

TO ALL BUILDING CONTACTORS:

In order to better utilize available hours of Inspection Department personnel, it is important to re-emphasize the process and procedures provided for in City and State codes for required inspections. We recognize that many contractors are already following the required procedures, however a significant number are not. Therefore, we are sending this letter to the contracting community for informational purposes in an effort to encourage voluntary compliance. If this cooperation is forthcoming, the necessity for enforcement action won't materialize. Requirements for plumbing and electrical are additional and can be obtained from the respective inspectors.

Request for Inspection: The applicant or an authorized representative shall, in writing or orally, request inspections of the department. The department shall perform the requested inspection within 2 business days after notification. Construction shall not proceed beyond the point of inspection until the inspection has been completed and recorded on permit card by authorized inspector. The building permit card shall be conspicuously placed at the construction site.

Required UDC Residential Inspections:

Soil Erosion – An inspection will be made to assure proper soil erosion procedures are being followed

- 2” – 3” stone in driveway
- Silt fence around dirt piles

Footing – The excavation shall be inspected after the placement of forms, shoring and reinforcement, where required, and prior to the placement of footing materials.

Backfill – where below-grade drain tiles, waterproofing or exterior insulation is required, the foundation shall be inspected prior to backfilling.

Rough-in – An inspection shall be made of all rough-framing before the walls/ceilings are insulated. A ladder or other means must be available for access to the basement.

Insulation – An inspection shall be made of the insulation and vapor retarder after they are installed, but before they are concealed.

Basement Floor – An Inspection shall be made prior to pouring the concrete.

Final – The building/addition may not be occupied until a final inspection has been made which finds that no violations of the applicable code exist.

Required Commercial Inspections:

Soil Erosion – An inspection will be made to assure proper soil erosion procedures are being followed

- a. 2” – 3” stone in driveway
- b. Silt fence around dirt piles

Footing – The excavation shall be inspected after the placement of forms, shoring and reinforcement, where required, and prior to the placement of footing materials.

Backfill – where below-grade drain tiles, waterproofing or exterior insulation is required, the foundation shall be inspected prior to backfilling.

Rough-in – An inspection shall be made of all rough-framing before the walls/ceilings are insulated. A ladder or other means must be available for access to the basement.

Insulation – An inspection shall be made of the insulation and vapor retarder after they are installed, but before they are concealed.

Concrete Floors – An inspection shall be made prior to pouring the concrete.

Rough-in Heating – An inspection shall be made to assure proper installation, insulating of ductwork, and fire penetration protection where necessary.

Basement Floor – An Inspection shall be made prior to pouring the concrete.

Final – The building/addition may not be occupied until a final inspection has been made which finds that no violations of the applicable code exist.

Required Detached Garage Inspections:

Concrete Slab – An inspection shall be made prior to pouring the concrete to inspect for wire mesh, grade beam, and location on lot.

Rough-in – An inspection shall be made at completion of rough-framing.

Final – An inspection shall be made upon completion of garage including type X drywall (if required).

Required Fence Inspection:

Final – An inspection shall be made upon completion for proper height and installation requirements.

Required Deck Inspection:

Final – An inspection shall be made upon completion for uniform steps, proper handrails and guardrails, and post sizing.

If you have any questions concerning this matter, please contact Building Inspector Jack Van Der Weele (459-3481) or Building Inspector Patrick Eirich (459-3480).

Jack Van Der Weele
Building Inspector

Patrick Eirich
Building Inspector