in place windscreen does not have to be install in those areas and if no fence or alley in back of the lot must have windscreen installed
3. 2' high silt fence is required where slope conditions
4. Must have 4'x4' trash bin on site after slab is poured
5. Must have temporary sanitary facilities at a rate 1 for every 10 workers/ one per 2 lots max

MAIN SEWER TAP (Include Man Sewer Tap info along with SWPPP Inspection)



DO NOT REMOVE THE SDR 35 WYE AT THE LATERAL, ALSO DO NOT REMOVE THE CONCRETE CRADLE

RVSD 4/1/19



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Helpful Tips for Successful Required Residential Inspections

Electrical T-Pole

1. Address must be posted on the T-pole brace.
2. Ground fault protection (GFCI) on all outlets.
3. Pole must be braced in two directions and grounded.
4. Plugs and breakers must be located in a weather proof enclosure.
5. Neutral bar must be bonded to the panel.
6. Maximum meter base height shall be 6'
7. Aluminum wire is NOT ALLOWED for branch circuits
8. Must have working clearance in front of t-pole

Plumbing Rough

1. Address must be posted on site.
2. Proper fittings used in system. See **Main Sewer Tap** instructions on previous page.
3. Properly size vents, traps, and trap arms.
4. Minimum 1" water service with cut-off valve. There shall be a full open valve near the entrance of the water service into the building on the exterior.
5. Hose-bib with tamper proof vacuum breaker installed. Water line must be tested and tight under water pressure not less than the working pressure of the system. For piping systems other than plastic, by an air test of not less than 50 PSI.
6. Sewer line shall be 4" minimum with the same size double cleanout just before it enters the building. The connection to the sewer stub out shall be glued.
7. Drain lines shall be installed to comply with the 2018 IRC (or the current IRC adopted by Celina).
8. Island fixture venting shall be per local amendment, which requires foot loop vent.
9. All glue joints will have purple primer.
10. A water test is required on all drain lines.
11. Copper lines must be sleeved or taped where exposed to concrete.
12. All underground PVC and copper shall be bedded with sand.
13. Form board survey will be uploaded to mygov before this inspection.

Be Sure you read any standard notes that have been written on the inspections when you schedule inspections

Foundation Pre-Pour / Strap-Tie Hold Downs

1. Address must be posted on t-pole.
2. Block outs for tubs and showers must be in place.
3. Must have water test on DWV piping.
4. Rough grading for positive drainage away from slab must be done after concrete placement and removal of forms.
5. Exposed copper must be sleeved and protected.
6. Install concrete encased electrode (UFER) ground in concrete 20'
7. LSTHD/STHD shall be properly installed per the manufacturer instructions at this time (this will be required) if on plans with no alternatives
8. Sleeve PVC through beams with pipe sleeve 2 pipe sizes larger. Sleeve to run from pad to pad. Protect PVC Rises through slab. Protect water supply inside forms.
9. This inspection is only to verify that all drain, waste, and vent piping under slab going vertical is protected with a wrap and that all piping going horizontal between beams is protected with sleeves and or wrapping.

Engineer Inspection is required for foundation pre-pour. Form must be uploaded with your final documents packet.

Per 2018 IRC Section P2602, specifically P2603.3 and P2603.4



Helpful Tips for Successful Required Residential Inspections

Exterior Sheathing/Framing/MEP

Engineer Inspection is required for exterior sheathing and framing inspection after MEP's are installed.

