

Commercial Inspection Process



NOTE:

- All inspections require permit to be posted with the address visible at all times. Portable restroom must be on site.
- Premises must be kept clean at all times free of trash and debris.
- APPROVED PLANS SHALL BE PRESENT AT THE JOB SITE DURING ALL INSPECTIONS EXCEPT TEMPORARY CONSTRUCTION POWER POLE (T-POLE) OR WORKING CLEARANCE**
- A \$75 Re-Inspection Fee will be imposed on a rescheduled, failed inspection.

	Timeline of Inspections	Permit Required	Request Inspection When:	What Inspector Looks for:
Groundwork	1. Temporary Construction Power Pole Inspection	Electrical Permit	As soon as ready	-Ground Rod -Wiring Installed Correctly -Bracing -20 amp breaker & GFCI receptacle
	2. Underground Plumbing Rough-In Inspection	Plumbing Permit	Once underground or under slab plumbing is in place, but before concrete is poured.	-Sewer line must be pressurized with water as per code requirements
	3. Foundation Inspection	Building Permit	Foundation forms/reinforcement steel is in place and before pouring of concrete.	-check required setbacks -depth of footings, pest control, rebar installation per plans, 6 mil poly, beams (clear of water, fill or debris) -grid need to be tied to beam steel/rebar -all rebar needs to be placed on chairs
<i>Erection of Structure: Structure needs to be completed. Ensure exterior finish work is installed (brick, stucco, etc.)</i>				
Rough-In	4. Mechanical Inspection	Mechanical Permit	Before framing inspection and before walls are covered	-mechanical ductwork in place
	5. Electrical Inspection	Electrical Permit		-Number of outlets and circuits as per Ordinance (Required home runs, Bonding, GFI's for Kitchen Islands and Restrooms)
	6. Plumbing Wall-Up Inspection	Plumbing Permit		-All lines need to be tied to structure and pressurized with water as per plumbing codes -ensure exhaust vents exit building
<p><i>Before you call for a Framing Inspection:</i></p> <p><i>Option 1: Ensure that you have PASSED Mechanical, Electrical and Plumbing Wall Up Inspections (three tan tags) MUST KEEP FOR YOUR RECORDS</i></p> <p><i>Option 2: Call for Mechanical, Electrical, Plumbing Wall Up and Framing Inspection to be done all at once; If one or more of the following inspections fail (Mechanical, Electrical, or Plumbing), the Framing Inspection will be cancelled.</i></p>				
	7. Framing Inspection	Building Permit	After rough-in inspections have passed and all framing is in place and matches approved plans	-Metal reinforcement (hurricane ties, straps, boots) -purlins, anchorage -headers -size of structural members (studs, joists, rafters, joist hangers or engineered beams) -moisture control membrane -brick ties -windows in place, heights -poly seal
	a) Structural Steel Frame Buildings: Submit Structural Inspection Report by Licensed Engineer to Building Permitting Office			
	8. Fire Wall Inspection (Multi-Tenant Buildings)	Building Permit	After framing inspection has passed and insulation is installed	-5/8" Type 'X' sheetrock to deck and all penetrations fire sealed
	9. Insulation Inspection	Building Permit	After framing inspection has passed and insulation is installed	-must comply with minimum ICC requirements (R-13 insulation for walls, R-30 insulation for roofs)
	10. Working Clearance Inspection	Electrical Permit; Waiver form must be in file to release power.	After cover plates, lighting fixtures, land switches, plugs and service is installed	-no wires are exposed -meter box & main disconnect -two ground rods, six feet apart
Final	11. Final MEP Inspections	Mechanical Permit Electrical Permit Plumbing Permit	After all mechanical, electrical, plumbing work is complete and working clearance/electrical service is provided.	-Inspector will do final walk-thru checking fixture installation, plumbing apparatus installation and HVAC furnaces
	<p><i>Before you call for a Final Inspection:</i></p> <p><i>Option 1: Ensure that you have PASSED Final MEP Inspections (three green tags) MUST KEEP FOR YOUR RECORDS</i></p> <p><i>Option 2: Call for Final Mechanical, Electrical, Plumbing and Building Inspections to be done all at once; If one or more of the following inspections fail (Mechanical, Electrical, or Plumbing), the Final Building Inspection will be cancelled.</i></p>			
Continued on following page...				

Commercial Inspection Process



	12. Final Building Inspections	Building Permit	All work is done.	-Driveway, ROW sidewalk -Parking striping & signs -Interior doors and hardware -if stairs are provided, will check handrails, guardrails -no debris / trash on site -overall accessibility -overall check of MEP systems
<i>The following inspections can be called in any order</i>				
Certificate of Occupancy	13. Fire Department Report	Building Permit	As soon as ready	-Exits -Exit Signs -Fire Extinguishers -Sprinkler System / Alarm -Turn around if applicable -Driveway Width, Curve Radii
	14. GMS Trash Refuse	Building Permit	As soon as ready	-Proper Dumpster Location -Dumpster Enclosure is Built as per GMS Specification Sheet
	15. Landscaping	Building Permit	As soon as ready	-Proper Tree Location -Tree Types -Shrubs -Irrigation System or Hose Bibb Location
	16. Engineering	Building Permit	As soon as ready	-Grading and Drainage -Detention Pond
	17. Health (food related)	Building Permit	As soon as ready	-Kitchen Equipment -Layout matches approved plans -Room Finish
<ul style="list-style-type: none"> This list is for reference only and is not all inclusive. Inspections must comply with City adopted codes. 				