

# Inspection Process

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Inspections are an independent examination of construction activities by a person knowledgeable in building codes and the various building trades. Our inspectors confirm that actual job site conditions are in accordance with approved plans and verify that the construction materials are installed in a proper manner and in accordance with the approved plans and with the applicable codes.

## ***When are inspections required?***

The type and number of inspections will vary with the type of project, but the typical order of site inspection visits are as follows:

**Foundation inspection:** After trenches are excavated, reinforcing is in place and forms set, all materials for the foundation are on-site and before pouring any concrete or laying down any masonry units.

**Rough plumbing, mechanical or electrical inspections:** When all in-slab or under-floor conduit, piping, service equipment are in, but before concrete is poured or floor sheeting is installed.

**Framing inspection:** After roofing, framing, fire blocking and bracing are in place, and all pipes, chimneys and vents are in.

**Insulation inspection:** When all thermal insulation is installed in floors, walls, attics, but before any of the work is concealed.

**Lath or wallboard inspection:** After lathing and/or gypsum wallboard is in place, but before plastering is done or joints and fasteners are taped and finished.

**Final inspection:** After building is completed, watertight and ready for occupancy. All electrical and plumbing fixtures and heating/cooling equipment must be in place, and any finish grading of the site is completed. Painting, carpeting and other "cosmetic" work need not be finished prior to final inspection.

## ***Calling for inspections:***

- An inspection should not be requested unless all work to be inspected is completed. If the inspector is called to inspect incomplete work and has to return later, a reinspection fee will be charged.
- To arrange an inspection, call the city's 24/7 inspection request line at (727) 363-9240. Inspections requested before 3 p.m will usually be made the following business day.
- Be sure to have the yellow inspection placard and the approved set of plans available in a conspicuous place for the inspector.

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## ***Contacting inspectors:***

To contact our inspectors, call (727) 363-9277 or visit our office during normal business hours. It is usually best to make an appointment.

## ***Changing plans:***

Sometimes conditions on a building site or the job necessitate a change in what is shown on the approved plans. If this happens, revised drawings showing the changes must be prepared and approved by the plan reviewer prior to construction of the change. The division will make every effort to expedite the review of such changes.

## ***Special inspections:***

With the approval of the Building Official, special inspections for work outside normal city business hours can be arranged. Special inspections should be arranged well in advance. Check with the Building Official for additional details and inspection fees.

## ***Stop work orders:***

If work is begun without the required permits, the inspector may issue an order to comply (stop work order). Permits then must be obtained and any improper work corrected. The code provides that an investigation fee shall be collected when work has been done without the required permits.

## ***Suspension or revocation:***

When a permit has been issued in error or based on incorrect information, the Building Official may suspend or revoke said permit.

## ***Certificates of Occupancy:***

No building shall be used or occupied and no change in the existing occupancy classification or structure or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy therefore as provided within the building code and the appropriate fees paid.

Issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of the provisions of the building codes or of other ordinances of the jurisdiction. Certificates presuming to give the authority to violate or cancel the provisions of either shall not be valid.

## ***Change in use:***

Changes in the character or use of a building shall not be made without zoning approval, modifications to the structure, if required, and a Certificate of Occupancy issued.

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## ***Certificate issuance:***

The Building Official or his designee inspects the building or structure and finds no violation of the provisions of the codes or other laws which are enforced by the code enforcement agency. The Certificate of Occupancy shall contain the following:

- The building permit number,
- The address of the building,
- The name and address of the owner,
- A description of that portion of the building for which the certificate is issued,
- A statement that the described premises has been inspected for compliance with the requirements of the building code for the group and division of occupancy and the use for which the occupancy is classified, and
- The signature of the Building Official.

## **Temporary certificates:**

If the Building Official finds that no substantial hazard will result from occupancy of any building or portion thereof before the same is completed, a temporary Certificate of Occupancy may be issued for the use of a portion or portions of a building or structure prior to the completion of the entire building or structure.