



**PLANNING AND ZONING
DEPARTMENT
BUILDING DIVISION**

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PLANNING ZONING & BUILDING
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INSPECTORS
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INSPECTION PROCEDURE

All Inspection:

- Work shall not begin until permit is issued.
- All inspections require at least one contractor or representative to be on-site.
- When requesting an inspection, the permit number or address shall be provided.
- All areas of the work-site and items to be inspected shall be visible and accessible to the inspector(s).

Footings:

- Footings shall be inspected prior to pouring concrete.
- The excavation shall be dug to the required depth and diameter or width.
- The bottom surface shall be flat and relatively smooth with right-angled corners at the edges.
- All debris (crumbs) shall be removed from the excavation prior to the inspection.

Foundation Wall:

- Foundation walls shall be inspected prior to pouring concrete.
- Forms and excavation shall be constructed to the proper width and dimensions and be free from debris.
- Re-enforcement shall be in place.

Temporary Electrical Service:

- If a temporary electricity pole is desired during construction, the inspector will notify the proper electricity supplier after the pole has been set and has passed inspection.
- The inspector shall be notified as to which electric company they are to contact.

Underground Inspections:

- All underground plumbing and piping shall be accessible for inspection prior to the concrete slab being poured.

Rough-In Inspections:

- Framing, Electric, Plumbing and HVAC are desired to be inspected at the same time.
- All hazardous conditions shall be eliminated and all necessary safety equipment shall be in place.
- Truss specifications and layout shall be on site for inspection of the truss framing.
- Manufacturer installation instructions shall be provided for all appliances and equipment installed.

Permanent Electric Service:

- The electric service panel shall be inspected before the electric company will hook up the electricity.

Gas Pressure Test:

- If any gas line has been installed, a pressure test shall be conducted with air before the gas can be hooked up.
- The test shall be done with a 30psi gauge and shall maintain a minimum of 10psi for 15 minutes.

Final Inspection:

- The structure shall be ready for occupancy.
- All finish grading and exterior landings shall be complete.
- All systems shall be free from life-safety and fire hazards.

Failure to comply with any of the above requirements may result in the inspection being rescheduled. Re-inspection fees may result if applicable. An early start fee shall be assessed when construction materials are permanently placed. Additional inspection, not specified above, may be required. Once a permit has been issued, the permit holder has 180 days to begin work; otherwise, the permit will become invalid. If at anytime the work stops for a period of 180 days or more, the permit is invalid. The permit expires two years from the approval date unless an extension is applied for in writing to the Building Division.

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