

PERMITTING AND INSPECTIONS

THE PERMITTING AND INSPECTION PROCESS REQUIRES INSPECTIONS TO BE COMPLETED AT SPECIFIC STAGES DURING THE CONSTRUCTION PROCESS. DEPENDING ON THE PROJECT, THERE ARE A NUMBER OF INSPECTIONS REQUIRED BY EACH OF THE FOUR CODES (BUILDING, ELECTRIC, PLUMBING AND MECHANICAL) AND IN MANY CASES THESE INSPECTIONS MUST BE IN A SEQUENTIAL ORDER.

THE FOLLOWING OUTLINES THE PROCESS FOR INSPECTORS TO COMPLETE THEIR INSPECTIONS IN AN EFFICIENT AND EFFECTIVE MANNER.

1. THE BUILDING PERMIT ISSUED BY THE DEPARTMENT OR COPY SHALL BE KEPT ON SITE UNTIL THE COMPLETION OF THE PROJECT.
2. THE SITE ADDRESS SHALL BE BE PLAINLY VISABLE AND LEGIBLE FROM THE STREET OR ROAD WHERE THE PROPERTY FRONTS.
3. THE DEPARTMENT IS DEPENDENT ON THE PERMIT HOLDER CALLING FOR INSPECTIONS. DO NOT COVER ANY WORK UNTIL INSPECTION IS COMPLETED. AS WORK IS INSPECTED, A STICKER APPROVING OR DENYING THE INSPECTION IS LEFT AT THE SITE. IF AN INSPECTION IS DENIED, SPECIFIC CODE SECTIONS WILL BE PROVIDED AS REASON FOR THE DENIAL. AN APPROVAL STICKER MUST BE POSTED BEFORE WORK CONTINUES. DO NOT REMOVE ANY STICKERS UNTIL ALL FINAL INSPECTIONS ARE COMPLETE AND APPROVED.
4. THE REQUIRED VISUAL INSPECTIONS ARE AS FOLLOWS FOR BUILDING:
 - A. FOOTING: WHEN EXCAVATION IS COMPLETED AND BEFORE CONCRETE IS POURED OR PLACED, FORMS ARE SET, TRENCHES DUG, REQUIRED REINFORCING STEEL IS IN PLACE OR STONE AND FOOTING PLATES ARE IN PLACE FOR WOOD FOUNDATIONS.
 - B. BACKFILL: WHEN FOUNDATION WALLS ARE DAMPPROOFED/ WATERPROOFED, AN APPROVED DRAINAGE SYSTEM INSTALLED, FOUNDATION ANCHORS INSTALLED PER MANUFACTURERS SPECIFICATIONS AND WALLS BRACED.
 - C. ROUGH MASONRY: WHEN THE BASE COURSE FLASHINGS AND WEATHER-RESISTANT SHEATHING PAPER HAVE BEEN INSTALLED AND BEFORE THE INSTALLATION OF ANY MASONRY VENEER (BRICK, STONE, ETC.).
 - D. ROUGH FRAME: (BEFORE INSULATING OR DRYWALL) WHEN THE ROOF, ALL FRAMING, FIRESTOPPING, DRAFTSTOPPING, AND BRACING ARE IN PLACE. EXTERIOR WINDOWS AND DOORS SHALL BE INSTALLED. THE ELECTRICAL, PLUMBING AND MECHANICAL ROUGH INSPECTIONS MUST HAVE ALL BEEN APPROVED PRIOR TO ROUGH FRAME INSPECTION BY BUILDING.
 - E. FIRE RATED ASSEMBLY: BEFORE WALLS ARE TAPED AND FINISHED (COMMERCIAL ONLY)
 - F. INSULATION INSPECTION: BEFORE DRYWALL OR OTHER INTERIOR WALL COVERING IS IN PLACE.

G. FINAL: WHEN THE PERMITTED WORK IS COMPLETE AND PRIOR TO OCCUPANCY. THE ELECTRICAL, MECHANICALS & PLUMBING FINAL INSPECTIONS HAVE ALL BEEN APPROVED.

5. THE REQUIRED VISUAL INSPECTIONS ARE AS FOLLOWS FOR ELECTRICAL:

A. TEMPORARY SERVICE: WHEN TEMPORARY SERVICE IS COMPLETE AND READY FOR HOOKUP. IT SHALL HAVE ONE (1) GROUND ROD AND A GROUNDFAULT OUTLET. A REQUEST NUMBER IS REQUIRED.

