

REQUEST FOR INSPECTIONS MUST BE MADE AT LEAST ONE DAY PRIOR TO THE REQUESTED INSPECTION DATE. THE PERMIT NUMBER IS REQUIRED WHEN REQUESTING AN INSPECTION.

REQUIRED BUILDING INSPECTIONS  
FOR  
COMMERCIAL AND RESIDENTIAL BUILDINGS

ALL LOTS SHALL BE CLEARLY MARKED.

THE FOLLOWING IS A LISTING OF INSPECTIONS:

BELOW GRADE AND/OR SLAB

1. FOOTING

TO BE PERFORMED WHEN THE FOOTING EXCAVATION(S) IS COMPLETED IN ACCORDANCE WITH THE APPROVED DESIGN AND PLANS. WOOD STAKES SHALL NOT BE ACCEPTABLE AS TOP OF FOOTING INDICATORS.

2. FOUNDATION

A. MASONRY: TO BE PERFORMED WHEN THE WALLS HAVE BEEN DAMP-PROOFED/AND THE EXCAVATED AREA NEXT TO THE WALLS ARE FREE OF BUILDING MATERIALS.

B. CONCRETE: TO BE PERFORMED DURING THE ERECTION OF THE PANELS AND FURTHER SHALL BE INSPECTED AFTER THE WALLS ARE POURED, THE FORMS STRIPPED, THE WALLS DAMP-PROOFED/WATER-PROOFED AND THE EXCAVATED AREA NEXT TO THE WALLS ARE FREE OF BUILDING MATERIALS.

3. SLAB PLUMBING

A. TO BE PERFORMED WHEN THE DRAINAGE AND VENT PIPING IS BEING TESTED WITH FIVE (5) POUNDS OF AIR OF A TEN FOOT HEAD OF WATER ABOVE THE HIGHEST FIXTURE. THE SYSTEMS SHALL BE ON TEST AT TIME OF THE INSPECTOR'S ARRIVAL AND THE INSPECTOR SHALL NOT WAIT FOR THE TEST TO BE APPLIED.

B. ALL JOINTED WATER PIPING SHALL BE TESTED WITH SIXTY (60) POUNDS OF AIR OR SUBJECTED TO THE EXISTING WATER PRESSURE OF THE WATER MAINS (THE WATER PIPING CONNECTED TO THE STREET MAINS AND THE WATER TURNED ON). THE TEST SHALL BE ON TEST AT THE TIME OF THE INSPECTOR'S ARRIVAL AND THE INSPECTOR SHALL NOT WAIT FOR THE TEST TO BE APPLIED.

C. SHOULD ANY TEST NOT BE READY AT THE TIME OF THE INSPECTOR'S ARRIVAL THE SYSTEMS SHALL BE DECLARED NOT APPROVED.

4. **SLAB MECHANICAL**  
TO BE PERFORMED WHEN THE APPROVED DUCTING IS PLACED IN ACCORDANCE WITH THE CODE, AND IN THE LOCATIONS DESIGNATED ON THE APPROVED PLANS.

5. **STRUCTURAL CONCRETE SLAB**  
REQUIRED WHEN FILL DIRT IS ENCOUNTERED IN THE SLAB AREAS. A SLAB DESIGN MUST BE PREPARED BY A LICENSED ENGINEER AND THE PREPARED PLANS SHALL DISPLAY THE ENGINEER'S SEAL. ALL SLAB PLANS SHALL BE SUBMITTED TO THE LOCAL AUTHORITY HAVING JURISDICTION FOR REVIEW AND APPROVAL.

