

INSPECTION REQUEST PROCEDURE

Inspection Hours 7:30 am – 3:30 pm

Office Phone Lines Hours 8:00 am – 4:30 pm

Office Lobby Hours 8:30 am – 4:30 pm

24-Hour Interactive Voice Response System (IVR) Number: (209) 525-7550

PLEASE LISTEN CAREFULLY TO ALL INFORMATION GIVEN ON THE MAIN MENU

1. The 24-hour IVR System is for inspection requests only.
2. **ALL INSPECTION REQUESTS MUST BE MADE USING THE CODE NUMBER THAT IS LISTED ON THE BACK OF THE PERMIT.**
3. Inspection requests made before 4:00 p.m., Monday through Friday, will be honored the following working day. However, for your convenience, the 24 hour IVR system allows you to select a specific date. **** Please be advised that we are not able to honor specific appointment times.**
4. **DO NOT** use the inspection request line to leave messages other than special instructions for the inspection being scheduled. **To verify inspection times, or speak directly to an inspector, call (209) 525-6557 between 8:00 am to 4:30 pm.**
5. For septic tank inspections, or septic tank demolition inspections or drain field inspections, call DER at (209) 525-6700.
6. For fire marshal inspections, when required, call (209) 552-3700, 24 hours in advance.
7. Building inspectors and clerical support staff **DO NOT** take inspection requests over the phone or in the field.
8. **Do not rely on cellular phones due to transmission difficulties.**

Make certain the information is complete and accurate. Please have the following information ready to enter into the IVR system.

1. Permit number
2. INSPECTION CODE NUMBER (located on the back of the permit)
3. **** Optional: Contact name and phone number (which can only be left on the *special message option* found on the main menu)**

*** PLEASE NOTE THAT INSPECTIONS HOURS ARE FROM 7:30 AM – 3:30 PM.

YOUR INSPECTION MAY FAIL IF THE INSPECTOR IS UNABLE TO GAIN ACCESS AND/OR THE PERMIT AND PLANS ARE NOT ON THE JOB SITE AT THE TIME OF INSPECTION.



INSPECTION INFORMATION FORM

To request inspections, see the backside of this paper.

UNDERGROUND INSPECTION – SITE

Sewer, storm drain and water connections should be complete. Underground electric and gas lines should be complete and trenches ready to be back filled.

CONCRETE SLAB

First Inspection: ROUGH PLUMBING

Property lines staked and/or survey pins exposed. Drain lines, sewer stub outs, and water lines in place. 10-ft head (5-psi) air test on drain lines. 50-psi air test or working pressure on water lines.

Second Inspection: FOUNDATION

All forms in place. No loose soil, water debris, or red brick allowed in footings. Reinforced steel is to be in place, secure and supported. Foundation bolts and hold-downs are to be in place. UFER ground in place.

RAISED WOOD FLOOR

First Inspection: FOUNDATION

Property lines staked and/or survey pins exposed. All forms in place. No loose soil, water, debris, or red brick allowed in footings. Reinforced steel is to be in place, secure and supported. Foundation bolts and hold-downs are to be in place. UFER ground in place.

Second Inspection: UNDER FLOOR FRAME/PLUMBING

Drain lines, sewer stub outs, water lines, and gas piping in place. 10-ft head standing water test or (5-psi) air test on drain lines. 50-psi test on water lines. Under floor framing complete. **NOTE:** Under floor insulation must be inspected prior to floor sheathing.

Third Inspection: SHEAR & ROOF NAIL

Shear wall and roof nailing complete. Hold-downs nailed off and/or bolts installed. Framing clips and straps nailed off. Girders, collector and drag strut connections complete. Roof to foundation load path completed.

Fourth Inspection: FRAME / TOP OUT

Building framing complete. Roof on. Exterior base in place. Fireplace roughed in. Basic wiring in place. Wire pulled in. Bonding made up. Distribution panels in place. Plumbing topped out, roof jacks in place. Gas vents and area vents roughed in. HVAC ducts in place and supported at all four corners. Gas appliance combustion air ducts in place. Insulation baffles in place, but not insulation in walls or ceilings.

Fifth Inspection: INSULATION

Insulation installed in all exterior walls and inaccessible attic and roof areas.

Sixth Inspection: SHEETROCK & STUCCO WIRE NAILING (Gas pressure test)

Dry wall nailed, but not taped. Stucco wire nailed. Shower pans installed and filled with water. Shower backing materials in and waterproofed. Fire walls completed and tight, floor to roof sheathing. Pressure test showing on GAS line.

Prior to final inspection, septic tank and drain field should be inspected and approved by the Department of Environmental Resources (DER) at (209) 525-6700. Prior to final inspection by the Building Permits Division, when the Fire Marshal's final approval is required, Fire Marshal shall be contacted at (209) 571-5553 for their inspection and approval.

FINAL INSPECTION: Building is complete and ready for occupancy. Electric fixtures hung and equipment in place. Plumbing fixtures set. Gas equipment installed and vents in place. Under floor area clear of debris and exterior steps and landings in place.