

IMPORTANT: PLEASE READ ALL REVIEW NOTES ON YOUR APPROVED PLANS BEFORE STARTING WORK.

IT IS YOUR RESPONSIBILITY TO SCHEDULE ALL INSPECTIONS ON THE PROPER PERMIT

HOW TO SCHEDULE AN INSPECTION:

1. Work to be inspected needs to be completed the day before the inspection, not the day of.
2. Inspections must be scheduled at least one (1) day in advance but not more than (2) days in advance.
3. Call the number above to schedule an inspection, and be prepared to give the project address, township or city, permit number and type of inspection requested. Failure to have both the address and the permit number may delay our ability to serve you. Inspections are normally conducted between 8:00 am and 2:30 pm.
4. You are encouraged to call the morning of the inspection between 7:30 and 8:00 A.M to discuss coordination issues with your inspector, to give lock box numbers, etc. You will be given a time within a 2 hour range of when the inspector will be there.
If that time range doesn't work, you may request a different time,

but the inspector may not be able to accommodate your needs. If that is unsatisfactory, you can request to discuss your needs with the inspection supervisor, or you can cancel the inspection and reschedule it for another day.

5. If you call for a time after 8:00 am our permit clerks will give you a 3 hour time frame, Typically AM (8-11) or PM (11-2). You will not be able to request scheduling adjustments and the clerks will refrain from offering inspector cell phone numbers to minimize distractions to the inspectors. If you do not call for a time, the project will be inspected between 8:00 a.m. and 2:30 p.m.
6. The approved building permit drawings must be on the job site for ALL inspections, including sub-trade inspections. Approved drawings for sub-trades must be also on site for their respective inspections.

WHAT INSPECTIONS NEED TO BE CONDUCTED:

1. Footing inspection

- After forms are in place and established grade is marked and all required or specified steel reinforcing is properly installed on approved chairs or concrete dobies, and before pouring concrete.
- Structural steel grounding per National Electrical Code must be installed.

2. Waterproofing inspection

- For buildings with a basement, after foundation walls are completed and waterproofing and drain tiles are installed, but before backfilling.
- For slab on grade and crawlspace construction, a waterproof inspection is not required.

3. Crawlspace and Deck frame inspection

- For all crawl spaces, and for decks with floor joist less than 4 feet above grade, inspection required after joists are installed but before decking or floor sheathing is installed. If I-joists are used, approved shop drawings must be on site for inspection

4. Slab inspection

- All concrete slabs except detached garages, open patios, sidewalks and driveways
- Rough plumbing inspection (if applicable) must be approved by Public Health – Dayton & Montgomery County. For information call (937) 225-4421.
- Rough electrical inspection of under slab conduits and raceways must be completed before being covered.
- Rough heating inspection of under slab ducts or piping will be performed with slab inspection with partial piping exposed. Schedule both inspections if on separate permits.
- Granular fill, vapor barrier, and any required or specified reinforcing wire mesh and perimeter insulation must be installed.

5. Rough gas piping inspection

- After all permanent gas piping is installed with required valves and a pressure test is on the house line with an approved pressure differential gauge, (Kuhlman gauge)

6. Rough electric inspection

- Underground inspection - Required for all trenches, after raceway or direct burial conductors are installed at proper depth and before covering work.
- Building wiring - After raceways or cables are installed and properly secured, rough boxes are set, grounded conductors are terminated, and grounding system conductors are secured and bonded. Ground rods & grounding connections must be visible.

7. Rough HVAC inspection

- After duct system, all combustion air, venting, bathroom and dryer exhaust ducts are installed. Manufacturer's installation instructions and specific venting details must be on job site for inspection.
- Rough HVAC inspection may be performed at the same time as the rough framing inspection. Schedule both inspections if on separate permits.

8. Fireplace inspection

- Masonry fireplaces - Two Inspections Required
- 1. After firebox is constructed and flue damper is in place, but before first flue liner is installed.
- 2. Right before the chimney is topped off and before removal of ladders or scaffolding
- Manufactured fireplaces - After appliance and flue pipe is installed and prior to covering. Must be inspected at the time of the framing inspection. Have manufacturer's installation instructions on site for inspection.

9. Rough framing inspection

- After all rough electrical, plumbing, gas piping, fireplace and HVAC inspections are approved.
- After framing is complete, but before insulation, drywall or any wall covering is installed. (This includes non-bearing walls)

10. Final electric inspection

- After all electrical devices and fixtures are installed and operational.
- All circuits must be identified and energized.

11. Final Building and HVAC inspection

- No personal belongings or furniture allowed in building before all final inspections have been performed
- Manufacturer's installation instructions must be on site for all permanent appliances and equipment.
- All gas fired appliances must be installed and operational. A gas "sniff test" will be performed at all final connections
- Final mechanical inspection will be performed with the final building. Schedule both inspections if on separate permits. U-value labels must still be on windows and the energy efficiency labeling on electrical panel when required.
- Geothermal lines must be water tested to 100 PSF.

A Certificate of Occupancy or a Temporary Certificate of occupancy must be issued before occupying building (over)

Our Inspection Policy is:

1. **Permit fees cover one inspection and one reinspection** per phase of work, but subsequent reinspections must be paid for.
2. **Reinspection Fees are assessed if:**
 - a. **Not Ready-** In the course of conducting an inspection, more the 6 deficiencies are observed
 - b. **Lockout-** We could not gain access to work, or if the building had personal belongings in it and no adult escort.
 - c. **No address-** We could not observe a posted address, visible from the street.
 - d. **No approved drawings on site-** Approved drawings need to be on site to conduct all inspections.
 - e. **Unsafe Jobsite-** If access to the work is not possible due to unsafe conditions.
3. Work covered up without inspection will either have to be uncovered, or an alternative way of determining adequacy will be approved, and a missed inspection fee will be assessed.
4. Missed or reinspection fees must be paid before we conduct subsequent inspections.

D:\Shared\Residential Inspection Guide

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Montgomery County Building Regulations

wants you to

TELL US WHAT YOU THINK!

Your opinions about your experience in our office, with residential plan review, with commercial plan review, and with inspections, will help us fine tune our efforts to provide the best level of service possible.

Please fill out a brief Customer Satisfaction Survey at:

www.mcoho.org/build/survey

All responses will be anonymous unless you specifically ask us to contact you.

Thank you in advance for your participation

Maurice D. Wyckoff, Chief Building Official
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