



## CONTRACTOR OR OWNER/BUILDER CHECKLIST

Outlined below are key areas examined during the inspection approval process. Completion of this form by the Contractor or Owner/Builder will help expedite the approval process and, ultimately, the issuance of the Final Certificate of Occupancy. **Failure to complete this checklist prior to scheduling each inspection may result in a re-inspection fee.** This is a general guideline, not a comprehensive list. Additional requirements may apply.

### 1. TEMPORARY POWER POLE INSPECTION

- A. Minimum two 20A GFCI protected receptacle outlet circuits
- B. All openings to be blanked off with listed material
- C. Grounding electrode conductor connected to ground rod
- D. All equipment securely mounted
- E. All receptacle outlets shall have GFCI protection

### 2. FOUNDATION FOOTING INSPECTION

- A. Approved plans and related documents on job in document box
- B. 911 address posted
- C. Chemical toilet on site
- D. Property lines marked and foundation string lines in place
- E. All fill dirt added, disturbed soil and questionable soil requires a density test in bottom of foundation (minimum 95% compaction required)
- F. Foundation depth, width, grade stakes, step forms when required, re-bar and vertical dowels per plans and wind load engineering
- G. Electrical grounding conductor connected to rebar with ground clamp listed for concrete encasement (minimum #4 copper for 200A and larger service)
- H. Rebar to be centered on stem wall

### 3. ROUGH PLUMBING INSPECTION

- A. Approved plans and related documents on job
- B. 911 address posted
- C. Chemical toilet on site
- D. Property lines marked and foundation string lines in place
- E. Sanitary line with 5' head pressure or 5# air pressure
- F. Water pipe pressurized to working pressure (Air pressure min. 50 PSI approved for test for materials other than plastic.)
- G. Pipe running through foundation to be sleeved with pipe two sizes larger

### 4. STRUCTURAL SLAB INSPECTION

- A. Approved plans and related documents on job
- B. Termite treatment certificate on job
- C. All fill dirt added, disturbed soil and questionable soil requires a density test in bottom of foundation (minimum 95% compaction required)
- D. Property lines marked and foundation string lines in place
- E. Foundation width, depth, and rebar per plans and wind load engineering
- F. Electrical grounding electrode conductor connection to rebar with ground clamp listed for concrete encasement (minimum #4 copper for 200A and larger service)

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- G. Wire mesh chaired (maximum 36" on center if required or used)
- H. Vapor barrier joints lapped and sealed per code
- I. If stem wall, all cells cleaned of sand and debris
- J. All tub and shower drains boxed out to be plastic or metal and to remain permanently in place

#### 5. MASONRY AND INSULATED CONCRETE FORM INSPECTION

- A. Approved plans and related documents on job
- B. Vertical rebar installed per plans and wind load engineering
- C. Cleanouts required for lifts over 5' in height and cleanouts free of debris
- D. Lintel rebar installed per plans and wind load engineering
- E. All excess mortar removed from cells to be poured
- F. Approved grout stop material (screen or metal cavity caps)
- G. Approved OSHA Ladder on site

#### 6. ROOF SHEATHING INSPECTION

- A. Approved plans and related documents on job
- B. Approved OSHA Ladder on site
- C. Sheathing nailed per wind load engineering
- D. All blocking installed for valley and hip
- E. Rafters sized per plans and wind load engineering
- F. All shiners removed
- G. Minimum width for 7/16' OSB is 24"

#### 7. STRUCTURAL FRAMING INSPECTION

- A. Approved plans and related documents on job
- B. Approved truss engineering to match truss installed
- C. Approved truss repairs and modifications, if needed
- D. All hardware properly installed to meet truss uplifts and lateral loads
- E. Any additional bracing per truss engineering installed
- F. Valley material and drip edge installed and nailed per code
- G. Wall sheathing nailed and edges blocked per engineering
- H. Windows and doors installed per manufacturer
- I. Wall framing per plans and wind load engineering
- J. All headers at openings strapped top and bottom per engineering  
(strap equally divided between header & jack stud)
- K. All anchor bolts installed per engineering
- L. All interior shear-walls framed per engineering
- M. Fire-blocking installed
- N. Interior bearing walls anchored to slab and every stud strapped top and bottom
- O. All bearing walls have continuous tie from top plate to slab
- P. Attic access opening framed per code
- Q. Tempered glass installed at hazardous locations
- R. Egress openings minimum 24" high, 20" wide and maximum 44" finish floor to sill
- S. Stairs framed per code
- T. Headers sized correctly for clear opening and roof span



