

## INSPECTION PROCEDURES

YOU MUST HAVE THE PERMIT NUMBER AND TYPE OF INSPECTION WHEN CALLING FOR INSPECTION.

The following shall be posted on job before any new construction may commence. ***Prints, Inspection Card and Notice of Commencement.*** Permit board shall be installed so that it may be viewed from the street. Prior to any INSPECTION being made, proper permits are required (Building, Plumbing, Electrical, Mechanical, and Roofing).

INSPECTIONS: The following Inspections are required:

1. **Temporary electrical service**
2. **Footer:**
  - Trenches clean and clear of debris
  - Steel in place (vertical supports if required).
  - Any forms in place
  - All vegetation and organic material shall be removed from floor area
3. **Under slab Inspection (Rough/In Plumbing):**
4. **Floor Slab:**
  - Wire and steel in place                      Termite pre-treatment
  - Vapor barrier                                      Forming complete
  - Soil treatment (treatment sticker to be on permit board).
5. **Concrete Block Building:**
  - All steel in place and tied
  - All forms in place and properly braced
  - Tie beam ready to pour
6. **Nailing & Strapping Inspection**
  - Before felt & before t-vak (walls and roof decking)
7. **Dry-In:**
  - Framing complete, windows set, nothing covered up, no insulation installed
  - Plumbing top out (tests for water lines shall apply)
  - Mechanical rough in
  - Electrical rough in complete with panel set (breakers do not need to be installed at this inspection)
  - Roofing completed
  - Brick Tie (after t-vak)
8. **Insulation Inspection**
9. **Temporary Permanent Power** to Certificate of Occupancy
10. **Final/Certificate of Occupancy:**
  - Building completed, Address posted, Cleanup complete, Water and Sewer hooked up and complete. Nothing in building with exception of major appliances and floor covering. Building will be released for permanent power. Certificate of Occupancy can be picked up at the Building Department between the hours of 8:00 am and 4:00 pm

It is the permit holder's responsibility to call the Building Department when each inspection phase is ready. **DO NOT PROCEED** with work until inspection is made and approved

Re-inspection: Any inspection that is not ready when the inspector gets to the site or inspections that fail will be required to pay a \$20.00 re-inspection fee (Building Official will determine when this fee will apply)