Form must be uploaded prior to scheduling the Exterior Sheathing/Framing/MEP

1. Wind bracing must conform to the 2018 IRC.
2. Vapor Barrier Must be installed at brick ledge behind sheathing.
3. Tape around all doors and windows and seal all seams, holes and penetrations through sheathing.
4. Wrap all exposed wood in brick pockets.
5. Verify all shear wall locations and ensure they are installed according to engineer specifications per plan detail.
6. Verify all shear wall openings are braced and strapped according to shear wall opening detail per plan.
7. Verify all let in bracing, structural sheathing or X bracing is installed per plan detail.
8. Verify hold down straps are installed per plan detail and nailed into a stud pack.
9. All locations where structural sheathing over laps must be blocked and nailed at seams.
10. Verify post detail to ensure post are secured properly at base and braced at top according to plan detail. 11.4'x4' trash bin is required to be on site at this inspection.
11. All bottom plates on masonry or concrete foundations will be pressure treated. Plates shall be secured by ½" diameter anchor bolts 6' on center and within 12" of the ends, and a minimum 2 per board. In compliance with the 2018 IRC or per engineer plans.
12. Wind bracing must conform to the 2018 IRC. Nailing per schedule.
13. Lumber grade, joist and rafter spans must comply w/ 2018 IRC and installed per span charts and engineer plans.
14. Rafters and ceiling joist 2 x 12 and larger shall be blocked at points of bearing, and 2 x 12 and larger shall have bridging at intervals not exceeding 8'.
15. Purlin bracing must be the same size as the rafter with 2 x 4 braces installed 4' on center at not less than a 45-degree angle. Braces over 8' in length shall be braced.
16. Fur downs, chimney(s), ceilings of different heights, arches, vertical and horizontal spaces over 10' in length must be fire blocked.
17. Openings from garage to sleeping room not permitted. Separation between the garage & residence & its attic area require minimum ½" gypsum board applied to the garage side with opening protection not less than 1-3/8" solid or honeycomb core steel or 20 minute fire rated door. Habitable rooms above garage shall be separated by minimum 5/8" Type X gypsum board or equivalent.
18. Stairs, landings, handrails and guardrails must comply with of the 2018 IRC.
19. Metal fireplaces shall be installed according to the manufacturer's instructions.
20. Provide insulation stop around metal chimneys and flue pipes to prevent accumulation.
21. Brick ties must be in place where applicable.
22. Pull down stairs for access to attics shall have a 300 pound per tread load capacity. Pull down stairs must be deployed for all inspections that require attic access.
23. Vapor barrier must be in place at brick ledge behind sheathing.



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Helpful Tips for

Successful Required Residential Inspections

Electrical Rough

1. No aluminum or copper clad aluminum conductors are permitted on branch circuits.
2. Check panel for size, bonding, and bonding bushing.
3. Panel must be grounded to concrete encased electrode (UFER).
4. Receptacles are required to be located so that no point in a wall space is more than 6 feet from a receptacle.
5. Two separate 20AMP circuits are required in the kitchen.
6. GFCI required on all outdoor, bathroom, garage, and kitchen, bar sink, hydro massage bathtubs, spa, hot tub, and bathhouse receptacles.
7. Romex must be stapled within 8" of a non-metallic box.
8. Metal boxes shall be grounded and Romex secured to the box.
9. All Romex in an air duct must be sleeved.
10. All single family dwellings must have a service disconnecting means located in the garage or adjacent to the meter base outside.
11. Smoke detector alarms shall be installed in each sleeping room at least 3' from any air vent, outside each sleeping area in the immediate vicinity of the bedroom, any room with doors installed such as media, study or similar type, and on each additional story of the dwelling including basements. When more than one is required the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all alarms. Installed per 2018 IRC requirements and manufactures instructions.
12. Carbon Monoxide detectors shall be installed at every floor level as close to each bedroom as possible and must be installed per 2018 IRC requirements and manufactures installation instructions.
13. Cover electrical panels from paint or drywall overspray during construction.
14. Spa motor and plug shall accessible and the GFCI be protected and the motor bonded.
15. All branch circuits that supply 125 volt 15 & 20 amp receptacles in dwelling unit bedrooms shall be ARC Fault protected.
16. All insulation in walls, ceilings, ductwork, and windows shall comply with the 2018 IRC.
17. Gas lines shall be bonded at entrance or at water heater visible at inspection.

Mechanical Rough

Metal ducts must be mechanically fastened by means of at least three sheet metal screws or rivets equally spaced around the joint and are made airtight by approved tapes, mastics or gaskets.

