

# BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 to schedule your inspections as agreed upon

Permits expire in 6 months, if the project is not started or ceases for 6 months.

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a "Stop Work Order" and "Stop Work Order Release" will be incurred if the procedure is not followed as stated below.

*mmw* **Pre-construction Meeting:** Must be scheduled with your inspection team upon receipt of this permit. Jay Reynolds, Development Review Coordinator at 874-8632 must also be contacted at this time, before any site work begins on any project other than single family additions or alterations.

*need to call*

         **Footing/Building Location Inspection:** Prior to pouring concrete

*N/A* **Re-Bar Schedule Inspection:** Prior to pouring concrete

*need to call*

         **Foundation Inspection:** Prior to placing ANY backfill

*call* **Framing/Rough Plumbing/Electrical:** Prior to any insulating or drywalling

*N/A* **Final/Certificate of Occupancy:** Prior to any occupancy of the structure or use. NOTE: There is a \$75.00 fee per inspection at this point.  
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Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects DO require a final inspection

         **If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.**

         **CERIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED**

*mmw*  
\_\_\_\_\_  
Signature of applicant/designee

\_\_\_\_\_  
Date *6/05/02*

*Jay Reynolds*  
\_\_\_\_\_  
Signature of Inspections Official

\_\_\_\_\_  
Date

CBL: *R2AC006* Building Permit #: *020542*