



## MANDATORY MINIMUM INSPECTIONS

### Building Permit:

1. **ZONING** - prior to or at the same time as the footing inspection (for all new structures and additions to existing structures)
2. **FOOTING** - after excavation is complete and bulkheads, reinforcement and grade stakes are set but before any concrete is placed (it is recommended that all vegetation and organic soils be removed at this time as it is required to be removed prior to final approval)
3. **SLAB/CONCRETE PREPARATORY WORK** - after all forms and reinforcement are installed but before any concrete is placed (poured foundation walls, concrete slabs on grade requiring perimeter insulation, etc.)
4. **FOUNDATION** - after foundation is complete prior to backfill and prior to installing subfloor/floor sheathing
5. **FRAMING** - after all systems rough ins have been approved but before any concealing materials are placed
6. **EXTERIOR FRAMING** – after sheathing, wrap/air barrier and window/door flashing has been installed but before installing any interior or exterior wall covering
7. **INSULATION** - after framing has been approved before any wall or ceiling coverings are placed (required perimeter slab insulation may be requested as a separate inspection - blown in attic and exposed floor joist insulation can be inspected on final)
8. **LATH/WALLBOARD** - prior to installation of plaster or tape and joint compound
9. **FINAL** – upon completion of all work for which permit is obtained including all electrical, mechanical and plumbing work and before use or occupancy of any kind

### Electrical Permit:

1. **SLAB** – prior to covering
2. **ROUGH-IN** - cable and boxes installed and all joints complete including equipment grounds but before any concealing materials are placed or devices installed
3. **METER SET** – service equipment and grounding (GFCI protected outlets for construction use)
4. **FINAL** – upon completion of all work for which permit is obtained

### Mechanical Permit:

1. **ROUGH-IN** - all duct work and vent piping complete and any gas piping under test but before any concealing materials are placed (equipment need not be placed)
2. **FINAL** – upon completion of all work for which permit is obtained

### Plumbing Permit:

1. **SLAB** – prior to covering (test in place)
2. **TOP-OUT/ROUGH-IN** – all piping in place and under test but before any concealing materials are placed
3. **SEWER** – prior to covering (test in place)
4. **WATER** – prior to covering (test in place)
5. **FINAL** – upon completion of all work for which permit is obtained

### Other Permits (Elevator, Fire Alarm, Fire Suppression, Zoning, etc.):

1. contact the section as referenced on the back of your permit

- **ONE SET OF “APPROVED” CONSTRUCTION DOCUMENTS SHALL BE KEPT AT THE BUILDING SITE AND SHALL BE AVAILABLE TO INSPECTOR’S AT ALL REASONABLE TIMES.**
- **IF WORK IS FOUND TO BE INCOMPLETE AFTER AN INSPECTION HAS BEEN REQUESTED AND SCHEDULED, A REINSPECTION FEE OF \$50.00 MAY BE REQUIRED PRIOR TO ADDITIONAL INSPECTIONS.**
- **NO WORK IS TO BE COVERED UNTIL AN INSPECTION HAS BEEN PERFORMED AND APPROVED.**
- **SITE, BUILDING AND, WHERE APPLICABLE, TENANT SPACE MUST BE CLEARLY IDENTIFIED WITH ASSIGNED STREET NUMBER AND SUITE/UNIT NUMBER**