COMMERCIAL INSPECTION GUIDE

MONTGOMERY COUNTY BUILDING REGULATIONS

451 W. Third St. Dayton, OH 45422
937-225-4622 www.selectmc.com/building

SCHEDULING AN INSPECTION

Call **937-225-4622** to schedule an inspection and provide the address, permit number and type of inspection requested. You will be scheduled for the inspection date only. Call the morning of the scheduled inspection between 7:30- 8:00 AM, to speak with the assigned inspector to discuss inspection time and provide any other necessary information like gate access codes, lock box numbers, etc. **You will need to provide the inspection address before speaking with an inspector.** The inspector will provide a 2-hour range of when they plan to arrive. If you call after 8:00 AM the clerical staff will provide you with a 3-hour range for the inspector's arrival. If you do not call to confirm, it will be assumed that the work will be ready and accessible anytime during normal inspection hours.

- Availability can depend on holidays, number of scheduled inspectors and number of inspections scheduled that day. Please schedule with as much notice as possible. **Same day Inspections are not permitted.**
- Inspections are conducted from 8:00 AM- 2:00 PM.
- The Owner or Owner's Authorized Representative/ Agent is responsible for scheduling inspections.
- A legible paper copy (minimum size 10 x 17) of the stamped/ approved building permit drawings must be on site for ALL inspections.
- Work subject to inspection should be completed the day before the scheduled inspection.
- An address, visible from the street, must be posted at the construction entrance(s).

PLEASE READ ALL PLAN REVIEW NOTES ON YOUR STAMPED/ APPROVED DRAWINGS BEFORE STARTING WORK.

REQUIRED INSPECTIONS (in general order unless otherwise approved)

DEMOLITION

For complete removal of buildings, including slabs, foundations, and footings. Anything other than complete removal is an alteration. Permit not required when demolition is part of a new work permit.

Open Hole

- After ALL construction material has been excavated and before backfilling'.

Final

- After grade work is completed, including seeding, and all building debris has been hauled/removed from the site.

BUILDING, ELECTRICAL, MECHANICAL, GAS, HOOD AND FIRE PROTECTIONS PERMITS

Footing

- After 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.

Waterproofing/Foundation

- For buildings with walls that retain earth and enclose interior spaces and floors below grade, i.e., basements.
- After the foundation walls are completed and waterproofing/damp proofing system and drain tiles are installed, but before backfilling.

Slab Electric

- After conduits and raceways are complete but before covering

Slab HVAC

- After ducts and piping are complete but before covering

Slab

- After slab electric and slab HVAC approval (if applicable)
- After rough plumbing approval (if applicable). Plumbing inspections are performed by Montgomery County Health Dept. (937) 225-4421.
- After prepped with clean granular fill, vapor barrier and all required or specified reinforcing wire mesh and perimeter insulation is installed.

Crawlspace (Under-Floor)/ Deck rough frame

- For spaces less than 48" in height, before any sheathing is installed including the subfloor.

Gas piping

- After all permanent gas piping is installed, including shut off valves capped or plugged, and an air pressure test is set up using a manometer or digital pressure gauge capable of measuring 1/10 PSI increments.
- **Spring type mechanical pressure gauges are not acceptable.**
- **The installer is responsible for having the test set up and ready before the inspection time.**
- Minimum test pressure for above ground piping is 10 PSI. If any of the piping is below ground the minimum pressure is 50 PSI.
- The test will be witnessed for a minimum of 10 minutes. Systems with a volume of more than 250 cubic feet will require a 24-hour test.

Rough electric (includes Trench, Service, Temp Pole, Rough In, Above Ceiling, Sign, and Swimming Pool inspections)

- 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.
- Swimming Pool – trench, lower bonding, and upper bonding.

Rough HVAC

- After the duct system is installed and all combustion air, venting, bathroom and dryer exhaust ducts are installed.
- Manufacturer's installation instructions and specific details on venting must be on job site for inspection.
- If all 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.

Sprinkler rough / Alarm rough

- Arrangements must be made, with the local Fire Department, to inspect and approve the work prior to scheduling this inspection.
- Fire Department approval (report/ tag) must be on site at the time of inspection.

Rough fireplace

- 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 the time of the framing inspection. Have manufacturer's installation instructions on site for inspection.

Rough framing

- After all rough electrical, plumbing, gas piping, fireplace, alarm, sprinkler, and HVAC (see # 9 above) inspections are approved.
- After framing is complete but before insulation, drywall or any wall covering is installed. (This includes non-bearing walls)
- After the initial frame inspection is approved shear walls, RC (resilient channel), and fire rated assemblies are required to be inspected.

Hood rough

- 1st rough - After grease duct is complete a smoke containment test will be witnessed by the inspector. The installer should have the test set up and ready to start when the inspector arrives.
- 2nd rough - After rough installation is complete including fire wrap and make up air ducts.

Ceiling grid

- After ceiling grid is in place and all lighting, HVAC and sprinkler systems are installed, but before ceiling tiles installed.
- After above ceiling electric and alarm rough inspections have been approved.
- HVAC and sprinkler systems may be inspected at the same time as ceiling grid, but you must schedule all inspections separately.

Final fire suppression and alarm (includes Hood suppression and Sprinkler inspections)

- Suppression and alarm system tests must be witnessed by the local fire department.
- Arrangements must be made, with the local Fire Department, to inspect/test and approve the work prior to scheduling this inspection.
- Fire Department approval (report/ tag) must be on site at the time of inspection.

Final electric (includes Sign and Swimming Pool inspections)

- Arrangements must be made, with the local Fire Department, to conduct and approve a Final/ Life Safety inspection prior to scheduling this inspection.
- Fire Department approval (report/ tag) must be on site at the time of inspection.
- After all electrical devices and fixtures are installed and operational. Sign electric may be inspected at the same time but, inspections must be scheduled separately.

Final HVAC

- After the final electric inspection has been approved.
- After all the equipment is operational.
- The Fire Department will conduct any testing and Fire Department approval (report/ tag) must be on site at the time of inspection.
- May be inspected with the final building inspection but, inspections must be scheduled separately.

Final Fireplace

- After the 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 but, inspections must be scheduled separately.

Final inspection

- Fire Department Final/ Life Safety approval (report/ tag) must be on site at the time of inspection.
- After all other inspections including plumbing inspections have been approved.
- Final HVAC inspection may be performed with the final building inspection but, inspections must be scheduled separately.
- Huber Heights Final Zoning approval and Engineering approval is required to be on site.

A CERTIFICATE OF OCCUPANCY OR A TEMPORARY CERTIFICATE OF OCCUPANCY MUST BE ISSUED BEFORE OCCUPYING THE BUILDING.