

Building and Planning Department Permit Holders General Information

REQUIRED INSPECTIONS

It is the responsibility of the permit holder or contractor to call for inspections at specific times during construction.

Inspections are made during certain points in the project.

1. Temp Pole-Temporary power
2. Plumbing Rough-All plumbing within the foundation
3. Electrical Rough-All conduits and boxes within the foundation.
4. Mechanical Rough-All piping within the foundation
5. Foundation-This will include the sealed vapor barrier, beam depth, rebar size and spacing, and depth of concrete
6. Plumbing top out-All plumbing within walls and ceilings
7. Electrical top out-All electrical within walls and ceilings
8. Mechanical top out-All duct work and control wiring
9. Framing-Exterior and interior walls, ceilings, and roofs
10. Water and Sewer yard lines
11. Electrical Final-All plugs, switches, and fixtures installed
12. Plumbing Final-All fixtures are set
13. Mechanical Final-All grills are installed and controls are wired
14. Building Final-Power to all plugs and switches, panel is labeled, all lighting fixtures are working, hot and cold water are not crossed, plumbing fixtures are sealed, all plumbing fixtures are tested, HVAC system is working properly, all holes in building are sealed, blower door and duct leak test are completed, and all backflow reports are turned in. Stickers may be placed at designated locations and signed off by the inspectors after an approved inspection. For commercial projects someone shall be on site to walk with the inspector. The project is not complete for legal purposes until the final inspection.

CORRECTION NOTICE- A correction notice is issued whenever an inspector has inspected and finds an item or items that do not meet the minimum code requirements. No further work can be done which would cover the deficient areas until the item or items identified have been corrected and re-inspected.

CERTIFICATE OF OCCUPANCY- A Certificate of Occupancy (C.O.) is required for all new commercial and residential buildings or structures prior to the occupancy or use of the building. A CO may also be required on existing buildings. Changes in use of an existing building may trigger code requirements prior to issuance of a CO.

STOP WORK ORDER- A Stop Work Order is issued when a valid permit for doing work at the address is not found and a permit is required for the project or a correction notice has been issued and corrections have not been made. Work shall not continue until a permit has been obtained and the work inspected conforms with applicable codes and ordinances. If you have any questions contact our office.