

PERMIT INSPECTION REQUEST

CONTACT INFORMATION:

Contact Name:

Phone/Cell:

E-mail:

PROJECT INFORMATION:

Civic Address:

PREFERRED INSPECTION DATE:

Additional Information:

AM

PM

(access to building, lock box #, location in building, etc.)

- Please send confirmation of this Inspection Request by the designated Safety Codes Officer**

INSPECTION INFORMATION:

Building

- Foundation prior to backfill** – footing & walls with forms removed, weeping tile & damp proofing in place
- Framing prior to insulation** – framed walls, floors & roof complete, exterior doors & windows installed, engineered floor & truss layout on site, mechanical rough-ins in progress
- Insulation prior to drywall** – framing inspection corrections complete, exterior finish installed, insulation and vapor barrier installed
- Progress inspection** – commercial, industrial, institutional, multi-family prior to drywall
- Final prior to occupancy** – all items from previous inspection reports complete, all safety systems & equipment in place, clean & ready for occupancy

Electrical

- Service** – Underground, overhead or panel change
- Wiring rough-in prior to insulation** – main service, all wire & boxes installed & visible, bonding & grounding complete
- Final Wiring prior to occupancy** – all items from previous inspection reports complete, panel labeled, all load devices & switches installed & operational

Gas

- Rough-in** – gas piping installed & pressure test on, with heating appliance safely vented
- Final prior to occupancy** – gas meter installed, all appliances installed, vented & operational

Plumbing

- Rough-in below grade prior to covering**
- Rough-in above grade prior to covering** – all drain lines installed, all water lines installed, all vent stacks installed
- Final prior to occupancy** – all items from previous inspections reports complete, all fixtures installed & operational

HVAC

- Rough-in prior to covering** – majority of ductwork installed with the portion to be covered left open for inspection
- Final prior to occupancy** – system installation complete & operational

Sewer & Water

- Rough-in** – call for inspection prior to installation of sewer & water service to the building

Lot Grading

- Rough Grade only** – prior to installing topsoil or landscaping