ROUGH INSPECTIONS

6. **ROUGH PLUMBING**
- A. THE PLUMBING DRAINAGE AND VENTING SYSTEMS SHALL HAVE FIVE POUNDS OF AIR PRESSURE OR A TEN FOOT HEAD OF WATER ABOVE THE HIGHEST FIXTURE ON THE DRAINAGE AND VENTING SYSTEM.
  - B. ALL JOINTED WATER PIPING SHALL BE TESTED WITH SIXTY (60) POUNDS OF AIR OR BE CONNECTED TO THE STREET WATER MAINS AND THE EXISTING WATER MAIN PRESSURE SUBJECTED TO THE WATER PIPING.
7. **ROUGH MECHANICAL**
- A. ALL DUCTING, FIRE STOPPING, PLUMBING AND GAS PIPING, ELECTRICAL WIRING, SWITCHES AND RECEPTICAL BOXES SHALL BE INSTALLED PRIOR TO REQUESTING A MECHANICAL INSPECTION.
  - B. ALL GAS PIPING SHALL BE INSPECTED PRIOR TO CONCEALMENT AND/OR CONNECTION TO ANY APPLIANCE. A FIVE (5) POUND AIR TEST SHALL BE REQUIRED ON ALL GAS PIPING AT THE TIME OF INSPECTION. IN LIEU OF THE GAS PIPING AIR TEST, CERTIFICATION AND VERIFICATION BY THE LOCAL GAS COMPANY OF "NO LEAKS" MAY BE ACCEPTED BY THE LOCAL AUTHORITY HAVING JURISDICTION.
8. **ROUGH ELECTRICAL**
- A. TO BE REQUESTED WHEN ALL WALL AND CEILING BOXES ARE INSTALLED IN THE INTERIOR AND EXTERIOR WALLS, AND ALL WIRING IS INSTALLED AND SLICED.
  - B. AND FURTHER, ALL WIRING SHALL COMPLY WITH THE CURRENT EDITION~ OF THE "NATIONAL ELECTRICAL CODE".
9. **FRAMING**
- A. FRAMING INSPECTION SHALL NOT BE REQUESTED UNTIL ROUGH ELECTRICAL, PLUMBING AND MECHANICAL INSPECTIONS HAVE PASSED INSPECTION.
  - B. FURTHER FRAMING INSPECTION SHALL BE REQUESTED AND PERFORMED ONLY WHEN THE ROOFING MATERIAL HAS BEEN APPLIED, AND ALL FRAMING, FIRE-STOPPING, BRACING, DRAFT-STOPPING, STAIRS, EXTERIOR WALLS (SHEATHING, METAL, AND/OR MASONRY) ETC. ARE IN PLACE.

STAIRS SHALL BE INSTALLED PRIOR TO REQUESTING ANY ROUGH INSPECTION. ELECTRICAL, PLUMBING, AND MECHANICAL ROUGH INSPECTIONS MAY BE CALLED FOR ON THE SAME DAY OR SEPARATELY.

10. INSULATION

- A. ALL OF THE ABOVE STATED REQUIRED INSPECTIONS SHALL BE PERFORMED PRIOR TO REQUESTING AN INSULATION INSPECTION.
- B. NO INSULATION INSPECTION MAY BE PERFORMED ON THE SAME DAY AS ANY OF THE ABOVE REQUIRED INSPECTIONS.
- C. ALL WINDOWS AND EXTERIOR DOORS SHALL BE INSTALLED.

11. DRY WALL

TO BE PERFORMED AFTER ALL WALLBOARD INTERIOR IS IN PLACE, AND BEFORE WALLBOARD JOINTS AND FASTENERS ARE TAPED AND/OR JOINT COMPOUND IS APPLIED.

FINAL INSPECTIONS

BUILDING SEWER(S)

- A. TO BE TESTED AS DIRECTED BY THE LOCAL AUTHORITY HAVING JURISDICTION.
- B. ALL BUILDING SEWERS SHALL BE PLACED A MINIMUM OF THIRTY SIX (36) INCHES BELOW FINISHED GRADE.
- C. SLEEVES ARE REQUIRED AT ALL WALL PENETRATIONS AND WHERE THE PIPING SLEEVES PENETRATING WALLS SHALL BE SEALED WITH A WATER PROOF AND VERMIN PROOF MATERIAL.

