

## INSPECTION REQUIREMENTS

**Note: Approved Plans MUST be ON SITE before inspections will be approved.**

The following are inspections typically required. All inspections must be scheduled at least one day in advance.

**NO OCCUPANCY FOR ANY BUILDING STRUCTURE IS APPROVED UNTIL A CERTIFICATE OF OCCUPANCY (OR CONDITIONAL CO) IS ISSUED BY THE BUILDING DEPARTMENT**

### Applies to All Permits and Approvals

- **Access:** You are required to provide access during normal business hours for the inspector to perform the inspections. An inspection will not be performed without proper, clean, and clear access. If the building is locked, occupied, or inaccessible, an inspection cannot be performed and re-inspection fees will be charged. (Occupied buildings will only be entered if the owner or an adult is present.)
- **Re-inspection Fees:** No access, a partial inspection, or a failed inspection will result in a charge for re-inspection fees.
- **Signage:** The building site must have a legible sign posted, visible from the road. The sign must contain the address, lot number, and owner's name. If the subdivision does not have street signs, temporary signs with the street names must be erected.
- **Approved Plans:** The building must conform to the approved plans. A stamped set of the approved plans needs to be accessible at the site. Any deviation must be noted on the record prints on file at Permit Central, and new approved plans must be issued before calling for inspections.

### Building/Electrical/Mechanical (as applicable, when included in the scope of work)

- **Footing:** Footing inspections shall be made with the forms in place, in undisturbed natural bearing soil. If conditions exist that necessitate the placement of concrete before inspection the inspector must be able to see both sides of the footer and be able to determine the thickness of the footer.
- **Footing (Eng Report):** Required when site has soft or sandy soils.
- **Foundation:** Foundation Wall inspection shall be made with ALL of the structural steel visible and/or concrete forms in place.
- **Crawl:** Inspect the subfloor prior to installing it with floor framing and beams in place. A Vapor Barrier should also be in place at the time of inspection.
- **Electric Rough:** All electrical work completed that will be concealed.
- **Mechanical Rough:** All work completed that will be concealed.
- **Masonry Fireplace Rough:** Inspection must be called for and performed before first flue liner is set. The manufacturer's specification sheet should be on site for the inspection as well.
- **Building Rough:** All building, plumbing, heating, and electrical roughs installed and no insulation installed. All building framing work exposed for inspection. All rough inspections for the project must be passed either before or with the building rough. The building rough will not pass until all other roughs are passed.
- **Energy Rough:** All insulation and energy efficiency equipment/provisions (doors, windows, etc) that will be concealed and/or covered, including fire stop drafts and fire walls between the house and garage. This inspection is required after all other Rough Inspections have been completed and before any gypsum board/drywall is installed.
- **Fire Rated Assembly:** Inspection ensures that fire-rated walls, floors, ceilings, doors, and other assemblies are installed according to approved plans and comply with fire-resistance requirements.

- **Pressure Test:** All pressure piping and supports visible, includes witnessing of pressure test of piping with a gauge on the line under pressure, prior to inspector's arrival.
- **Gas Meter Release:** Service releases will be sent to the utility company after all applicable rough inspections and pressure tests are completed and approved.
- **Electric Service Release:** Service releases will be sent to the utility company after all applicable rough inspections, including insulation inspections are completed and approved.
- **Electrical Final:** All electrical work completed, including boxes closed, fixtures hung, and circuits identified.
- **Mechanical Final:** All mechanical work completed.
- **Masonry Fireplace Final:** All masonry/fireplace wood completed
- **Energy Final:** All insulation work and energy efficiency provisions completed, including attic insulation-please allow access for inspection-and energy sticker.
- **Building Final:** All building work completed. All final inspections for the project must be passed either before or with the building final. The building final will not pass until all other finals are passed.

#### Driveway Apron/Sidewalk

- **Rough:** Rough Grade set and ready to pour concrete.
- **Final:** All concrete work completed. The engineer's Office will provide an informational letter when applicable on a private lot.

#### Utilities/Plumbing

- **County Sewer:** Inspector will need to see Fernco and donut installed.
- Contact Public Health (732-7499).
- **County Water:** Contact the Water Resources Department (732-7970) for water meter installation (2" or less). Contact Public Health (732-7499) for water line inspection.
- **Plumbing:** Contact Public Health (732-7499).
- **Utilities:** It is your responsibility to apply to the appropriate utility for electric, gas, telephone, etc.

#### Site Development and Water Management Sediment Control (WMSC)

**Site Preparation Permit:** *(must be issued and inspections approved before Construction Permit is issued.)*

- **Final:** All site prep work (BMPs, Sediment Controls, Construction Entrance, etc.) completed and inspections approved.

#### **WMSC Construction Permit**

- **WMSC Rough:** Sediment and erosion control measures shall be installed and maintained throughout the project's duration. The building's location will also be checked via the site plan.
- **WMSC Final:** Stormwater basin and conveyance system completed and functioning. All disturbed areas should be seeded and strawed.
- **WMSC Storm Water Verification:** Provide a stormwater basin verification letter from an Ohio Professional Engineer verifying that the basin was installed as designed.

**The inspector will leave an inspection tag. Do not assume your inspections have been performed and approved. You will be required to uncover any work that has not been inspected. If you have questions, please contact our Permit Specialists or an Inspector at our Office at 513-732-7213.**

**Building OCCUPANCY will be approved once all inspections have been completed and passed and all fees are paid on the permit. Please call Permit Central if you have any questions.**