

PERMIT HOLDER RESPONSIBILITIES

Part of the building process is identifying the job location and having inspections done at specific stages of construction. Before the inspector can begin inspecting the job the following must be done by the permit holder.

- ___ 1. The lot and the building location must be staked so the inspector can verify the location of the forms and footings relative to the lot lines.
- ___ 2. The permit must be posted and visible from the road.
- ___ 3. The location must be identified by a street number or a sign indicating the owner=s or contractor=s name (Hand painted numbers or signs are fine).

INSPECTIONS:

There are a number of inspections required in each of the four codes (building, electrical, mechanical and plumbing); therefore, you must call us (24 hours in advance) when you are ready for each type of inspection. Work must not proceed before the job is inspected and approved to continue. The required visual inspections areas follows:

BUILDING:

- ___ FOOTING - between the time the forms for the footings are set and before any sills are attached. We would like to inspect prior to any concrete being poured, because if the forms are in the wrong place it is MUCH cheaper to move forms than concrete. If you do not have an approval of the forms, you pour at YOUR OWN RISK.
- ___ FOUNDATION - before back filling when the walls are complete; damp proofed or water proofed, and the foundation drains are completely installed.
- ___ ROUGH-IN & INSULATION - when framing is completed, BEFORE drywalling and AFTER electrical, plumbing and mechanical inspections.
- ___ FINAL - when project is complete and ready for occupancy, and AFTER electrical, plumbing and mechanical final.

ELECTRICAL:

- ___ TEMPORARY SERVICE - when temporary service is complete and ready for hook-up.
- ___ PERMANENT SERVICE - when permanent service is completed and ready for hook-up.
- ___ ROUGH-IN - BEFORE insulating or drywalling, when wiring which will be hidden is complete.
- ___ FINAL - when all fixtures are set, plates are on and the building is ready to be occupied.

MECHANICAL:

- ___ UNDERGROUND - if anything is to be covered by dirt or concrete.
- ___ ROUGH-IN - anything in walls (including ducts or chimneys) BEFORE drywalling.
- ___ FINAL - when furnace and/or air conditioning is completed and operating and you are ready to occupy.

PLUMBING:

- ___ UNDERGROUND - when pipes are all run in ground, BEFORE you backfill or pour concrete
- ___ ROUGH-IN - when pipes are all run in wall, BEFORE drywalling, also drainage lines in ceiling of basement BEFORE covering.
- ___ FINAL - when fixtures are all set and operating and you are ready to occupy.

Please, remember each job is different and goes at a different pace. Therefore, we have no idea when you are ready for any inspections unless you call us and let us know. Also, please make sure that you are actually ready for inspection. If any inspection is called for and the job is not ready, a re-inspection fee will be charged. Thank you and good luck with your project!