



Development Services

General

Construction or work for which a permit is required will be subject to inspection by the Building Official and such construction or work must remain accessible and exposed for inspection purposes until approved. It is the owner and/or contractors' responsibility to request inspections and pass them prior to concealing work or proceeding to the next phase of construction. It is the duty of the permit applicant to ensure the work remains available and exposed for inspection purposes. Neither the Building Official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

What do I need to have on-site for the inspector?

All permit documents including the permit card, inspection card, approved plans and other information related to the issuance of the permit must be available for review on site at the time of an inspection.

What inspections do I need?

Each project is unique and may not need every inspection that's available. However, if you project involves the work listed below, an inspection is required. As a general rule, an inspection is probably required for any construction that will be covered or concealed when construction is complete. When in doubt, ask the inspector.

Building Planning

Before beginning construction, it is essential to verify that the new construction will be in the correct location.

Building Inspections

- 105 – Stakeout/Precon (verify location of construction on property prior to work commencing). This inspection can also be used for a consultation with the inspector.



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Foundations and Underground Utilities

Work done below grade requires inspection before it is covered either by concrete or backfilled with dirt.

Plumbing Inspections

Underground Plumbing Inspection shall be made:

- after trenches or ditches are excavated and bedded
- piping installed, and before any backfill is put in place.

When excavated soil contains rocks, broken concrete, frozen chunks and other rubble that would damage or break the piping or cause corrosive action, clean backfill shall be on the job site.

Inspections to be scheduled

- 405 – Plumbing Underground (inside form boards)
- 420 – Plumbing Sewer/Yard Line (from street to foundation)
- 430 – Plumbing Water Service (from meter to foundation)

Electrical Inspections

Underground Electrical Inspection shall be made:

- after trenches or ditches are excavated and bedded,
- conduit is installed, and before any backfill is put in place.

When excavated soil contains rocks, broken concrete, frozen chunks and other rubble that would damage or break the piping or cause corrosive action, clean backfill shall be on the job site.

Inspections to be scheduled:

- 205 – Electrical Underground (conduit or duct banks)
- 240 – Electrical slab (in-slab grounding)

Building Inspections

Footing, pier and foundation inspections shall be made after:

- Pole bases or piers are set
- Trenches or basement areas are excavated
- Any required forms erected, and any required reinforcing steel is in place and supported prior to the placing of concrete.



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- The foundation inspection shall include excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports, or equipment and special requirements for wood foundations.

Pier inspections may be performed by the engineer of record with sealed documentation provided to the inspector that states the piers were constructed in compliance with the adopted Code and according to the engineer's design. **This does not include grade beams or slabs**

Concrete slab or under-floor inspection. Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

Inspections to be scheduled:

115 – Foundation (piers, footings, slabs -including leave outs)

Framing and Rough Inspections

After the foundation and underground utility work is inspected and completed, the next phase of construction and inspections focus on the structural frame and supporting building systems. The framing members, wiring, piping, duct work, insulation and any associated work will require inspections before it is concealed.

Building Inspections

Sheathing inspections. Sheathing inspections shall be made:

- After vertical framing members are installed
- Prior to moisture barrier and air sealing installation

Inspections to be scheduled:

108 – Sheathing (Exterior covering prior to Water Resistive Barrier)

Mechanical Inspections

Mechanical Rough-in. Inspection shall be made after:

- The roof, framing, fire blocking, fire stopping, draft stopping and bracing are in place
- All ducting and other components to be concealed are complete, and prior to the installation of wall or ceiling membranes.



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Inspections to be scheduled:

- 305 – Mechanical Rough (flex and metal type ductwork, exhaust and vents)
- 325 – Mechanical Ceiling (wrapped ducts, fire dampers)
- 330 – Mechanical Duct (pre-wrap seal/screw inspection)
- 365 – Mechanical Hood (smoke test on grease duct, fire insulation wrap)

Electrical Inspections

Electrical Rough-in. Inspections shall be made after:

- The roof, framing, fire blocking, fire stopping, draft stopping and bracing are in place
- All wiring and other components to be concealed are complete, and prior to the installation of wall or ceiling membranes.

