



Building Services Department
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Business Hours:
Monday - Thursday 7:00 a.m. - 6:00 p.m.
Closed Friday

Inspections Required

ALL PLUMBING, HEATING, ELECTRICAL, REFRIGERATION, OR STRUCTURAL WORK MUST BE INSPECTED AND APPROVED PRIOR TO CONCEALING.

Additions

Footing
Backfill (if applicable)
Floor Framing (2nd story additions only)
Rough; Electrical, Plumbing, Mechanical, Building (must be last)
Insulation
Final; Electrical, Plumbing, Mechanical, Building (must be last)

Basement Finish

Rough; Electrical, Plumbing, Mechanical, Building (must be last)
Final; Electrical, Plumbing, Mechanical, Building (must be last)

Carport

Footing
Final (Building)

Decks

Footings (post holes)
Floor Framing (decks less than 30" from grade)
Final (Building) (skirt deck after Final Inspection)

Demolition

Open Hole (before Backfill)
Final (Building - clean up of site)

Pool Fence

Final (Building)

Garage/Pole Barns (Detached)

Footings
Floor Form
Final (Electrical, Mechanical, if applicable)
Final (Building)

Pools (Above Ground/In Ground)

Steel structure (except fiberglass), Electric (open trench), Mechanical (heater, open trench), Electric Rough (pool light before filling), Electric Final (inside & outside of home; after fencing and before using pool), Final (Electrical, Mechanical, Building (must be last). Also needs Pool Fence.

Re-Roof

Open Roof (if sheathing/wood is replaced)
Final (Building)

Fence

Final

Shed (under 200 sq. ft.)

Final

Sheds (over 200 sq. ft.)

Footing (open trench)
Final; Electrical, if applicable, Building (must be last)

Siding

Final (Building)

Sidewalk

Form
Final (Building)

Signs

Footings (for ground or pylon sign only)
Electrical (if applicable)
Final (Building)

Windows

Rough Framing (if opening size is changed)
Final (Building)

NOTE: BUILDING PERMITS ARE FOR THE BUILDING ONLY. ANY PROJECTS REQUIRING ELECTRICAL, PLUMBING, OR MECHANICAL WILL REQUIRE ADDITIONAL PERMITS.

New Residence

1. Basement Footing
2. Walkout basement trench footing or house footing without basement (if applicable).
3. Basement Backfill - damp proofing, tile, stone, temporary bracing and lead walls are to be completed.
4. Open Trench Footing for garage (if applicable).
5. Rough Plumbing & Underground Drain Tile, Rough Electrical and Rough Mechanical. These may be called in any order or all at once.
6. Pre-Fabricated Fireplace prior to Rough Building or along with Rough Mechanical.
7. Rough Refrigeration (A/C) applicable ONLY if refrigeration lines are to be covered.
8. Rough Building (ONLY WHEN ALL OTHER ROUGH INSPECTIONS ARE APPROVED).
9. Masonry (Paper/Flashing)
10. Sand Inspection - garage, basement, city sidewalk, driveway approach, interior floor slabs, etc. (These may be called in any order or simultaneously).
11. Insulation inspections (Drywall inspection is not a requirement unless otherwise specified, usually applicable for multiple family dwellings).
12. Final Plumbing and Mechanical
13. Final Electrical and A/C
14. Final Building inspection, final grading inspection and tree(s) inspection. **NOTE: THE FINAL GRADE CERTIFICATE MUST BE TURNED IN TO THIS OFFICE PRIOR TO THIS INSPECTION BEING CALLED FOR. ALL FINAL INSPECTIONS REQUIRE THAT A PERMANENT ADDRESS BE POSTED ON THE HOME.**

If everything has been approved for occupancy you may obtain your Certificate of Occupancy after your Final Building Inspection has been approved.

Commercial/Industrial

Commercial/Industrial and all building and structures, except detached residential dwellings and their approved accessory structures, shall be subject to the following inspections. **EACH INSPECTION MUST BE APPROVED PRIOR TO OBTAINING THE NEXT INSPECTION.**

1. Footing & Foundations (if provided) prior to placement.
2. Sand Inspection - prior to placing concrete. Vapor barrier-reinforcing must be in place at inspection.
3. Rough Electrical, Plumbing & Mechanical prior to covering or concealment of structural members (must be prior to Rough Building inspection).
4. Rough Frame/Building Enclosure - prior to covering or concealment of structural members. **Brick flashing, vapor barrier sheathing, etc. must be in place and not covered. (i.e. building not sided), All Special Inspection reports shall be filed prior to the scheduling of a Rough Building Inspection.**
5. Firewall/Fire Separation, All/Firestopping and Draftstopping - prior to covering, concealment or taping of drywall.
6. Insulation - prior to concealment.
7. Final Plumbing, Electrical & Mechanical Inspections (must be prior to Final Building Inspection).
8. Fire Suppression System Inspection where system is provided.
9. Public Sidewalk Inspection - where such is provided, just prior to pouring.
10. Any other specifically described inspections indicated in the plan review.
11. Final Building Inspection