## 8. MECHANICAL FRAMING INSPECTION

- A. Approved plans and related documents on job
- B. Shingles installed
- C. Plumbing rough, electrical rough, gas piping and air conditioning rough completed
- D. Working pressure on water pipe
- E. Dryer vent duct installed correctly in direction of flow
- F. All electrical wiring, plumbing piping, a/c piping and gas piping installed (steel protection plates used where needed)
- G. Pressure on gas piping
- H. Fireplace and chimney installed per manufacturer specs
- I. All exhaust fan metal duct strapped securely and extended through roof
- J. All attic ventilation installed
- K. All penetrations through top plate fire-caulked
- L. All fire-blocking installed
- M. All flashings installed for penetrations through roof
- N. Smoke detectors minimum 36" away from supply and return registers, bathroom doors and carbon monoxide detectors within 10 feet of bedroom when required
- O. Gas pipe bonded
- P. Gas vent piping extended through roof
- Q. Tub voids to be filled
- R. Required lighting and receptacle outlets installed
- S. Balance return air in required areas
- T. Boxes in rated firewall or ceiling to be listed for use
- U. Exam rooms to be wired per NEC Article 517
- V. Duct work to be installed per approved duct layout

## 9. INSULATION INSPECTION

- A. Approved plans and related documents on job
- B. Insulation with minimum "R" rating per energy form
- C. Depth markers securely fastened (maximum 6 to 10 feet apart for blown insulation)
- D. Batt insulation installed in areas physically unable to be blown
- E. Baffles installed at soffit

## 10. CEILING CONCEALMENT

- A. Sheetrock nailed or screwed and correct type of sheetrock used per code and installed perpendicular to framing (Leave sheetrock unfinished until inspection is approved)

## 11. SEMI-PERM INSPECTION

- A. Approved plans and related documents on job
- B. All devices installed (switches and receptacles)
- C. All disconnects installed for equipment
- D. All locks on exterior doors
- E. All openings in equipment not used blanked off with listed material
- F. Grounding electrode conductor connected at service
- G. All switches bonded
- H. All boxes blanked off on missing fixtures

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- I. Well permanently wired; well control box supported with steel post; disconnect installed within 50 feet and within sight of well
- J. Main bonding jumper installed
- K. Bonding bushing required on metal nipple at service equipment
- L. Accessibility to service Jacuzzi motor
- M. Neutrals and grounds to be separated after first means of disconnect
- N. Service equipment wiring completed
- O. Gas pipe bonded

## 12. FINAL INSPECTION

- A. Approved plans and related documents on job
- B. Permanent 911 address installed (numbers minimum 3" in height installed on contrasting color background for residential, 6" in height for commercial).
- C. Final termite treatment completed with certificate placed on water heater or electrical panel.
- D. Gas vent piping connected to gas appliances and piping for combustion air installed
- E. Gas turned on
- F. Appliances in garage protected from physical damage
- G. Health Department release, if required
- H. Flood Prone release, if required
- I. County Engineer release, if required
- J. LDR release, if required
- K. All GFCI receptacles and AFCI combination type circuit breakers, smoke detectors and carbon monoxide detectors checked for proper wiring
- L. Approved dryer vent cap installed
- M. Min/Max over-current protection listed on nameplate of A/C equipment installed and ARI certificate posted at air handler
- N. Approved energy form matches HVAC and water heating equipment installed
- O. Insulation certificate posted at attic access
- P. Exterior receptacle outlets in wet areas (subject to rain) require in-use type cover and all exterior receptacles to be listed weather-resistant type
- Q. Electrical panel labeled
- R. Final grade of lot and debris removed
- S. Backflow preventers on hose bibs
- T. Air handler in attic to be no more than 6 feet from access; device to shut unit down if condensation drain is not working. Notice posted on electrical panel notifying homeowner of air handler location in attic.
- U. A secondary drain or auxiliary drain pan shall be required where damage to any building component will occur from stoppage or overflow in the condensate drain. A float switch installed in the auxiliary drain outlet is acceptable
- V. Pool to be protected by approved barrier
- W. A/C unit to be anchored to pad and receptacle outlet within 25 feet.
- X. Receptacles in dwelling units to be tamper resistant per N.E.C. 2008 art. 406.11
- Y. Electric service to be energized