PERMIT INSPECTIONS

When requesting a permit inspection, please adhere to the following procedures.

Contractor/Property Owner shall contact the inspector to set up an inspection, giving a minimum of 24 hours notice. The inspector’s name and telephone number appear in the upper left area of the permit.

Inspections are required at the following steps:

- Prior to placing concrete for foundation footers, concrete slab and garage foundations
- Prior to backfilling for waterproofing and drain tile
- Prior to covering up or concealing insulation, plumbing, mechanical and electrical work
- Prior to covering up rough framing
- Final inspection and Certificate of Occupancy
- For all exterior demolition activity

Provide drawings on the job site, stamped “APPROVED” by the Department of Building and Housing

A “Useless Trip Fee” will be assessed when an appointment has been scheduled and the work is not ready for inspection.