

## INSPECTION PROCEDURES

All applicable inspection procedures specified below must be adhered to:

1. **FOOTING INSPECTION:** is to be performed after footing is dug with chairs and rods in place and before concrete is poured. **The permit applicant is required to call requesting an inspection 3 business days in advance of desired inspection date.**
2. **FOUNDATION INSPECTION:** is to be performed before framing work begins or backfill is installed. Grease traps (if applicable), cleanouts, foundation and roof drains must be in place; foundation coating must be applied, anchor bolts and top plate shall be installed. Post-pour footing inspection work shall be conducted at this time and shall include verification of the depth of the footing, continuity of the footing, width of the footing, and determining if the top of the footing is level. **This inspection will also include the underground plumbing, underground electrical and underground mechanical inspections.** All underground plumbing, mechanical and electrical trenching must remain open and all piping, sleeves and/or conduit required for underground utilities shall be in place and provided with rodent-proofing. Note: the foundation may not be approved until the plumbing, electrical and mechanical underground work has been approved by the Department. **The permit holder is required to call 3 business days in advance of desired inspection date.**
3. **UNDER-SLAB INSPECTION:** is to be performed prior to the pouring of concrete and after the base course or sub-base is properly prepared, the vapor barrier (if required) is in place and reinforcing materials such as rebar or wire mesh is properly positioned. **The permit holder is required to call 5 business days in advance of the desired inspection date.**
4. **ELECTRICAL ROUGH-IN INSPECTION:** is to be performed after the roof, framing, fire-blocking and bracing are in place and all wiring and other components to be concealed are complete. This inspection is required before the installation of wall or ceiling membranes. **The permit holder is required to call 5 business days in advance of the desired inspection date.**
5. **PLUMBING ROUGH-IN INSPECTION:** is to be performed after the roof, framing, fire-blocking, fire-stopping, draft-stopping and bracing are in place and all sanitary, storm and water distribution piping is roughed-in. This inspection is required before the installation of wall or ceiling membranes. **The permit holder is required to call 5 business days in advance of the desired inspection date.**
6. **MECHANICAL ROUGH-IN INSPECTION:** is to be performed after the roof, framing, fire-blocking and bracing are in place and all ducting and other components to be concealed are complete. This inspection is required before the installation of wall or ceiling membranes. **The permit holder is required to call 5 business days in advance of the desired inspection date.**
7. **FRAMING INSPECTION:** is to be performed before insulation is installed and after all rough-in work is complete on plumbing, electrical and mechanical systems. This inspection must be performed prior to the installation of any insulation material. Note: the framing may not be approved until the plumbing, electrical and mechanical rough-in work has been approved by the Department. **The permit holder is required to call requesting an inspection 10 business days in advance of desired inspection date. It may also be possible to perform a framing inspection at the time of the last rough-in inspection if the final rough-in work is accepted by the Department.**
8. **INSULATION INSPECTION:** is to be performed after the framing work is approved by the Department and all insulation materials have been installed. This inspection is required before the installation of wall or ceiling membranes. **The permit holder is required to call 5 business days in advance of the desired inspection date.**

9. **FIRE PROTECTION SYSTEMS INSPECTION:** is to be performed after fire alarm systems and or fire suppression systems are installed and functioning. The Department has the option to accept installation and test certificates from the installing contractor(s) in lieu of witnessing the testing of fire protection systems. **The permit holder is required to call requesting an inspection 10 business days in advance of desired inspection date.**
10. **FINAL ELECTRICAL INSPECTION:** is to be performed after the electrical work in the building is complete. **The permit holder is required to call requesting an inspection 10 business days in advance of desired inspection date.**
11. **FINAL MECHANICAL INSPECTION:** is to be performed after the mechanical work in the building is complete. **The permit holder is required to call requesting an inspection 10 business days in advance of desired inspection date.**
12. **FINAL PLUMBING INSPECTION:** is to be performed after the building is complete, all plumbing fixtures are in place and properly connected and the structure is ready for occupancy. This inspection should occur at the time of the Final Building Inspection.
13. **FINAL BUILDING INSPECTION:** is to be performed after all items pertaining to the building permit issued have been completed. These items include, but are not limited to:
  - A. General Building:
    - Interior and exterior finish
    - Egress
    - Final grading
    - Site plan compliance
    - Roofing materials/flashing
    - Emergency lighting system
    - Roofing materials/flashing
  - B. Electrical work
  - C. Plumbing work
  - D. Accessibility (including site)
  - E. Fire protection systems (including required fire-rated construction components)
  - F. Mechanical work
  - G. Energy conservation

**The permit holder is required to call requesting an inspection 10 business days in advance of desired inspection date. The Final Building Inspection may include the Electrical, Plumbing and Mechanical Inspections.**

**Please note that accessibility provisions and verification of compliance with the International Energy Conservation Code shall be inspected as part of other identified inspections.**

14. **Accessibility inspections** for buildings in municipalities that have opted to self-enforce the Uniform Construction Code but that do not have an inspector certified by the Commonwealth in Accessibility must be conducted at the time the building is ready to have a framing inspection performed and continue until all provisions governing accessibility are met. The municipality or third-party agency may not issue the certificate of occupancy until the Department approves the building's accessible elements and features. **The permit applicant is required to call requesting an inspection 10 business days in advance of desired inspection date.**
15. Projects that have received a permit allowing **accelerated (phased) construction** must pass all inspections specified on the Inspections Log (UCC-7) and must conform to the requirement for requesting each inspection. **No work that exceeds the limited construction approved under this permit may be initiated until a new building permit has been submitted and approved by the Department.**

16. The timing and number of inspections required for **renovation work** to buildings that were legally in existence prior to the adoption of the Uniform Construction Code will depend upon the nature and the scope of the renovation work being performed. **The permit applicant is required to obtain all inspections listed on the “Inspections Log” (UCC-7) provided with each renovation building permit and to meet the advance notice timeframes specified for each required inspection.**
17. **Signs** (other than those exempted in Section H101.2 of the International Building Code) are required to be inspected regarding their location, design and construction and must meet all applicable UCC requirements. **The permit applicant is required to call requesting an inspection when the sign has been erected. A final inspection of the sign will be made as soon as possible. If the sign erected is a ground sign, the permit holder must provide a written assurance that all structural work (including that which is invisible) conforms to all UCC requirements.**
18. **Demolition work:** Contractors responsible for demolition work where an entire structure is razed will be required to submit signed documentation that certifies that the vacant lot is filled to existing grade and that all service connections have been discontinued and lines have been capped. Demolition work being performed on existing buildings as part of renovation work or the erection of an addition may be subject to inspection by the Department. Contractors must ensure that pedestrian protection measures have been installed prior to commencing demolition. Contractors may not negatively impact existing means of egress until alternative egress routes have been provided. **The permit applicant is required to call requesting an inspection when demolition work has concluded and the lot has been restored to existing grade. An inspection will be made as soon as possible.**

***NO WORK MAY BE CONCEALED FROM VIEW, UNTIL THE DEPARTMENT HAS APPROVED IT.***