



CITY OF CORPUS CHRISTI
DEVELOPMENT SERVICES DEPARTMENT
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TO: Customer Development Services

Subject: Procedures to Accept Third-Party Reviews and Inspections for Backup Power Systems

Informational Bulletin 019

Date: November 3, 2025

Created By: Development Services Department, Building Division

Purpose:

This bulletin establishes procedures for the acceptance of third-party plan reviews and inspections for residential home backup power systems, in accordance with Senate Bill 1202 (2023). These procedures are intended to streamline permitting and inspection processes while ensuring compliance with applicable codes and regulations.

Note: Third-party inspectors are authorized only for inspections related to residential home backup power systems. They are not permitted to perform inspections for meter changes, service upgrades, or power release inspections, which remain under the authority of the City of Corpus Christi.

Scope:

This policy applies to all companies, individuals, engineers, and contractors who design, install or inspect residential home backup power systems within the City of Corpus Christi.

Procedure:

This section outlines the steps and requirements for permitting, installation, and finalization of residential home backup power systems when third-party reviewers or inspectors are used. It includes: registration, documentation, inspection scheduling, and service release protocols in accordance with SB 1202.

Permitting

Permits may follow one of the following paths depending on the declared use of third-party services:

- **Third-Party Review Only:**

Permits that declare third-party reviewers will bypass plan review, and the permit will be moved directly to issuance. These permits will only be charged the permit fee, administrative fee, and any applicable Municipal Solid Waste (MSW) fees. No plan review fees will be collected.

- **Third-Party Inspection Only:**

Permits that declare third-party inspections will be charged for plan review, permit fees, administrative fees, and any applicable MSW fees. These permits will go through the traditional review process prior to issuance for installation and inspection.

- **Third-Party Review and Inspection:**

Permits that declare both third-party review and inspection will bypass plan review, and the permit will be moved directly to issuance. These permits will be charged the permit fee, administrative fee, and any applicable MSW fees. No plan review fees will be collected.

At the time of permit application, applicants must declare if a third-party reviewer or inspector will be used.

- **All third-party companies must:**

- Register with the City of Corpus Christi.
- Provide proof of insurance.
- Submit credentials for approval by the Building Official.

- **Electrical contractors must:**

- Provide a valid TDLR license.
- Submit proof of insurance.

- **Third-party inspectors must:**

- Hold an ICC Residential Electrical Inspector Certification.
- Be approved by the Building Official, or designee, prior to permit issuance.
- Permit fees must be paid in full before work begins.

During Installation

The contractor is responsible for:

- Scheduling the service release and building final inspection via the INFOR Portal.
- Providing the ESID number on the inspection request.
- Contacting the electrical provider to request power disconnection.
- A City inspector (not a third party) will perform the service release inspection and submit the release to the power provider the same day to avoid service interruption.
- Upon completion of installation, the contractor must:
 - Contact the provider to restore power.
 - Upload all supporting documentation to the permit record via INFOR Portal.

After Installation

- All required documentation, including Windstorm Product Installation (WPI) forms, must be submitted and approved.
- Third-party inspectors must submit detailed inspection reports upon completion of each project.
- Final permit review will be conducted by the Building Official, or designee, through the INFOR Portal.
- The Building Official, or designee, reserves the right to accept or reject any third-party inspection documentation.
- Upon approval, a Certificate of Completion will be issued.

Additional Notes

- Inspection Scheduling: The City does not require notification before each third-party inspection. However, all inspections must be scheduled and tracked through the INFOR Portal.
- Report Submission: Inspection reports must be submitted individually upon completion of each project. At the time of submission, the final inspection should be requested for review and acceptance of the submission.
- Portal Use: All documentation must be uploaded via the INFOR Portal for efficient processing and finalization.
- Power Release Inspections: These are not authorized for third-party inspectors. Only City inspectors may perform and submit power release inspections.
- Electrical Provider Coordination: Contractors must coordinate directly with the power provider for disconnection and reconnection. The City will issue the service release to the provider upon inspection and notate as being inspected by 3rd Party Inspector.
- Forms: The "Third Party Inspection" form currently available on the city website pertains to energy rate programs and is not applicable to solar or backup power inspections. A dedicated form for third-party solar/backup inspections is forthcoming.

Contact Information For assistance with registration, portal setup, or inspection scheduling, please contact:

Development Services Department

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