

YOU MAY RETAIN A COPY OF YOUR RESPONSIBILITIES FOR FUTURE REFERENCE

Before the inspector can begin inspecting the job, the following must be done by the permit holder:

1. The permit must be posted and visible from the road.
2. The location must be identified by a street number or sign indicating the owner's or contractor's name (hand lettered numbers or signs are acceptable).
3. The access to the site must be passable. Rescue vehicles (such as ambulances and MSR trucks) must be able to access the building in case of emergency. The driveway or approach must be maintained for access by passenger vehicles used by inspectors.

INSPECTIONS

There are a number of inspections required in each of the four codes (building, electrical, mechanical and plumbing); therefore, you must call us when you are ready for each type of inspection. Work must not proceed before the job is inspected and approved. If work is covered before the inspection is performed, you will be required to expose the work for inspection. The required visual inspections are:

BUILDING

- Footing/ After the footings are poured and the wall forms are set and
Form work: After reinforcements are installed before concrete or mortar (in the case of masonry walls).

Building Storm water and/or Building Storm sewer must be inspected at this time

- Backfill: An inspection is required when the foundation walls are complete, damp proofed and the foundation drains are completely installed but before backfilling.
- Rough In: When framing is complete, before insulation or drywall and after electrical, mechanical and plumbing rough inspections have been approved.
- Insulation: After insulation is installed prior to dry wall being hung.
- Ceiling: In commercial, after support structure is installed but before ceiling pads or drywall ceiling is installed
- Final: After electrical, mechanical, and plumbing finals have been approved, a final building inspection will be performed before occupancy or the storage of personal property.

ELECTRICAL

- Service: When temporary or permanent service is complete and ready for hook-up.
- Underground: If applicable, after all trenching and under slab work is complete but before backfilling has begun.
- Rough: To be requested when all wiring, boxes, and panel boards have been installed and all connections are ready for the finished product but before insulation and drywall
- Ceiling: In commercial construction, after support structure and fixtures are installed but before ceiling pads or drywall ceiling is installed
- Final : To be requested after the electrical system is complete and energized.

MECHANICAL

- Underground: If applicable, after all trenching and under slab work is complete but before backfilling has begun.
- Rough: A rough inspection is required when piping (gas or suppression) is pressurized and/or when mechanical ventilation, concealed ducts, returns, etc... have been installed but before insulation and drywall.
- Ceiling: In commercial construction, after suppression piping and heads are installed but before ceiling pads or drywall ceiling is installed.
- Fireplace: When gas piping is complete and flues and fire blocking are installed but before insulation and drywall.
- Final: When the mechanical system is complete, all manufacturers' instructions have been adhered to and the system has been activated.

PLUMBING

- Underground: When pipes are all run in ground, before backfill or concrete is placed.

Building Storm water and/or Building Storm sewer must be inspected at this time.

- Rough: A rough inspection is required when piping, drains, and vents have been installed but before insulation and drywall.
- Final: When the plumbing system is complete, all piping is complete and all fixtures have been installed and the system has been pressurized.

Each construction project is different and will have its own timetable for completion. It is impossible for this office to track the progress of each application. **It is the responsibility of the permit applicant to make sure all inspections are requested in a timely manner**