1. Flex ducts shall be installed and supported in accordance with the manufacturer's installation instructions.
2. Condensate drains must be tied into a working p-trap. P-Trap must be insulated.
3. Attic coils must have a secondary condensate drain pan with a minimum 3/4" drain to discharge outside over a window.
4. The electric wiring in return air plenums must be in metallic conduit, with termination in metal boxes.
5. Exhaust fan ducts shall terminate outside. Metal duct is required in concealed spaces.
6. The dryer vent metal duct maximum length is 35' with only 2 90 degree bends (2'shall be deducted for each 90 degree turn), where fittings are to be used, and the maximum length shall be reduced per Table G2439.5.5.1 or per manufactures installation instructions. The duct must terminate outside with a backdraft damper.
7. Insulation for A/C ducts and refrigerant lines must meet the 2018 IECC requirements.
8. Mechanical storage equipment areas shall comply with the 2018 IECC.
9. All wood burning/ gas fireplaces must have fresh air intake from the outside the structure.
10. All plenum spaces must be in compliance with the 2018 IRC requirements.



Helpful Tips for

Life Connected.

Successful Required Residential Inspections

Plumbing Top Out

1. All vents must extend through the roof a minimum of 6" with flashing properly installed.
2. All plumbing shall be installed per the 2018 IRC.
3. There shall be a minimum of 1 outside anti siphon protected hose bib in front and 1 at the rear.
4. There shall be a full open valve near the entrance of the water service into the building on the exterior.
5. Check for proper use and size of fittings, trap size, trap arms and vents.
6. All copper lines and stub outs shall be strapped and supported.
7. All horizontal drains installed through 2x4's shall have stud shoes installed.
8. Cleanouts must be installed above arm tie-ins.
9. Nail guards shall be used where pipes penetrate walls and plates
10. All water pipes in exterior walls or within 12" of an exterior wall.
11. All water heaters must be in an approved drip pan with a drain. Water heaters in a garage must be elevated 18" above the floor and protected from physical damage. Pressure and temperature relief drains shall be run full size in rigid copper or CPVC pipe and terminate without threads.
12. Appliance vents shall be installed minimum 1" from any combustible material for double walled pipe.
13. Working water test is required on DWV and a 10' head pressure for drains.
14. Approved shower pans must be installed, tested, and weep holes shall be open.
15. Gas valve required within 6' of fireplace for emergency purposes on Masonry, Decorative or Factory-Built Fireplaces.
16. Gas piping shall be tested with a diaphragm gauge and test pressure shall be to local amendments.
17. Gas piping shall be bonded.
18. Gas piping shall not be run in return air ducts or combustion air openings.
19. Combustion air outlets will be installed within 12" of ceiling and within 12" of the floor for fuel fired appliances in enclosed spaces.
20. All hose-bibs must be frost proof and protected when passing through masonry material.
21. Water heater installation shall comply with 2018 IECC regulations.
22. Gas fireplace requires a cly valve.

Building Brick Tie

1. Ties must be at less No 22 US gage x 7/8" corrugated or No 9 gage wire and shall have a hook embedded in mortar joint (R703.7.4.1)
2. Should be installed 32" on center horizontally and 24" on center vertically (R703.7.4.1)
3. If there is a wall opening greater than 16" in either dimension ties should be placed around perimeter of the openings and shall be spaced no more than 3' on center and no more than 12" from opening (R702.4.1.1)

Masonry Fireplace

1. There must be a minimum of a 2" clearance from combustible construction.
2. Firebox walls must be minimum 10" of solid brick or 8" where a firebrick w 1/4" joints max lining is used.
3. A metal damper shall be installed a minimum 8" above the top of the fireplace opening.
4. A minimum 4" thick concrete or masonry hearth and a minimum 2" thick hearth extension supported by non-combustible material.
5. Factory built fireplaces shall be installed in accordance with manufactures instruction.



