



BUILDING INSPECTION INFORMATION FORM

(this is an example based on a new home or addition)

Responsibility of the Builder / Homeowner:

- Pre-inspect their job and make corrections prior to any inspection requests.
- Only the "Job" stamped set of Truss Calculations will be used for your Shear & Roof Inspection.
- Jobs are built "Per Plans". Submit all changes to Plan Check 2-3 weeks prior to a request.
- Prior to Final inspection, all "Conditions" shall be met (see the lower right of your yellow permit).

CONCRETE SLAB: ROUGH PLUMB (110)

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

CONCRETE SLAB: FOUNDATION (120, 121, 122, 123)

Property lines staked and/or survey pins exposed & lines strung. 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, etc.

RAISED FLOOR: FOUNDATION (120, 121, 122, 123)

Property lines staked and/or survey pins exposed & lines strung. 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, etc.

UNDERFLOOR MECHANICAL (130) prior to insulation.

UNDERFLOOR INSULATION (132) prior to sheathing

TEMP POWER & ELECTRICAL TAG (194, 273): The timing for this inspection is optional (except modular homes).

SHEAR & ROOF NAIL (141, 142, 143): Shear wall, roof & floor sheathing 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. Trusses 100% complete with the approved Truss "Job" on site (plan check of revised Trusses takes 2-3 weeks), etc.

FRAME / TOP OUT (151, 152, 153, 154, 155): Building framing complete. Roof on, windows in, & walls lathed or sided. Fireplace roughed in. Wiring in place & pulled in. Bonding made up. Distribution panels in place. Plumbing topped out (1-story thru roof vent or fill upper floor tubs), roof jacks in place. Gas vents and area vents roughed in. HVAC ducts in place. Gas appliance combustion air ducts in place. Insulation baffles in place, but no insulation in walls or ceilings. **NOTE:** Sprinklers (156) to be signed off by the Fire Inspector prior to this inspection.

INSULATION (160, 161, 162) (do NOT insulate before your 156 is signed off by the Fire Inspector, if applicable):

Insulation installed in all exterior walls and inaccessible attic and roof areas (per plans). Holes & openings sealed / foamed. Air infiltration seal installed along plate lines.

SHEETROCK, STUCCO WIRE NAILING (LATH) & GAS PRESSURE TEST (170, 181, 190): Dry wall fastened, but not taped. Stucco wire nailed / stapled. Shower backing materials in and waterproofed. Fire walls completed and tight (floor to roof sheathing). Pressure test showing on GAS line (use a 15# gauge w/ pressure holding at 10psi minimum).

SHOWER PAN / HOT MOP (192) (may be done along with your 170, 181, 190 inspection): Shower pans installed over a sloped bed and filled overnight with water to the dam. Flange installed. Plug below the throat. Weep holes must drain, and no standing water should remain once drained.

GAS SERVICE TAG (274): At least one gas appliance to be ready to operate, and any other outlets capped.

FINAL INSPECTION (276): all "Conditions" shall be met prior to requesting this inspection. Building complete and ready for occupancy. Electric fixtures hung and equipment in place. Plumbing fixtures set & sealed. Gas equipment installed and vents in place. Final grading complete. Under floor area clear of debris, exterior steps and landings in place, insulation certificate and HERS testing forms are on site, etc

INSPECTION REQUEST PROCEDURE

**For a next-day Inspection, call before 4:00PM
Office Phone Lines Open From 8:00 am – 4:30 pm
Office Lobby Hours 8:30 am – 4:30 pm**

24-Hour Inspection Request Recorder Number: (209) 525-7550

1. There is a 24-hour phone recorder for inspection requests only.
2. The inspection request deadline is 4:00 p.m. Monday through Friday (business days). Inspections will be performed on the next business day. If you request your inspection before the 4:00 p.m. deadline on Friday, your inspection will be scheduled for the following Monday.
3. Call the day of inspection (209-525-6557), do not leave a voicemail, to receive a 2-hour estimated time frame. Inspections may start as early as 8 a.m.
4. DO NOT use the inspection request line to leave messages. To verify or cancel inspection times, or speak directly to an inspector, call (209) 525-6557.
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.

When calling, 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 (see other side or back of permit)
3. Optional – contact name and phone number can be left on the ***special message option*** found on the main menu

**HAVE THE BUILDING PERMIT AND PLANS
AT THE JOB SITE AT THE TIME OF INSPECTION**

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