

RESIDENTIAL INSPECTIONS

WHEN CALLING FOR INSPECTIONS:
PERMIT# - OWNER NAME – ADDRESS – TYPE INSPECTION

937-484-1602 EXT. 1

Inspections must be called in by **3 pm the day before** the inspection is to be performed. The inspector will call the contractor between 8:00 am and 9:00 am the day of the inspection to confirm.

NO SAME DAY INSPECTIONS

1. **FOOTER:** After excavation and placing forms or grades, but **prior** to placing concrete.
2. **FOUNDATION:** Inspection **prior to pouring** walls, or pouring floor, and to backfill.
3. **SLAB:** Inspection **prior to pouring** basement, garage, porches, door slabs.
4. **TEMPORARY ELECTRIC**
5. **FIREPLACE:** at first flue and prior to pouring hearth
6. **ROUGH PLUMBING:** call Health Department 484-1605
7. **ROUGH FRAMING, ELECTRIC & HEAT** must be scheduled at the same time.
8. **ROOFING** – 1st inspection for Ice Guard, 2nd inspection final.
9. **FINAL PLUMBING:** call Health Department 484-1605
10. **FINAL STRUCTURE, ELECTRIC & HEAT** must be scheduled at the same time.
11. **FINAL STRUCTURE** – Occupancy Permit will be issued when structure passes inspection.
Structure may not be occupied until this inspection is completed.

Occupancy Permit for Residence will be issued when the project passes final inspection.

PLAN AHEAD. Schedule at least one week between the inspection and any plans to move in. This allows for any corrections that need to be made.

Structure may not be occupied until this inspection is approved. Moving in prior to Final Occupancy may result in legal action being taken, including vacating the building as per section CC307 & CC405(7).

**APPROVED SET OF PLANS ARE REQUIRED ON THE JOB SITE
FOR ALL INSPECTIONS EXCEPT TEMPORARY SERVICE.**