Helpful Tips for

Successful Required Residential Inspections

Wallboard Fastening

1. Nailed on 16" center framing [R702.3.5]
 - A. 3/8" sheetrock must be nailed off 7" apart 3/8" min to 1/2" max from edges on the ceilings and 8" apart min 3/8" min to 1/2" max on the edges on the walls
 - B. 1/2" sheetrock must be nailed off 7" apart 3/8" min to 1/2" max from edges on the ceilings and 8" apart min 3/8" min to 1/2" max on the edges on the walls
 - C. 5/8" sheetrock must be nailed off 7" apart 3/8" min to 1/2" max from edges on the ceilings and 8" apart min 3/8" min to 1/2" max on the edges on the walls
2. Screws on 16" center framing [R702.3.5]
 - A. 3/8" sheetrock must be nailed off 12" apart 3/8" min to 1/2" max from edges on the ceilings and 16" apart min 3/8" min to 1/2" max on the edges on the walls
 - B. 1/2" sheetrock must be nailed off 12" apart 3/8" min to 1/2" max from edges on the ceilings and 16" apart min 3/8" min to 1/2" max on the edges on the walls
 - C. 5/8" sheetrock must be nailed off 12" apart 3/8" min to 1/2" max from edges on the ceilings and 16" apart min 3/8" min to 1/2" max on the edges on the walls
3. Perimeter Blocking on ceilings must have 2" to nail to on edges of sheet rock [R702.3.7(2)]
4. Water-resistant gypsum board to be used in any adhesive applications of tile or other nonabsorbent finishes where used on the ceiling 1/2" must have 12" center between joist and 5/8" can be on 16" centers. Not permitted in tub or showers areas (R702.3.8)
5. Fiber-cement, fiber-mat reinforced cementitious backer units, glass mat gypsum backers and fiber-reinforced gypsum backers shall be used in as backers for wall tile in tub and shower areas and wall panels in shower areas
6. Type-X must be used in garage ceilings beneath habitable rooms shall be nailed off on 6" center and min of 3/8" to 1/2" on the edges

Insulation and Energy Compliance

1. Third party inspection required for all inspections and certificate of compliance form must be uploaded to mygov before building final can be scheduled.

Fence Post Inspection

1. Fence post can be set prior to inspection with the understanding that if posts are in the wrong location you will be required to move them.
2. For houses located on corner lots, the fence must be 15' from front of curb.
3. All street facing portions of the fence must be cedar board on board with a top cap.
4. Fence posts must be on the interior side of the fence so it is not visible from the street.

Final Document Verification

There are 7 documents required before verification can be requested-

1. Backflow report from SC Tracking Solutions
2. Customer Service Inspection Report From SC Tracking solutions.
3. Final Grade Survey
4. Termite Treatment Report (On Celina docs)
5. Sewer Video Inspection Letter
6. 2018 Energy Report (2nd Page)
7. Engineer foundation inspection letter that verifies the foundation was inspected.



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Helpful Tips for Successful Required Residential Inspections

Meter Release

1. Wires in meter base shall have anti-oxidant applied to the aluminum wires.
2. Meter base connected to the panel with a metal conduit shall be bonded.
3. Bond the neutral bus to the panel.
4. Approved colored wires only to the hot lugs.
5. Proper size feeder wires to the panel.
6. Proper identification of the neutral wire
7. Grounding will be required from 2017 NEC Sec. 250.52; Concrete-Encased Electrode, Rod and Pipe
8. Electrode (if present).
9. Label the panel including location of the cold water bond.
10. Check cold water bond if applicable.
11. Gas piping bond.
12. Complete all wiring and install all fixtures including cover plates.
13. Check jet tubs for GFCI and proper bonding.
14. Weather proof covers installed on exterior plugs.
15. Light fixtures at all exits.
16. Check for proper gauge and pressure test on gas line.
17. Stairway for access to attic units w/ a minimum 300-pound capacity and a 24" catwalk w/ 30" platform in front of the unit. Attic ladder must be deployed for all inspections requiring attic access.
18. Furnace units and water heater set shall include vents through roof.
19. Attic ventilation sufficient for combustion air requirements.
20. All gas terminations must be valved and capped or properly connected if installed.
21. Conduit and disconnect must be installed for A/C condensers. Disconnects require proper clearance.
22. HVAC equipment must be installed, wired, and gas in place.

