1. Plan Review
   • Administrator submits complete plans and specifications, or rehab work write-up for Department review and approval. Plans, specs, and write-ups describe full scope of work.
   • Review is conducted and deficiency list is issued.
   • Plans/specs or work write-up revisions submitted for Department review process.

2. First Inspection – Prior to Cover.
At this inspection the building should be about 40% complete. This visit should take place before Sheetrock covers framework (wall studs and ceiling joists) and after wall insulation is installed. Expensive retrofit is avoided and deficiencies are easier to correct when the work is still exposed. The primary focus of inspections at this stage of completion is workmanship, accessibility, and insulation/infiltration (air and water leaks). This checklist applies to all Bootstrap projects. All of these items are required for new construction, and only to the work performed for rehab projects. At first inspection the structure is checked for each of the following:

- The entrance door (whether at front, side, or rear) is a min. 36 inch wide door. Note that the wall frame opening for doors is generally 3½” wider than the actual door width. A 36” door will have a rough-framed opening (RO) of about 39½”.
- The entrance door is on an accessible route that connects interior spaces with exterior spaces. The accessible route may have low ramps, but has no steps.
- Each interior first floor door is at least 32” unless accessing a closet (smaller than a walk-in closet). Note that the rough-framed opening for doors is generally 3½” wider than the actual door width. A 32” door will have a rough-framed opening of about 35½”.
- Each first floor hallway is at least 36” wide and level, with beveled edge thresholds at doors. Note that the rough-framed opening in halls is generally 1” wider than the intended finished hall width. This allows for the thickness of the surface material on either side of the hall (usually ½” Sheetrock each side).
- Each first floor bathroom is fitted with grab bar blocking in the wall framing around toilets and tubs/shower.
- Each first floor electric outlet (not above kitchen counters) is mounted no lower than 15” above the finish floor.
- Each first floor electric switch, thermostat, and other control is mounted no higher than 48” above the finish floor.
- If the applicable building code or codes do not prescribe another location for the breaker boxes, each breaker box is located not higher than 48 inches above the floor inside the building on the first floor.
- The building envelope is sealed for air and water leaks (exterior walls/doors/windows, floors over a crawl space, and ceilings directly under an attic or roof). The shim space is sealed around doors and windows (space between the...
door/window jamb and the rough-framed opening). It is sealed at pipe and cable penetrations in the skin of the building; and at the bottom wall plate (where the bottom horizontal frame meets the slab or foundation).

- Wall insulation is not packed but gently tucked into all exterior wall frame cavities (the entire building envelope). Short-cut insulation batts causing voids at the top or bottom of wall frame cavities are filled. Insulation fits snug around electrical junction boxes and other fittings. Long-cut batts have excess removed rather than packed in place.

Inspector’s Signature _____________________________ Inspection Date ________
Inspector’s Printed Name and Title: ________________________________

3. Second Inspection
This visit should take place when the building is at least 80% complete. The primary focus of inspections at this stage of completion is workmanship, accessibility, and level of completion. This checklist applies to all Bootstrap projects. All of these items are required for new construction, and only to the work performed for rehab projects. At second inspection the structure is checked for each of the following:

- Building is completely closed-in with all door and window locks operating.
- All cabinets are installed.
- Wall and ceiling surfaces are taped, floated and textured.

Inspector’s Signature _____________________________ Inspection Date ________
Inspector’s Printed Name and Title: ________________________________

4. Final Inspection – Closeout
This visit should take place when the building is 100% complete. The primary focus of final inspections is workmanship, accessibility, compliance to quality standards, and level of completion. This checklist applies to all Bootstrap projects. All of these items are required for new construction, and only to the work performed for rehab projects. At final inspection the structure is checked for each of the following:

- Compliance with Section 2306.514 of the Texas Government Code – Construction Requirements for Single Family Affordable Housing. A copy of these accessibility requirements is included in the Bootstrap Project Manual.

Inspector’s Signature _____________________________ Inspection Date ________
Inspector’s Printed Name and Title: ________________________________