B. PERMANENT SERVICE: WHEN PERMANENT SERVICE IS COMPLETE AND READY FOR HOOKUP. IT SHALL HAVE TWO (2) GROUND RODS SPACED A MINIMUM OF 6 FEET APART AND A GROUNDFAULT OUTLET. A REQUEST NUMBER IS REQUIRED FROM.

C. UNDERGROUND: WHILE TRENCH IS OPEN.

D. ROUGH IN: WHEN WIRE IS PULLED, BOXES MADE UP (NO FIXTURES INSTALLED) AND SERVICE IS READY TO BE RELEASED. ALL PENETRATIONS THROUGH PLATES, AT 10-FOOT INTERVALS IN WALL CAVITIES, AND INTO RETURN AIR RUNS SHALL BE FIRE STOPPED.

E. FINAL: WHEN ALL FIXTURES ARE SET AND COVERS PLATES ARE ON.

F. OTHER INSPECTIONS AS REQUIRED BY CODE.

6. THE REQUIRED VISUAL INSPECTIONS ARE AS FOLLOWS FOR MECHANICAL:

A. UNDERGROUND: REQUIRED IF ANYTHING IS TO BE COVERED BY FILL OR CONCRETE, WHILE FILL AREA IS OPEN.

B. ROUGH IN: ALL DUCT WORK, PRE-FAB FIREPLACE, PIPING, NO FIXTURES IN PLACE; GAS PRESSURE TEST. WHEN ALL MECHANICAL EXHAUST FANS AND REQUIRED VENTS ARE INSTALLED AND ALL CUTTING / FRAMING COMPLETED. ALL PENETRATIONS THROUGH PLATES AND AT 10-FOOT INTERVALS IN WALL CAVITIES SHALL BE FIRE STOPPED.

C. FINAL: WHEN THE FURNACE AND OR AIR CONDITIONING IS COMPLETED AND OPERATING PROPERLY. ALL EXTERIOR GAS PIPES ARE PAINTED.

D. OTHER INSPECTIONS AS REQUIRED BY CODE.

7. THE REQUIRED VISUAL INSPECTIONS ARE AS FOLLOWS FOR PLUMBING:

A. UNDERGROUND: WHEN ALL SANITARY DRAIN LINES, WATER LINES, AND SUBSOIL DRAIN TILES ARE INSTALLED THAT WILL BE COVERED AND BEFORE FILL OR CONCRETE IS PLACED.

B. ROUGH IN: ALL PIPING, NO FIXTURES IN PLACE. WHEN ALL WATER LINES, DRAIN LINES (INCLUDING THE BUILDING DRAIN IN THE CRAWL SPACE OR BASEMENT)

AND VENTS ARE INSTALLED AND PROPERLY SUPPORTED. ALL PENETRATIONS THROUGH PLATES, AT 10-FEET INTERVALS IN WALL CAVITIES AND INTO RETURN AIR RUNS SHALL BE FIRESTOPPED.

- C. FINAL: WHEN ALL FIXTURES ARE SET AND OPERATING PROPERLY WITH HOT WATER.
 - D. OTHER INSPECTIONS AS REQUIRED BY CODE.
8. WHEN CALLING FOR AN INSPECTION BE SURE TO HAVE THE FOLLOWING INFORMATION READY:
- A. ADDRESS OF PROJECT
 - B. CONTACT NAME AND TELEPHONE NUMBER
 - C. TYPE OF PROJECT (NEW HOME, ADDITION, COMMERCIAL, ETC...)
 - D. TYPE OF PERMIT (BUILDING, ELECTRICAL, PLUMBING, MECHANICAL)
 - E. TYPE OF INSPECTION REQUESTED (UNDERGROUND, ROUGH, FINAL OR REINSPECTION, ETC.)
 - F. CONTACT INFORMATION OF THE PERSON REQUESTING INSPECTION.
 - G. NOTE HOW THE INSPECTOR IS TO GAIN ACCESS TO PROJECT. IF STRUCTURE IS OPEN OR IF THERE IS A KEY OR LOCK BOX CODE FOR THE INSPECTOR TO UTILIZE.
 - H. IF AN INSPECTION IS REQUESTED AND IS NOT READY OR THE BUILDING IS LOCKED, A RE-INSPECTION IS REQUIRED AND A FEE WILL BE CHARGED.

INSPECTION REQUEST LINE: 517.646.0040
BUILDING INSPECTIONS - TUESDAY'S AND THURSDAYS.
TRADE (ELECTRICAL, PLUMBING AND MECHANICAL) INSPECTIONS- THURSDAYS AND BY
APPT OTHER BUSINESS DAYS AS NEED ARISES.