Flatwork

1. Sidewalks shall be 5' wide, located within the right of way 2' from the property line, and shall have 1/4" per foot slope from property line to curb.
2. Expansion joints are required abutting existing concrete and every 20'.
3. #3 rebar required at 18" on center each way.
4. Sidewalk control joints required at 5' on center.
5. Meters, plumbing boxes, electrical boxes, etc. shall not be located in driveways, drive approaches, or in the city's sidewalks.
6. Water meter boxes must be flush to final grade and meters and fittings must be fully accessible.
7. Water meters in flatwork must be protected with metal enclosure and steel lid.
8. Barrier free ramps shall comply with Americans with Disabilities Act (ADA) and city of Celina standards.
9. Cul-de-sac shall comply with the city of Celina standards with a minimum radius of 40'.
10. Drive approaches must be 6" in depth and reinforced with #3 rebar dowelled into existing concrete at 18" on center.
11. All fire hydrant and main line cut off valves must be clearly located and flush to final grade.



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Helpful Tips for Successful Residential Inspections

Irrigation Final

1. Verify test report is uploaded into SC Tracking and that serial numbers match(test report and device)
2. Check for leaks at double check valve
3. Verify that double check valve is installed in correct direction of flow
4. Verify y-strainer is installed and accessible
5. Verify irrigation warranty sticker is installed
6. Verify that rain/freeze sensor is installed on house (cannot be on the gutters or fence)

Finals include building, electrical, mechanical, plumbing, and fence

1. Smoke and CO2 detector(s) shall be operational and installed in the proper locations including interconnection.
2. Texas basements will require detectors to be pre-wired.
3. Attic access must be installed and have a catwalk to furnaces and/or water heaters.
4. Door hardware shall be installed.
5. Weather stripping must be installed on all exterior doors and attic access openings.
6. All windows shall be operational and shall not be cracked or broken.
7. A/C equipment must be operational and mounted on a level concrete pad raised at least 3" above grade.
8. Combustion air openings shall be installed in all mechanical rooms that contain gas fired appliances.
9. Check electrical panel for breaker sizes and labeling.
10. A/C disconnect correct size & labeled with proper clearance. 125-volt receptacle accessible and w/in 25'.
11. List location of cold water ground in panel legend.
12. Cold water, gas piping bond, and ground rod clamps must be tight.
13. All receptacles, switches, fixtures, and appliances shall be installed and completed include covers.
14. Check gas fixtures for proper valves, connectors, flue pipe and clearances.
15. Check for traps and hot and cold water connection at all fixtures.
16. Air gap fittings at dishwasher are not required if the dishwasher has one included.
17. Address must be installed in a location visible from the street.
18. Sidewalks shall be installed and free of chips and cracks.
19. Driveways (number of spaces should match garage width).
20. Fences (materials, setbacks, kickboards, corner lot enhancements, etc.).
21. Landscape shall be installed (city of Celina requirements).
22. Sod (all disturbed soil areas need re-vegetation).
23. Architectural materials compliance.
24. All outstanding fees must be paid before requesting Final inspection
25. Watermeter/ valve boxes must be set to grade and cleaned out so connections/valves are visible.
26. Final grade, positive drainage, and sod must be in place.
27. Window screens must be installed.
28. Blown insulation must be in place with certification paperwork.
29. AF/GFCI's must be operable at all installations.
30. Dryer duct box need sticker stating duct size and developed length.
31. House must be move in ready. Lot and street must be clean from debris and mud.
32. Final Grade survey, CSI Report, termite treatment letter, energy inspection form, backflow report, third party insulation inspection with pass results, engineer foundation inspection letter, and sewer camera video inspection letter must all be uploaded to your mygov account and approved.



Helpful Tips for Successful Required Residential Inspections

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Engineering Final Walk

1. Approach, curbs, sidewalk, driveway are free from cracks
2. Drainage flows away from the house to the front of the lot
3. Water meter is set to standard
4. Road is clean
5. Trash is cleared from lot
6. Silt fence is installed if empty lot or lot is under construction adjoining the lot being inspected
7. Sewer Clean-out has approved lid installed and clean-out is accessible
8. Sod is complete on all sides including front, back and side yards
9. T-Pole is removed
10. Porta-let is removed
11. SWPPP for lots next door are installed and correct as needed.

