

All inspection requests shall be made at least one (1) day in advance. When scheduling inspection, be prepared to give address, township or city, permit number and type of inspection needed. To obtain a time for the inspection, call the morning of the inspection between 7:30 and 8:00 A.M. and the inspector will give you a time within a 2 hour range. The approved building permit drawings must be on site for ALL inspections. Approved drawings for all sub-trades must be on site for their respective inspections.

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

### 1. Footing inspection

- After footing forms and grade stakes are in place, and required or specified steel reinforcing is properly installed on approved chairs or concrete dobies, and before pouring concrete.

### 2. Foundation inspection

- For buildings with a basement, after foundation walls are completed and waterproofing/dampproofing and drain tiles are installed, but before backfilling.
- For slab on grade construction, foundation inspection is not required.
- For crawl spaces, inspection performed after joists are installed, before decking or floor sheathing is installed.

### 3. Slab inspection

- After prepped with clean granular fill, vapor barrier and all required or specified reinforcing wire mesh and perimeter insulation is installed.
- Rough plumbing (if applicable) must be approved by Montgomery County Health Dept. (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 will be performed with slab inspection. Schedule both inspections if on separate permits.

### 4. Rough gas inspection

- After all permanent gas piping is installed, and pressure test is on the house line with an approved pressure differential gauge (Kuhlman gauge, etc.) (See Gas Piping Inspection Guide)

### 5. Rough electric inspection

- Temporary pole - Must have a U.L. listed meter socket, weatherproof equipment, at least one G.F.C.I. receptacle, approved ground connection, and be ready for the utility to connect to the pole. (See Temporary Service Release Policy for service to the building)
- Trench inspections - After all underground raceways and 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, and grounding system conductors are secured and bonded. Ground rods & grounding connections must be visible.

### 6. Rough HVAC inspection

- After duct system is installed and all combustion air, venting, bathroom and dryer exhaust ducts installed.
- Manufacturer's installation instructions and specific details on venting must be on job site for inspection.
- If all of the duct system is above ceiling and none of the system is concealed in other construction, rough HVAC inspection may be performed after wall framing inspection and at time of ceiling grid inspection.

### 7. Rough fireplace inspection

- Masonry fireplace - After firebox is constructed and flue damper is in place, but before first flue liner is installed.

- Factory built, zero clearance or decorative gas fireplace - Must be installed and ready for inspection at time of the framing inspection. Have manufacturer's installation instructions on site for inspection.
- Final inspection - After chimney is topped-off, spark arrestor (if required) is in place and the hearth extension is completed, may be inspected with the final building inspection.

### 8. Rough framing inspection

- After all rough electrical, plumbing, gas piping, rough fireplace and HVAC (see #6 above) inspections are approved.
- After framing is complete, but before insulation, drywall or any wall covering is installed. (This includes non-bearing walls)

### 9. Ceiling grid inspection

- After ceiling grid is in place and all lighting, HVAC and sprinkler systems are installed, but before ceiling tiles are installed.
- After electrical inspection has been approved.
- HVAC and sprinkler systems may be inspected at same time as ceiling grid, but you must schedule all inspections if on separate permits.

### 10. Final fire suppression and alarm inspections

- Suppression and alarm system tests must be witnessed by the local fire department and/or our inspectors. Contact the local fire department or your building inspector for required tests of each system.
- Final fire department building inspection must be conducted before final building inspections.

### 11. Final electric inspection

- After final fire department inspection has been conducted. Have their tag available for the inspector.
- After all electrical devices and fixtures are installed and operational. Sign and alarm system electric may be inspected at the same time, but you must schedule all inspections if on separate permits

### 12. Final HVAC inspection

- After final electric has been approved.
- After all equipment is operational.
- May be inspected with the final building inspection but, must schedule all inspections if on separate permits.

### 13. Final inspection

- After final fire department inspection has been approved. Have fire department tag available for the building inspector.
- After electrical and plumbing inspections approved.
- Final HVAC inspection may be performed with the final building inspection; must schedule both inspections if on separate permits.

**A Certificate of Occupancy or a Temporary Certificate of Occupancy must be issued before occupying the building.**