

Inspection Guide For Residential Construction

There are six planned inspections made during construction. The Building Department will make every effort to respond to short notice requests for inspections on those occasions when unanticipated changes occur. It is best to call at least a day in advance to schedule an inspection. Even a "heads-up" on an approximate time helps us to plan our schedule to support yours. Inspections, other than those discussed below, are occasionally made when the situation warrants. Planned inspections are as follows:

Overdig - When the excavation is complete, or nearly so, an inspection will be made to examine soil conditions and plans for abating the effects of plastic clay or any other condition that can affect the stability of a foundation. This inspection will be conducted prior to placement of material required to mitigate the effects of local soil conditions, even when a soils report has been prepared for the property. Please forward a copy of such reports to the Building Commissioner for filing with permit and inspection records.

Footing - This inspection will be made when the footings have been formed and the reinforcing steel has been laid out and ready for placement. The city understands the effect weather has on this process and will endeavor to be as flexible as commitments permit in meeting your schedule requirements. A call the day before alerting us to your needs will help a great deal. Footings should be keyed and/or vertical steel placed in the footing to secure the foundation walls to the footings. Steel verticals are not required by code in this area but are strongly recommended.

Plumbing Ground Rough - This inspection will be made prior to placing the concrete floor in a basement or bottom floor. Sanitary sewer lines, water lines, drain lines, sump pits, and any other below floor facilities will be inspected.

Open Wall - This inspection will be made prior to insulating and closing up walls and ceilings. Plumbing, electrical, HVAC, exhaust venting (dryers, vent fans, etc.) to the outside, fire blocking, framing, attic ventilation, and any other special provisions will be inspected at this time. Note: Truss plans not delivered with the application submittal are due two days before this inspection.

Electrical Meter Base – This inspection is required before AmerenUE will connect active service to a building. Note, a disconnect at the meter base is required for installations where the inside circuit breaker panel is located more than 15 (fifteen) feet (service entry cable run length) from the meter base.

Final - A final inspection is required before a conditional or final occupancy certificate will be issued. All electrical, plumbing, smoke detection, exhaust vent, and HVAC systems will be examined for proper operation. Gutters, down spouts, sump drains, and lot grading will be examined for proper drainage from the property to insure conditions on neighboring properties will not be changed or affected by placement of this dwelling. Exterior finish, including siding, windows, doors, masonry, roofs, soffits, sidewalks, driveways, painting, electrical fixtures and outlets, plumbing fixtures, decks, steps, porches, etc. will be examined. Interior finish, including painting, wall treatments, floor coverings, doors, windows, cabinets, shelving, etc.

will also be examined. Doors to future decks must be blocked on the outside or securely blocked on the inside to prevent opening. The **Water Department** will also do their final inspection at this time to insure that all water shut offs, sewer clean outs, and manholes (if applicable) are in proper working order. The yard must also be at final grade and seeded and strawed or sodded. Finally, each dwelling must have the correct address displayed clearly on the front of the building.

Occupancy Certificates

Once the final inspection has been completed the Building Commissioner will issue either a "Conditional Occupancy Certificate" or a final "Occupancy Certificate". A conditional occupancy certificate can be issued if there is no structural, health or safety related conditions existing and the owners wish to occupy the dwelling before all open items have been completed. A final re-inspection must be scheduled at the time of issuance of a conditional occupancy certificate. The person(s) to whom the permit is issued is responsible for arranging for access to the dwelling and scheduling the specific time for the re-inspection. Such a certificate is required by the city prior to the dwelling being occupied. Most lenders require such certificates as well.

Stop Work Notices

A stop work notice may be issued when unsafe conditions are discovered, unauthorized work is being performed, or work is being performed by contractors or subcontractors that are not registered with the city. [See "*City Code*" Chapter 605] The Building Department will make every effort to avoid "stop work" action by working with all contractors and subcontractors to avoid these conditions.