BUILDING SEWERS AND WATER SERVICES SHALL BE INSTALLED AND IN OPERATION PRIOR TO THE REQUESTS FOR FINAL PLUMBING AND MECHANICAL INSPECTIONS.

12. WATER SERVICE(S)

- A. SHALL ONLY BE TESTED IF PIPING IS JOINTED AND THEN THE TEST PRESSURE SHALL BE AS REQUIRED FOR ROUGH WATER PIPING TESTS AND SLAB JOINTED WATER PIPING.
- B. THE MINIMUM DEPTH OF ALL WATER SERVICE PIPING SHALL NOT BE LESS THAN FORTY TWO (42) INCHES.
- C. SLEEVES ARE REQUIRED AT ALL WALL PENETRATION AND WHERE PIPING PASSES UNDER ANY FOOTING. ALL PIPING SLEEVES PENETRATING WALLS SHALL BE SEALED WITH A WATER PROOF AND VERMIN PROOF MATERIAL.

ALL REQUIRED TESTING SHALL BE PERFORMED AT THE TIME OF THE INSPECTOR'S ARRIVAL, SLEEVES SHALL BE VISIBLE AND SEALED, AND THE STREET CONNECTIONS SHALL BE VISIBLE AT THE TIME OF INSPECTION. FAILURE TO PERFORM ANY OF THE ABOVE SHALL CAUSE THE INSPECTION RESULTS TO BE LISTED AS "NOT APPROVED".

13. FINAL ELECTRICAL

- A. NO INSPECTION SHALL BE REQUESTED OR PERFORMED UNTIL THE ELECTRIC METER IS INSTALLED, THE LOAD CENTER LABEL IS LABELED, ALL ELECTRICAL FIXTURES AND/OR APPLIANCES (ANY ITEM WHICH IS SOLD WITH THE REAL PROPERTY) INSTALLED & OPERATIONAL, ALL RECEPTACALS, SWITCHES & LIGHTING FIXTURES SHALL BE INSTALLED AND CONNECTED TO THE WIRING SYSTEM, AND ALL FINISH PLATES INSTALLED.

B. NO INSPECTION SHALL BE PERFORMED IF ANY OF THE ABOVE IS NOT IN COMPLIANCE.

C. ALL WIRING AND CONNECTIONS SHALL BE IN COMPLIANCE WITH THE CURRENT EDITION OF THE "NATIONAL ELECTRICAL CODE".

14. FINAL MECHANICAL AND PLUMBING

A. FINAL INSPECTIONS SHALL BE PERFORMED CONCURRENTLY.

B. ALL FIXTURES AND APPLIANCES SHALL BE INSTALLED, AND OPERABLE PRIOR TO REQUESTING AN INSPECTION. NO INSPECTION SHALL BE PERFORMED UNLESS ALL FIXTURES AND APPLIANCES ARE INSTALLED AND OPERABLE.

FINAL MECHANICAL, PLUMBING AND ELECTRICAL MAY BE REQUESTED FOR THE SAME DAY. ALL EQUIPMENT SHALL BE INSTALLED AND IN FULL OPERATION AT THE TIME OF INSPECTION.

15. FINAL BUILDING

A. NO INSPECTION SHALL BE REQUESTED UNTIL THE ELECTRICAL, MECHANICAL AND PLUMBING SYSTEMS HAVE FINAL APPROVALS.

B. THE BUILDING SHALL BE COMPLETED AND READY FOR OCCUPANCY PRIOR TO THE REQUEST FOR A BUILDING INSPECTION.

C. ONLY UPON THE COMPLETION AND CERTIFICATION OF APPROVAL OF FINAL GRADING BY THE LOCAL AUTHORITY HAVING JURISDICTION SHALL A CERTIFICATE OF OCCUPANCY BE ISSUED. FROM OCTOBER 16 THRU AND INCLUSIVE OF MAY 14, ONLY "TEMPORARY CERTIFICATES OF OCCUPANCY" (TCO) SHALL BE ISSUED.