Inspections to be scheduled:

- 210 - Electrical Rough (all related panels, wiring in wall/ceiling areas)
- 255 - Electrical Wall (metal conduit, box grounding)
- 215 - Electrical Ceiling (all wiring and fixtures installed above ceiling)

Plumbing Inspections

Plumbing Top Out. Inspection shall be made after:

- The roof, framing, fire blocking, fire stopping, draft stopping and bracing is in place
- All sanitary, storm, gas, and water distribution piping is roughed-in

Inspections to be scheduled:

- 410 - Plumbing Top Out (drains, vents and water piping in walls, floors, and ceilings)
- 415 – Plumbing Gas (air pressure test on gas piping in walls, attics, floors, and ceilings)

Building Inspections

Frame inspection. Framing inspections shall be made after:

- The roof deck, exterior sheathing, all framing, fire-blocking, wall bracing, pipes, chimneys and vents to be concealed are complete.
- The rough electrical, plumbing, and mechanical roughs must be approved prior to cover.

Fire- and smoke-resistant assemblies. Fire and smoke rated assemblies shall not be taped or concealed until inspected and approved.



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Building Inspections

Building Insulation. Inspections shall be made after:

- The roof deck or sheathing, all framing, fire-stopping, draft-stopping and bracing are in place and pipes, chimneys and vents to be concealed are complete and after the rough plumbing, mechanical and electrical rough inspections are approved.
- Envelope insulation R- and U-values, fenestration U-value, and duct system R-value will be varied against the energy code compliance report and inspected for proper insulation.
- Envelope leakage report (blower door) and duct leakage reports (duct blaster) shall be provided to the inspector at time of inspection.

Final Inspections

A final inspection will be conducted after all remaining components of the project have been approved. At this juncture the transition is made to the final inspections of the structure and the associated inspections listed below when applicable. All inspections with permits involving the Fire Department, Water Backflow and TPW Parkway must be completed prior to scheduling for final inspections on the building permit.

Electrical and Gas Temporary Releases

May be requested prior to finals.

Inspections to be scheduled:

250/285 - Inspection of electrical system prior the electrical final for purposes of temporary power to the building.

415/485 - Inspection of gas system prior the plumbing final for purposes of temporary gas to the building.

Electrical Final

Electrical Final. Inspections shall be made after:



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- Inspection of electrical system for purposes of providing permanent power to the building.
- Inspection of all components of the electrical system installed after approval of the electrical rough.

Inspections to be scheduled:

200/285 - Inspection of electrical system prior the electrical final for purposes of permanent power to the building.

Mechanical Final

Mechanical Final. Inspection shall be made after:

- Inspection of all components of the mechanical system installed after approval of the mechanical rough.
- Will include mechanical hoods and suppression system approvals by Fire Department. (Tag required)

Inspections to be scheduled:

300 – Mechanical Final (All equipment installed and functional)

Plumbing Final

Plumbing Final. Inspection shall be made after:

- Inspection of all components of the plumbing system installed after approval of the plumbing top-out.
- This requires an air pressure test on the gas piping system where applicable.
- Approval of all backflows from the water department required.

Inspections to be scheduled:

415/485 - Plumbing Gas & Release (Inspection of gas system for purposes of permanent gas to the building)

400 – Plumbing Final (Inspection of all components of the plumbing system installed after approval of the plumbing top-out)

Building Final

Building Final for LCO (option). Inspections shall be made after:



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- Approval from the Fire Department in advance of scheduling and all life safety related requirements being met.
- Inspection can be used for purposes such as stocking of products, training of employees and the ability to furnish the building prior to the building final being approved for final occupancy.
- Requires additional fee and must be paid prior to inspection.
- Backflow devices must be approved by Water Department.

Inspections to be scheduled:

100 – Building Final (designate occupancy purpose)

Building Final

Building Final. Inspections shall be made after:

- All related permits have been approved and final.
- MEP's - Mechanical, Electric, Plumbing must be final.
- Fire Department, Water Backflow, and TPW Parkway must be final.

Inspections to be scheduled:

100 – Building Final (approved for Certificate of Occupancy)