

INSPECTIONS

The General Contractor ***Must*** Notify Our Office For The
Certificate of Occupancy Inspection ***Before*** the Building Is Occupied

RESPONSIBILITIES OF PERMIT HOLDERS:

1. Please give ***24 hours prior notification when requesting inspections***. **NO Inspections are scheduled after 3:00 p.m., unless otherwise approved.**
2. Post field copy on site in a conspicuous place prior to commencing work.
3. Comply with all applicable local, state and federal laws, codes, rules, regulations, etc.
4. Request applicable required inspections:

MINIMUM REQUIRED INSPECTIONS:

Building

- a. Footing/slab – before concrete is placed.
- b. Roof (screw/nail): before installing felt or covering
- c. Framing – after all rough-in plumbing, electrical and mechanical is in place.
- d. Insulation: after baffles and insulation is installed and before installing gypsum board.
- e. Drywall (screw/nail): after gypsum has been installed and before tape is applied.
- f. Final (SFD) – after all building, mechanical, plumbing, gas and electrical systems are installed, connected and tested. (Commercial) – after all building, handicapped, mechanical, gas, plumbing and electrical fixtures are installed, connected and tested.

Fire Protection Systems (**Coordinate inspection with the Fire Dept (229) 985-1805**) (when applicable)

- a. Underground – after all piping and piping support systems are installed and ready for testing prior to any backfill being placed.
- b. Fire Pump installed and ready for testing in accordance with NFPA 20.
- c. Above Ground – after all above ground sprinkler system components are installed.
- d. Final – after all underground and above ground sprinklers are installed, flushed and tested.

Plumbing

- a. Underground piping – after piping is installed and before backfill is placed.
- b. Rough-in – after soil, waste and vent, water supply and fuel piping are in place and before piping is concealed.
- c. Final – after all piping and fixtures are in place, connected and test.
NOTE: See Section 311 IPC for required test.

Mechanical

- a. Underground – after fuel and refrigerant piping is installed and before backfill is placed.
- b. Rough-in – after all fuel and refrigerant piping is in place and before piping is concealed and before any fixtures or appliances are connected.
- c. Final – after all piping, fixtures and appliances are installed, connected and tested.

Gas

- a. Underground – after all piping is installed and before backfill is placed.
- b. Rough-in – after piping is installed and before piping is concealed and before any fixtures or appliances are connected. This inspection shall include a pressure test.
- c. Final – after all piping, fixtures and appliances are installed, connected and tested.

Electrical

- a. Underground – after conduits are installed and before backfill is placed.
- b. Slab rough-in – after all electrical systems are installed prior to placement of concrete.
- c. Rough-in – after all wiring, conduit and boxes are installed prior to concealment. Exterior disconnect required.
- d. Final – after entire system is installed, connected and ready for testing.

Low Voltage

- a. Rough-in – after all wiring is installed or prior to concealment.
- b. Final – after all low-voltage systems are in place, connected and ready for testing.

Inspector's office hours are 7:30 a.m. – 4:30 p.m. M-F
ALL INSPECTIONS CAN BE SCHEDULED WITH THE
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT OFFICE
AT 229-668-7223