D. TO OBTAIN A TCO, ROUGH GRADING MUST BE COMPLETED, SLOPING AWAY FROM THE FOUNDATION WALLS, A WALKING PATH TO THE FRONT DOOR WITH A MINIMUM OF THREE (3) FEET IN WIDTH OF AN APPROVED MATERIAL FOR THAT PURPOSE.

E. FROM MAY 15 THRU AND INCLUSIVE OF OCTOBER 15, CERTIFICATES OF OCCUPANCY SHALL BE ISSUED ONLY UPON COMPLETION OF FINAL GRADING, THE SEEDING OF THE LAWN AREAS AND A BITUMINOUS DRIVEWAY INSTALLED.

16. OTHER INSPECTIONS

MAY BE REQUIRED BY THE LOCAL ADMINISTRATIVE AUTHORITY AS FIELD CONDITIONS MAY DICTATE.

NO WORK MAY BE DONE ON ANY PART OF THE BUILDING OR STRUCTURE BEYOND THE POINT INDICATED IN EACH SUCCESSIVE INSPECTION WITHOUT THE WRITTEN APPROVAL OF THE APPROPRIATE INSPECTOR. SUCH APPROVAL SHALL BE GIVEN ONLY AFTER AN INSPECTION IS MADE OF EACH SUCCESSIVE STEP IN THE CONSTRUCTION AS INDICATED BY EACH OF THE INSPECTIONS REQUIRED ABOVE. FAILURE TO COMPLY COULD RESULT IN THE ISSUANCE OF A STOP WORK ORDER, AND/OR THE INVOCATION OF PENALTIES AS PRESCRIBED BY LOCAL, MUNICIPAL AND STATE LAWS, ORDINANCES AND CODES.

UPON THE REGISTRATION OF A REQUEST FOR INSPECTION, THE APPROPRIATE INSPECTOR SHALL PERFORM AN INSPECTION. THIS INSPECTION SHALL BE PERFORMED WITHIN TWENTY FOUR (24) HOURS OF THE DATE FOR WHICH IT IS REQUESTED BEGINNING AT 8 AM FOLLOWING THE DATE ON WHICH THE REQUEST WAS REGISTERED. BE ADVISED: FAILURE TO OBTAIN WRITTEN APPROVAL OF ANY INSPECTION SHALL NOT AUTHORIZE NOR GIVE LICENSE TO PROCEED WITH CONSTRUCTION. NOR SHALL ANY MATERIAL REQUIRING INSPECTION BE ENCLOSED, COVERED OR PUT INTO OPERATION UNTIL IT HAS BEEN INSPECTED AND APPROVAL GIVEN IN WRITING.

NOTHING HEREIN SHALL AUTHORIZE THE VIOLATION OF ALL OR ANY PART OF THE CODE NOR SHALL IT GIVE LICENSE TO PROCEED WITH ANY CONSTRUCTION PRIOR TO THE ISSUANCE OF A PERMIT TO CONSTRUCT AND/OR ALTER ANY BUILDING OR STRUCTURE NOR ANY ELECTRICAL, PLUMBING OR MECHANICAL SYSTEM SERVICING ANY BUILDING OR STRUCTURE.

ALL BUILDING LOTS SHALL BE CLEARLY MARKED.

FOR NEW HOMES A CERTIFICATE OF OCCUPANCY APPLICATION SHALL BE SUBMITTED AFTER THE FINAL BUILDING INSPECTION HAS BEEN PASSED BY THE INSPECTOR. AN AS BUILT PLAN ALONG WITH A MOVING PERMIT APPLICATION IS TO ACCOMPANY THE CERTIFICATE OF OCCUPANCY APPLICATION.