Construction Site Standards for City of Celina Builders

These guidelines have been created in order to establish uniform standards for the installation and maintenance of required systems. This is to be considered the standard for all residential building sites within the city limits and the ETJ.

Due to variances in site elevations and grade, some sites may have modified standards in order to meet the requirements.

Standards

Porta-let All residential sites are required to have 1 porta-let per lot; with the exception that if one builder is building on side by side lots 1 porta-let may serve both lots. Porta-lets must be maintained in sanitary condition and must be removed prior to issuance of the CO.

Trash Bin Trash bins are required on all construction sites. On residential lots, the minimum requirements are 3-sided OSB or plywood bins. Industrial refuse containers are permitted, but cannot be located in street or curb areas. Welded wire or fabric material trash bins are not acceptable. The garage may be used for storage of excess building material and refuse until final inspection, in which case it must be emptied and clean. No Excess building material or debris will be allowed on the lot.

Debris Fence Barriers All lots and sites are required to set up debris fence barriers to help contain lightweight materials and debris to the project site. Debris fence may be removed when the project is ready for the final inspection.

Erosion Control Systems All residential lots must maintain properly installed silt fence, curlex, and storm drain inlet protection for the duration of land disturbing activities, i.e. grading, excavating, and primary construction, etc. Silt fences and curlex may be moved out of the way for excavation and other activities such as final grade, but must be replaced until sod or other approved soil stabilization devices are in place. Vegetation must be located on both the front and back of the lot in order to remove the erosion controls and obtain a CO.

Address and Signs All lots must have a company/builder sign located at the front and back of the lot facing the street. The lot address must be clearly posted and be easily seen from the street at the front and rear of all new structures prior to requesting first inspection. This requirement is the result of an adopted fire code, which will allow instant identification of locations for emergency access. Addresses painted on the curb are not acceptable. It is highly recommended that independent and private builders include a contact number on their sign.

