



INSPECTION GUIDE

BUILDING PERMITS

Footing/Mono-Slab: Schedule *before pouring concrete* into the footing/mono-slab forms.

Foundation: Schedule *before pouring concrete* into the foundation wall forms.

Framing: *All rough electrical, mechanical and plumbing inspections need to be approved (if in scope of work) prior to scheduling a framing inspection.* Schedule after all framing, roof, fire blocking and bracing are in place.

Insulation: Schedule after installing all insulation and before covering up.

Dry Wall: Schedule only for commercial and multi-family residential projects.

Roof Dry-In: Schedule after installing synthetic underlayment and ice and water shield, *ice and water shield not required if installing metal roof.*

Final Roof: *Re-roof projects only.* Schedule after roofing material has been installed.

(For Re-Roof Permits: only Roof Dry-In and Final Roof inspections are required)

Final Building Inspection: Schedule after the project is complete and schedule all final trade permit inspections for the same visit. *For new single-family residences; prior to scheduling your final inspection, Blower Door Test results will need to be on file and fire inspections may be required (depending on location).* For new construction, a Certificate of Occupancy will be issued, upon request, only after all final inspections has been approved.

ELECTRICAL PERMITS

Underground: Schedule after trench has been dug and conduit has been laid, *before making any connections or covering trench.* Caution tape should be on site.

Service: Schedule after service, panel or pedestal is set and grounding system has been installed.

Rough electric: Schedule after wiring has been put in place but before devices are installed and before covering up with insulation or wallboard.

Final electric: Schedule when project is complete. All fixtures, switches and outlets need to be installed and energized.

PLUMBING PERMITS

Underground: Schedule after waste and vent piping has been laid and under test *prior to concrete being poured.*

Rough Plumbing: Schedule after all piping has been installed and is left exposed. All waste and vent piping is required to pass an air test where they hold at least 5 pounds of pressure, and water lines hold 50 pounds or working pressure.

Water Heaters: Schedule after installed with gas, water, venting and seismic strapping.

Final Plumbing: Schedule once project is complete and all fixtures, traps, valves, water heaters and back flow devices are installed and operating.

MECHANICAL PERMITS

Underground: Schedule after any exterior piping, interior piping, radiant floor heating or ductwork has been installed and is still exposed.

Rough Mechanical: Schedule after ductwork for heating, exhaust and combustion air is in place and sealed and before the gas meter is activated.

Gas Piping Test: All gas piping must pass a test where it holds 1.5 times the working pressure, depending on the type of fuel used. *15 pounds of pressure with 30-pound gauge. Usually scheduled with the rough mechanical.* Must be approved before gas service can be activated.

Gas and Mechanical Equipment: Schedule after all equipment is installed and ready to operate. Including furnaces, boilers, room heaters, gas fireplaces, and meters.

Final Mechanical: Schedule when project is completed and all equipment is installed and operating.