



To: General and Specialty Building Contractors

Subject: Inspection Request Timing and Sequence

24 hour notice is required for all inspections. Inspection requests received after 4:30 on the day prior to your requested inspection will not be scheduled. If you do not pass your inspection that day, you must call in to the building division inspection line to reschedule your inspection for the next regular work day. Depending on the inspector's workload for that day, he may be able to do a re-inspection that same day, but there are no guarantees... you may not get your re-inspection until the next day. This policy will apply to all required inspections, including footings, foundation wall, and bond beam inspections. For this reason the building division recommends that you do not schedule your concrete pour for the same day as your inspection.

You may request A.M. or P.M. inspections for concrete and sewers and the inspectors will do their best to accommodate your request. You may call the inspector between 7:30 and 8:30 am to get a closer estimate of time. If you are working on an occupied home, someone over 18 years of age must be present during the inspection. We will schedule gas pressure tests with the framing inspection or at the time gas service is given. The general contractor will be responsible for calling in these inspections, not sub-contractors.

- **Foundation Inspection (footings and walls)**
 - To be performed **after** forms are set, reinforcing steel and Ufer Ground are in place and **prior** to pouring of concrete.
- **Concrete Slab or Under-floor Inspection**
 - To be performed **after** underground electrical, plumbing, and mechanical are installed, and **prior** to pouring of concrete.
- **Foundation damp proofing and waterproofing.** To be inspected prior to backfill work.
- **Sewer Inspection**
- **Masonry Inspection**
- **Temporary Power**
 - To be performed **after** the service panel or pedestal is installed and properly grounded, and GFCI protected service outlet(s) and breaker are installed and per North Western Energy details.
- **Frame Inspection** (to include rough electrical, plumbing, and mechanical work)
 - To be performed **after** all specialty contractors and trades have completed their work and **prior** to installation of any insulation products.
Gas pressure tests, water, radiant floor pipe and drain, waste and vent (DWV) tests are to be performed as part of this frame inspection.
- **Roof/Re-Roof Rough Frame Inspection**
 - Required prior to weather guard or shingles being inspected.
- **Insulation Inspection**
 - To be performed **after** insulation is installed, but before wallboard is placed.
- **Wallboard Installation and Nail Inspection**
 - To be performed **after** insulation inspection is approved and **prior** to plaster being installed or gypsum wallboard joints and fasteners being taped and finished.
 - Gas service inspection may be made when the appliance(s) are set, vented, and the thermostat is set. The exterior openings are to have windows and doors installed prior to the release of gas service.
- **Final Inspection, Certificate of Occupancy**
 - To be performed **prior** to occupancy and after all life safety and code related issues are completed. **Do not move furniture or personal belongings into a house prior to obtaining a certificate of occupancy.**
 - On commercial and residential projects requiring the Planning Department's "Site plan" approval, a request for final occupancy should be placed **two weeks** in advance of your intended move-in date to secure approval from City Planning, Engineering, Water/Sewer and Fire Departments, as well as the Building Inspection Division. The Building Inspection Division will not issue a Certificate of Occupancy until all other departments have signed off their approvals.

Note: No inspections will be conducted unless the original stamped approved plans for the project and the inspection record card are on site and available to the inspector.

If you have questions or concerns about these guidelines, please call 582-2375.