



Citrus County Building Division Inspections and Certificate of Occupancy Guide Sheet

Please schedule your inspections via your online portal (**24 hours a day**). The cutoff for next-day inspections is at 3:30 PM. Note that for holidays, the cutoff is effective for the next business day (**for example, if Friday is a holiday, the inspection cutoff for Monday is 3:30 PM on Thursday**).

Citrus County is a participating community in the National Flood Insurance Program's Community Rating System (CRS), meaning we require a higher standard of construction in Flood Zones. Our higher standard is referred to as Design Flood Elevation (DFE), which is one foot above the Base Flood Elevation (BFE).

The following is a list of inspections that are typically required, and at what stage of construction they should be requested, for a single-family residence of concrete block construction on a monolithic slab or footer and stem wall type of foundation. This form is provided as a Single-Family Dwelling inspection guideline only; however, some of the included inspections may be applicable to other permit types. In no way are the items mentioned to be considered all inclusive. Depending on your construction type and method of compliance with the Florida Building Code, additional inspections may be required. Sequences of inspections may change due to your circumstances and conditions. Please familiarize yourself with all applicable codes located online at FloridaBuilding.org. **All work must be completed according to the engineered drawings, job description on the permit, and all applicable codes. Any changes made during construction that are not in compliance with the reviewed construction documents shall be resubmitted for review as an amended set of construction documents per Florida Building Code (A) 107.4.**

Please note: Per [Florida Building Code \(A\) 111.1](#), the building and or structure shall not be used or occupied until the Certificate of Occupancy has been issued.

Inspections (1 – 26)

1. Erosion Control

Erosion control measures must be in place prior to any ground disturbances. **Conducted by the Technical Services Division. The Erosion Control inspection must be resolved prior to any building inspections being requested.**

2. T-Pole

After the pole has been completed. Must be properly grounded and braced. 110V and 220V outlets must be GFCI protected. Two, eight-foot long 5/8" ground rods are required 6' apart. **If you choose to install a T-Pole, you cannot install a TUG Meter. If you wish to change temporary power services, you must decommission the T-Pole. Only one meter is permitted per jobsite.**

3. Footing

After the trenches are formed, all rebar in place, and grade stakes set prior to pouring concrete.

NOTE: If your plans call for a monolithic slab, a footing inspection is not required.

4. 1st Rough Plumbing

Supply and distribution piping must be installed (minimum of 50# pressure). All plastic must have colored primer used on the solvent joints. All DWV must be properly pitched: 3" and larger diameter = minimum 1/8" per foot; less than 3" diameter = 1/4" per foot. All piping shall remain uncovered for inspection.

5. Slab

After the 1st rough plumbing inspection and before pouring concrete. The proof and method of termite treatment and a soil compaction report must be onsite. The vapor barrier and steel must be installed. A minimum of 95% compaction in 12" lifts is required.

NOTE: A compaction report is needed when 12" or more of fill is brought in and is required to be posted onsite for the inspector.

NOTE: A slab waiver is required if the finished floor elevation is not a minimum of 12" above the highest point of the adjacent roadway. If the slab waiver is not completed during the application and permitting review stage and the permit has been issued, the waiver must be submitted through an amendment.

6. Paper Raised Seal or Digitally Sealed Preliminary Elevation Certificate

Per your reviewed Flood Comments, if your structure is in a Flood Zone, the Preliminary Elevation Certificate will be required for review when the lowest finished floor has been constructed (pending the structure, after slab, or after lintel). **Citrus County requires the height to meet or exceed the Design Flood Elevation (DFE). No further inspections will be scheduled until the certificate is approved.**

7. Lintel (Fill Cell)

After all the wall rebar is set and tied and before the concrete pour. Typically, one #5 rebar is continuous around the perimeter (or what engineering requires). All verticals must be hooked at a minimum of 12" in the lintel. The inspection holes for the dowel must be at the floor line and all debris must be removed.

8. TUG Meter (Form Required)

After the lintel, bond beam, and tie beams were inspected and poured. The TUG must be properly grounded; 110V outlets must be GFCI protected. **The TUG Meter Application must be completed and submitted with the initial permit application for this inspection to be conducted.**

9. Sheathing

After all roof and wall sheathing has been installed and fastened per engineered specifications.

10. Structural Frame

Post lintel (fill cell), pre-trade framing inspection - the structural frame covers the truss to wall connections, including truss straps and verifying compliance between the Manufacturer's Design Specifications (Truss Engineering) and the reviewed Plans (Architectural Engineered Plans). The structural frame includes **all** structural aspects of the project.

Note: The sheathing and structural frame may be scheduled concurrently.

11. Dry-In (Partial Roof Inspection)

Required after the underlayment, drip edge, valley-liners, and flashing are installed. All roof penetrations must be completed. **The Re-Roof inspection affidavit is not applicable for new construction.**

12. 2nd Rough Plumbing

Before or with the frame inspection - tubs and shower pans must be set and able to retain water, trap arms ran, vents must be through the roof, and water lines must be complete with a minimum of 50# pressure on the system.

13. Rough Electrical

Before or with the frame inspection - after all branch circuits, feeders, outlet boxes, and panels in place. All conductors pulled (including low voltage), boxes made up, and home runs complete.