RVSD 9/11/19

REQUIREMENTS FOR RESIDENTIAL CONSTRUCTION

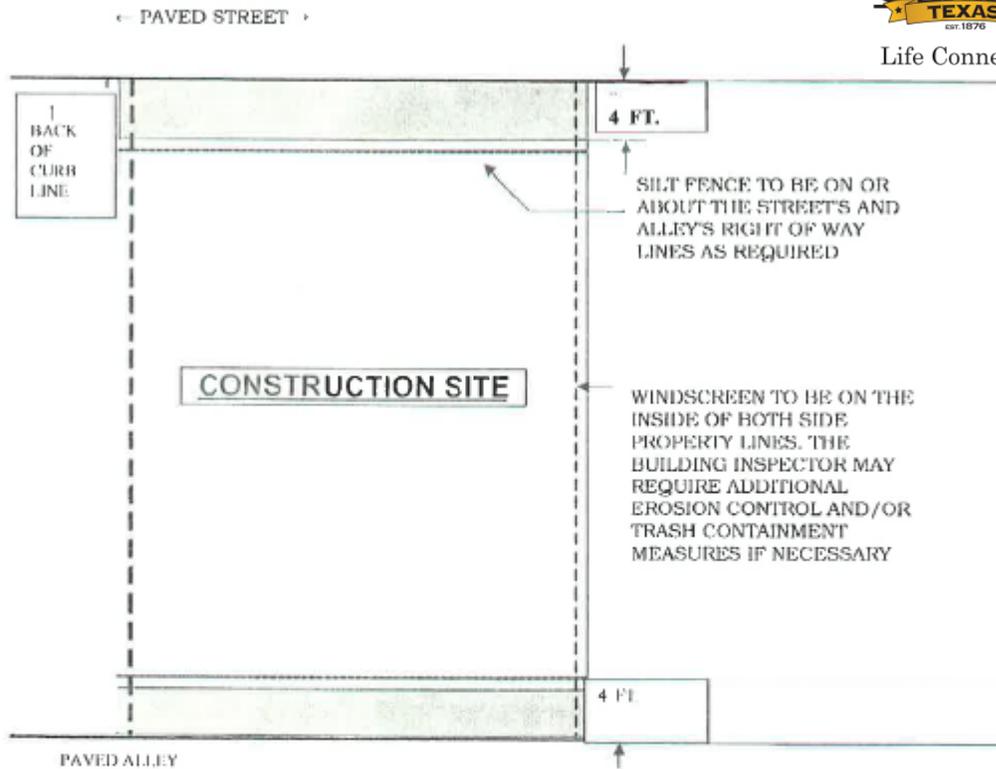


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BUILDING LOT EROSION & DEBRIS CONTAINMENT PLAN



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LEGEND:



CURLEX OR EQUAL GROUND COVER



4' HIGH WINDSCREEN FENCE



2' HIGH SILT FENCE (WHERE REQ'D BY SLOPE CONDITIONS)

NOTE: AREAS COVERED WITH CURLEX MUST BE CLEAR OF OBSTRUCTION AND CONSTRUCTION MATERIALS AT ALL TIMES AND CONSTANTLY MAINTAINED IN GOOD CLEAR ORDER FOR THE ENTIRE DURATION OF CONSTRUCTION ON THE LOT.

- All projects are required to have a trash bin measuring 8' square and 4' deep maintained in good condition and cleaned out regularly so as to prevent the creation of wind-blown trash and debris. Streets shall be cleaned on a regular basis and free of mud at all times. Wind-blown trash and debris shall be cleaned up on site and other sites as needed.
- All projects are required to have temporary sanitary facilities at a rate of 1 for every 10 workers.
- If a project does not have an alley at the rear, windscreen must be provided across the rear of the lot in addition to the sides.
- Exception: If a fence already exists, that portion of a lot perimeter with a fence along it does not require a windscreen.

SC Tracking Information



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Dear Water Customer,

As part of the Implementation phase of the City of Celina, Texas Cross Connection Control / Backflow Prevention Policy / Program, the City has partnered with SC Tracking Solutions, LLC to provide an online catalog and tracking tool for annual Backflow prevention assembly testing and Customer Service Inspections for commercial businesses, residential and educational facilities. These test / inspections are in accordance with local ordinances and regulations imposed by the Texas Commission on Environmental Quality (TCEQ), [30 TAC 290.44 (h) (4)].

Below are the anticipated timelines and actions that will take place:

January 8, 2018: All new and existing Backflow prevention assemblies and Customer Service Inspection reports are required to be submitted through the SC Tracking Solutions program by a TCEQ licensed Backflow Prevention Assembly Tester (BPAT) or Customer Service Inspector (CSI). Paper reports will no longer be accepted.

December 15, 2017: Notice will be given to all BPATs/CSI to register by signing up with SC Tracking Solutions at www.sctrackingsolutions.com.

January 25, 2018: The first notices will go out to businesses, residents, and educational facilities that have inspections due in the proceeding 35 days. Your letter will include a catalog number that has been issued to your address. This catalog number will be used by BPATs to enter the testing results on the web based tool. It will also be used in case a water customer would like to view or track the inspection results online at www.sctrackingsolutions.com, at no charge, under the Public Access button.

The identification and testing of every backflow prevention assembly will bring our community into compliance with local, state, and federal laws. Additionally, this effort will significantly improve the safety of our residents' drinking water from possible contamination from a non-potable source. As keeping with the City's Green initiative, the use of this software will reduce paper waste by 90% and provide you with an easy way to review testing results and records of your backflow prevention assemblies and customer service inspections.

The City of Celina appreciates your help and cooperation in keeping our City's drinking water safe by eliminating cross-connection contamination from occurring by having your backflow prevention assembly inspected and tested annually. If you have a question about this program, please call the Celina Public Works Department at (972) 382-2682.

Thank you for your time and commitment in helping us maintain a quality and safe drinking water supply for our citizens.

Sincerely,

Cruz Hernandez
Building Official
City of Celina