

COMMERCIAL INSPECTION TIPS

11-23-09

1. FOOTINGS

Footings must be inspected prior to pouring. The Department policy states any footing inspection request made prior to 8:15 a.m. will be inspected that afternoon (1200 p.m. – 4:00 p.m.); any request made after 8:15 a.m. but prior to 3:15 p.m. will be made the following morning (8:00 a.m. – 11:59 a.m.).

2. PLUMBING AND MECHANICAL GROUND WORK

Commercial plumbing groundwork installations must be inspected prior to pouring. If underground ductwork is installed, this must also be inspected

3. FOUNDATION

Commercial foundations must be inspected prior to pouring, so the inspector can confirm compliance with the plans.

4. ROUGH-IN: Plumbing, Electrical & Mechanical

These inspections will be made after all internal and external electrical, mechanical (including fire dampers) and plumbing work have been roughed-in.

5. FRAMING

The inspector checks the framing for code compliance. If the stairs and windows are in, they will be checked at this time.

6. FIRE STOPPING SEALANT

For buildings having fire-rated walls, ceilings, or roofs: Firestopping sealant (and fire collars if used) around conduits, electrical boxes, pipes, etc. will need to be inspected before drywall is installed, and before suspended ceiling tiles have been installed.

7. INSULATION

The inspector needs to verify proper insulation prior to drywalling. For blown in insulation, a Certificate of Insulation needs to be submitted to the Department before the final inspection.

8. ELECTRICAL SERVICE

The Electrical Inspector needs to make an inspection as soon as the panel, meter base and conductors to the weatherhead for overhead services or the transformer for underground service have been installed and before CWLP installs the meter.

9. FINAL/CERTIFICATE OF OCCUPANCY

Prior to occupancy, all inspectors need to make a final inspection to verify code compliance throughout the structure. The Department requests that the contractor or owner be present at the time of the final inspection.

This final inspection is required according to Section 110.1 International Building Code, 2006 Edition.

10. INSPECTION REQUEST

Contact Sandy at 789-2171 extension 112 for inspection requests. The following information is required in order for the Department to schedule an inspection:

- a. Exact address
- b. Type of inspection needed.
- c. When it will be ready for inspection.
- d. Name and telephone number of requestor.

NOTE: Please be advised that all inspections with the exception of footings require two working days notice. A.M. or P.M. inspections can only be accommodated for footings.

11. RE-INSPECTION FEES

Re-inspection fees will be assessed according to City Ordinance, 170.10.06 (A) (3):

When a third inspection of work is required as a result of any of the following situations, a re-inspection fee shall be assessed as provided for in this chapter:

- a. Failure to provide access on the date for which an inspection has been scheduled.
- b. Failure to follow plans requiring the approval of the department.
- c. Failure to provide the correct address for an inspection site.
- d. Failure to correct violations cited during a previous inspection.
- e. Calling for an inspection before the work is ready for inspection or re-inspection.
- f. Failure to provide approved plans on the job site for review by the inspector.