14. Rough Mechanical

Before or with the frame inspection - all duct work must be complete, which includes all exhaust and venting systems. Condensate piping and refrigerant lines must be installed.

15. Rough Gas

Before or with the frame inspection - if the house has gas appliances, all lines must be under pressure (10+ pounds or more).

16. Frame

Post trade framing, or a final framing inspection, to verify that the rough trade installations did not compromise any of the framing or trusses, review of fire blocking installations, and all structural aspects to be finalized prior to the insulation and drywall installations. Window and door installations are required prior to the inspection.

NOTE: The rough trades and frame may be scheduled concurrently. The Frame inspection will not be passed until all rough trades have passed inspection.

17. Insulation

After the approval of the frame inspection - the insulation must be installed per the reviewed energy forms.

18. Wire Lath

After felt paper and lathe is fastened properly in place. Required prior to stucco installation.

19. Firewall

If required by engineered drawings or construction type. Florida Building Code – building chapter 706; fire barriers as defined in chapter 707; fire partitions as defined in chapter 708; and smoke barriers as defined in chapter 709.

20. Pre-Power (Form Required**)**

Required, temporary, 90-day, Pre-Final Electrical Service. The entire electrical system for the structure must be completed. The electrical panel must be completed and properly grounded. **The Application for Pre-Final Electrical Service must be completed and submitted with the initial permit application for this inspection to be conducted.**

21. Paper Raised Seal or Digitally Sealed Final Elevation Certificate

Per your reviewed Flood Comments, and if the structure is in a flood zone, the Final Elevation Certificate will be required for review prior to the Final Inspections being scheduled. **Citrus County requires the height to meet or exceed the Design Flood Elevation (DFE). No further inspections will be scheduled, and no Certificates of Occupancy may be issued until the Elevation Certificate is approved.**

Pending the property attributes where construction has commenced, various non-Building Division inspections may occur. **All final inspections not conducted by the Building Division should be sought for approval prior to requesting the Final Building Inspections to prevent delays in Certificate of Occupancy issuance.**

22. Interim Tax Assessment Fees

Upon entering the final stage of inspections, the Land Section Department is notified to apply interim tax assessment fees. These fees are applicable for the time between construction commencement and when the building is entered into the tax roll. These fees are not applicable for replacement dwelling permits.

23. Stormwater Affidavit and Final Inspection

The inspection and affidavit are dependent on the Technical Services Division's policies. The review and inspections are conducted by the Technical Services Division.

24. Blower Door Test Report

Per FBC R 402.4.1.2, the building must be tested and verified as having an air leakage rate not exceeding seven air changes per hour (7-ACH). Please review Florida Statute 489.105.3 (F, G, and I) for information regarding authorized Blower Door Testers. This form is not required for Modular Homes or Mobile Homes (Mobile Homes being constructed to HUD code and not Florida Building Code).

25. Final Septic Approval

Conducted by the Environmental Health Department. The Final Health inspection is not included in the Citrus County Permitting Portal, it is conducted outside of our software. Upon passing the final septic system inspection (inclusive of construction and the final system), the Health Department issues a final approval for the septic system. The final approval is required for proof of a compliant septic system and must be submitted for CO issuance. Only applicable if the structure is utilizing a septic system.

26. Final Utilities

Applicable if the structure is on county water and or county sewer. Conducted by the Utilities Division.

27. Final Driveway Apron

Applicable if the structure's driveway connects to a public roadway. Conducted by the Road Maintenance Division.

28. Final Building Inspections

When the structure is completed per the reviewed plans, compliant with all applicable codes, and ready for occupancy. All electric, gas, plumbing, mechanical, and building items must be complete.

- Final Build
- Final Electrical
- Final Mechanical
- Final Plumbing
- Final Roof
- Final Irrigation (if applicable)
- Final Gas (if applicable)

***NOTE:** All final inspections may be scheduled concurrently. The Final Build inspection will not be passed until all final trades have passed inspection. The inspector can inspect the sewer cleanouts, backflow devices and pressure reducing valves as needed, including their access enclosures. Central water systems require PRV valves. Backflow devices are required on central sewer systems if the house is below the highest level of the manhole.*

29. Final Fees and CO Issuance

All applied fees must be paid and all required permit tasks must be completed, including all applicable reviews and inspections, aforementioned and otherwise.

Department Contact Information:

- **Building Division**
Phone: (352) 527-5310
Email: Permit@citrusbocc.com
- **Florida Department of Environmental Health**
Phone: (352) 513-6110
Email: citrusehpermits@flhealth.gov
- **Land Department**
Phone: (352) 527-5458
Email: Susan.Boelk@citrusbocc.com
- **Road Maintenance Division**
Phone: (352) 527-7610
Email: James.Sterling@citrusbocc.com
- **Technical Services Division**
Phone: (352) 527-5446
- **Utilities Division**
Phone: (352) 527-7653
Email: Gary.Loggins@citrusbocc.com

Building Forms

- **TUG Meter Application**
https://www.citrusbocc.com/document_center/Department/Growth%20Management/Building/TUG%20agreement%207-2021.pdf
- **Application for Pre-Final Electrical Service**
https://www.citrusbocc.com/document_center/Department/Growth%20Management/Building/Electric%20Pre-Final%20Application%205-2020%20Bldg.pdf