

**COMMUNITY DEVELOPMENT
AUTOMATED INSPECTION SYSTEM
533-8997**

TO SCHEDULE AN INSPECTION:

1. Dial 533-8997
2. Press 1 to schedule inspection
3. Enter 3 characters of permit type: RES (737) - Residential, COM (266) - Commercial, POL (765) - Pool, FIR (347) - Fire & Gas, DSH (374) Dock & Shoreline, MEC (634) - Mechanical
4. Enter the numeric portion of your permit, replacing the dash (-) with an asterisk (*) if applicable
5. Press pound (#) once you have entered the above information
6. Enter your 3-digit inspection code found below or listen for further options

TO CANCEL AN INSPECTION:

1. Dial 533-8997
2. Press 2 to cancel inspection
3. Enter 3 characters of permit type: RES (737) - Residential, COM (266) - Commercial, POL (765) - Pool, FIR (347) - Fire & Gas, DSH (374) Dock & Shoreline, MEC (634) - Mechanical
4. Enter the numeric portion of your permit, replacing the dash (-) with an asterisk (*) if applicable
5. Press pound (#) once you have entered the above information
6. Enter your 3-digit inspection code found below or listen for further options.

NOTE: Be sure not to use the Operator "0" when needing to type an "O" [use key #6 (MNO)]

INSPECTION CODES

Structural Inspections

- 101 Foundation/Footing Pool Retaining Wall
- 102 Floor
- 103 Tie Beam
- 104 Columns/Pilings
- 105 Framing
- 106 Final Framing
- 107 Insulation
- 108 Pool Steel
- 109 Pool Deck

Final Inspections

- 110 Residential Final:
Single Family Residence, Duplex
- 112 Aluminum Final:
Screen Rooms/Enclosures, Carports, Roofovers, Pan roofs, etc.
- 113 RV Tie Down
- 114 MH Move In
- 115 Awning Final
- 116 Demolition Final
- 117 Shed Final
- 118 Marine Final:
Boathouse, Seawall, Dock, Rip Rap, Retaining Wall, etc.
- 119 Pool Final
- 120 Fence Final
- 121 Sign Final

Plumbing Inspections

- 201 Rough Plumbing (DWV)
- 202 2nd Plumbing (tub set)
- 203 Sewer
- 204 Final Plumbing
- 205 Rough Gas
- 206 Final Gas
- 207 Solar Final
- 208 Gas Line
- 209 Gas Tank

Electrical Inspection

- 301 Temporary Pole
- 302 Temporary Underground (TUG)
- 303 Service Change
- 304 Rough Electrical
- 305 Final Electrical
- 306 Temp/Perm Power (Com'l)
- 308 Commercial House Meter Only
- 310 Temp Overhead

Mechanical Inspections

- 401 Rough A/C
- 402 Final A/C
- 403 Refrigeration
- 404 Hood

Roofing Inspections

- 501 Roof Dry-In
- 502 Roof In Process
- 503 Roof Final

DOT/Driveways

- 750 Stake Out
- 751 Inspection
- 752 Final Inspection

Misc. Inspections

- 901 FEPAC Rough Framing
Rough Electrical
Rough Plumbing
Rough A/C
- 902 Fire (sprinklers, paint booths, suppression, etc.)
- 903 Duplex Fire/Tenant Separation
- 904 Temporary Tent
- 905 Temporary Permit Bond Refund

For additional assistance, please contact the Inspections Office at 335-2218.

INSPECTION SCHEDULE FOR ONE AND TWO FAMILY RESIDENCE

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| 1. Temporary Pole Inspection | -does not constitute a first inspection regarding permit expiration date. |
| 2. Underground Plumbing Inspection | -prior to covering. (Note this inspection is made before a slab, but after a footer inspection.) |
| 3. Footer or Slab Inspection | -when steel is in place prior to pouring concrete. |
| 4. Tie Beam Inspection | -when forms and steel are in place prior to pouring concrete. |
| 5. Roof at Dry-In Stage Inspection | -after all metal and flashing are in place. |
| 6. Roof In Process Inspection | -during placement of final roofing material. (Note: this inspection is unnecessary for a shingled roof.) |
| 7. Second Plumbing Inspection | -when ready. |
| 8. Rough Electrical Inspection | -when ready. |
| 9. Rough A/C Inspection | -when ready. |
| 10. Rough Framing Inspection | -when ready. |
| 11. Fire Rated Wall Inspection | -only on duplex, after board in place and taped before finish coat. |
| 12. Insulation Inspection | -when ready. |
| 13. Final Roofing Inspection | -when ready. |

PRIOR TO FINAL INSPECTION THE FOLLOWING ALSO WILL BE NECESSARY

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| D.O.T. Inspection | -for stakeout, swale or culvert (533-8997) |
| Septic or Sewer Inspection | -if sewer, Code Enforcement must approve. If septic, Health Dept. Must approve followed by Code Enforcement hook-up inspection (332-9560) |
| Well Inspection | -if applicable to be performed by D.E.P.S. (533-8146) |
| 14. Final Inspections | -following completion of building and prior to occupancy |

CRITERIA FOR ACCEPTABLE WORKMANSHIP

1. Floor shall be smooth, level and reasonably free of cracks.
2. Walls shall be plumb and straight in accordance with plans. Drywall finish will be without obvious flaws and with joint properly taped and finished. Electrical outlets will be completely covered with the outlet plates and fixtures hung.
3. Windows shall be installed with sides, top and bottom square and plumb. Sliding glass door openings shall be square and plumb. The door header shall not have noticeable center sag.
4. Ceilings shall be level for the length and width of the room without noticeable change between trusses or rafters.
5. All door jambs shall be solidly anchored within door openings. Doors will fit and open and latch without difficulty.
6. Kitchen and bath cabinets and counter tops shall be well fitted, finished and trimmed out.
7. Roof ridge lines shall be straight and level. Flat decks will be level without bird baths. Gutters, if any, will be properly installed under the gravel top or drip edge.
8. Stucco work will present a good finished appearance without obvious defects.
9. Range hood installed.
10. Plumbing fixtures installed and connected.
11. Water heater pan and drain.
12. Septic tank. Approval (if applicable) 332-9556.
13. D.O.T. approval of culvert or swale (if applicable) 533-8580
14. All prior required inspections complete.
15. Rough grade with site clear of debris.