

# **RESIDENTIAL**

## **Inspections Required, Permit Process**

The General Contractor or the person that the Building Permit was issued to must make all inspection requests. (Footings, Foundations, Rough-Ins, Insulation, and Final for C.O.). Electrical, Plumbing & Mechanical Contractors will be responsible to notify the General Contractor when ready for Rough-In, Final, and other inspections.

A minimum of one (1) day notice is required for all inspections.

All inspections must be called in by the correct address and permit number.

Building Permit Cards must be posted and building plans must be available at the jobsite or the inspection will not be performed and a **\$60.00 PENALTY FEE WILL BE CHARGED.**

Inspection results will be recorded with the permit card.

Calls to the inspection department concerning the status of inspections are discouraged. Check permit card at jobsite, call IVR automated phone system or check permitting website for inspection results.

### **Priorities for daily inspections will be as follows:**

1. Concrete pours. (i.e. footing and slabs).
2. Open ditches that are a potential danger to the public. (i.e. water & sewer lines and underground electrical)
3. Foundations.
4. Restoration of Electrical Service to existing buildings.
5. Mechanical Change-Outs / Repairs during extreme weather conditions.

### **TEMPORARY POLE INSPECTION**

To be made in conjunction with the Footing or Foundation Inspection. In order to erect a temporary pole prior to a footing or foundation inspection an electrical permit for the temporary pole must be obtained.

### **FOOTING INSPECTION**

To be made after the trenches are excavated, all grade stakes are installed, all reinforcing steel and supports are in place and appropriately tied, all necessary forms are in place and braced and before any concrete is placed. Setbacks will be checked for conformance to the zoning ordinance.

### **BUILDING FRAMING**

To be made after roof, wall ceiling and floor framing is complete with appropriate blocking, bracing and fire stopping in place. The following items must be in place and visible for inspection:

1. Pipes;
2. Chimneys and vents;
3. Flashing for roofs, chimneys and wall openings;
4. Insulation baffles;
5. All lintels required to be bolted to the framing for support shall not be covered by any exterior or interior wall or ceiling finish material before approval. Work may continue without approval for lintels supported on masonry or concrete.

### **UNDER SLAB INSPECTION, AS APPROPRIATE**

"... all electrical, plumbing and/or heating and air conditioning facilities... is installed when required but before any concrete is placed"

### **SLAB INSPECTION, AS APPROPRIATE**

To be made after all forms as have been placed, all electrical, plumbing and/or heating and air conditioning facilities, all crushed stone, a vapor barrier, all reinforcing steel with supports and ties and/or all welded wire fabric is installed when required but before any concrete is placed.

**Exception:** Inspection is not required for driveway slabs, carport slabs, patio slabs, walks, etc., which are considered as non-habitable spaces.

### **FOUNDATION INSPECTION, WOOD FRAME CONSTRUCTION**

To be made after all foundation supports are installed. This inspection is to check foundation supports, crawl space leveling, and ground clearances.

### **OPEN FLOOR INSPECTION**

To be made after crawl space has been graded and floor system framing has been installed and prior to sub-floor having been installed. This inspection is to check girder for compliance of size, spacing, centering, blocking, etc.

### **ROUGH-IN INSPECTION**

When all building framing and parts of the electrical, plumbing or heating-ventilation or cooling system that will be hidden from view in the finished building have been placed but before any wall, ceiling finish or building insulation is installed.

**\*\*NOTE:** When a construction project requires all four disciplines, i.e., Building, Electrical, Plumbing and Mechanical installations, each discipline will be inspected simultaneously, during one inspection trip. Inspection requests should not be made unless each discipline is ready for a rough-in inspection.

#### **Framing Rough-In**

To be made after roof, wall ceiling and floor framing are complete with appropriate bricking, bracing and fire stopping in place. The following items must be in place and visible for inspection:

1. Pipes;
2. Chimneys and vents;
3. Flashing for roofs, chimneys and wall openings;
4. Insulation baffles;
5. All lintels required to be bolted to the framing for support shall not be covered by any exterior or interior wall or ceiling finish material before approval. Work may continue without approval for lintels supported on masonry or concrete.

#### **Electrical Rough-In**

After all wiring has been installed, all joints properly made, all switches and cabinets installed. Firestopping and Draftstopping must be installed; All underground electrical wiring and conduit must be inspected for proper burial depth before being covered.

#### **Plumbing Rough-In**

After all piping is installed and all joints properly made;  
Drain and supply lines installed;  
Firestopping, draftstopping and rodent proofing as necessary;  
Pressure test on water distribution piping must be a minimum of 100 psi;  
All underground piping must be inspected for proper burial depth before being covered.

#### **Mechanical Rough-In**

When mechanical boots are installed;  
Supply and return duct (where it will be enclosed) installed;

Drains and refrigerant lines installed in areas to be enclosed;  
Gas piping installed with 15 psi minimum test;  
Venting for gas appliances installed.

#### **Pre-Fab Fireplace Rough-In**

Unit installed per manufacturer's instructions with vent installed;  
Hearth thermal protection installed and protected.

#### **INSULATION INSPECTION**

To be made after an approved building framing and rough-in inspection, with all insulation and vapor retarders in place but before any wall or ceiling covering is applied.

#### **WATER/SEWER LINE INSPECTION**

After lines from the house to the water/sewer tap are installed, connected, and before covering.

#### **CERTIFICATE OF OCCUPANCY**

\*\*NOTE: When a construction project requires all four disciplines, i.e., Building, Electrical, Plumbing and Mechanical installations, each discipline will be inspected simultaneously, during one inspection trip. Inspection requests should not be made unless each discipline is ready for a final inspection.

#### **Building Final**

After all construction is completed and street numbers are installed; Floor-ceiling insulation installed.

#### **Electrical Final**

After all fixtures are in place and properly connected, including heating unit, air conditioning, water heater and all fans.

#### **Plumbing Final**

After all fixtures are in place and properly connected; Water and sewer connected.

#### **Mechanical Final**

When all units are in place and properly connected & vented.