



## **INSPECTION REQUIREMENTS**

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- **JOB SITE ADDRESS** that is visible from the street must be posted during entire construction process.
  
- **JOB PLACARD POSTED IN PLAIN SIGHT:**  

**GREEN** Placard - Building, **ORANGE** Placard – Electrical,  
**BLUE** Placard - HVAC, Fire Protection, Demolition, Other
  
- **APPROVED JOB COPY PLANS (CONSTRUCTION DOCUMENTS) MUST BE AVAILABLE ON ALL JOBS FOR ALL INSPECTIONS.** The approved plans must be located in an observable and accessible location on the job site. If the approved plans and certificate of plan approval are not on the job site, a reinspection must be scheduled – PLEASE NOTE **REINSPECTION FEES.**
  
- **REINSPECTION FEES** – A Reinspection Fee will be charged when the inspector must return to work that was not ready, building was locked, approved construction documents not on site, and / or had failed a previous inspection. Fee must be paid prior to scheduling final inspection, or if two (2) fees are assessed on a project, fees are due before the next inspection is scheduled.
  
- **TWENTY-FOUR (24)-HOUR NOTICE** is required for **ALL INSPECTIONS.** Inspection Requests must be received by 3:00 p.m. for an inspection the next day. You can call on the day of your inspection, between 8:00 a.m. – 9:15 a.m. for an approximate inspection time.

- **PLUMBING APPROVALS:** In addition to receiving an inspection approval from the Lake County Building Department, **IT IS THE CONTRACTOR'S / OWNER'S RESPONSIBILITY to obtain all PLUMBING APPROVALS from the Lake County Health District,** 33 Mill Street, Painesville, Ohio 44077 Telephone# 440-350-2543.



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#### **1. FOOTING / PADS / PILINGS INSPECTION:**

- A. Upon completion of footing forms, reinforcement installed on supports, etc. but **BEFORE INSTALLING CONCRETE** schedule a pre-pour inspection with the Lake County Building Department.
- B. A minimum of ONE-HOUR window is required when scheduling for inspection.
- C. Earliest pour time is 10:00 a.m.

#### **2. FOUNDATION INSPECTION:**

- A. Upon completion of water proofing, drain tile with cover stone in place, and prior to backfilling.

#### **3. SLAB INSPECTION:**

- A. Upon completion of insulation, vapor barriers, mesh and reinforcing steel installed on supports, etc. but **BEFORE INSTALLING CONCRETE** schedule a pre-pour inspection with the Lake County Building Department.
  - **Concrete slab and under-floor inspections** shall be made after in-slab or under-floor reinforcing steel installed on supports, vapor retarder, building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor. Heat pipes in concrete slab to be inspected prior to pouring concrete.
- B. A minimum of ONE-HOUR window is required when scheduling for inspection.
- C. Earliest pour time is 10:00 a.m.

- D. **PLEASE NOTE:** In addition to receiving an inspection approval from the Lake County Building Department, **IT IS THE CONTRACTOR'S / OWNER'S RESPONSIBILITY to obtain all PLUMBING APPROVALS from the Lake County Health District, 33 Mill Street, Painesville, Ohio 44077 Telephone# 440-350-2543.**



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**4. STRUCTURE, ELECTRICAL, MECHANICAL, FIRE ALARM, FIRE SPRINKLER  
ROUGH-IN INSPECTION:**

- A. All Additional Permits must be on file (electrical, mechanical, gas piping, etc.).
- B. Rough-in inspection approval, in any area, is required before concealment.
- C. Structure, electrical, mechanical roughs, and fireplace shall be inspected at the same time.
  - **Framing:** Complete framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, factory-build fireplaces (pre-fab), chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.

**In addition to the approved construction documents the following items listed below must be on site for the framing inspection:**

- Roof truss design drawings (depiction of each individual truss), and the truss layout drawing
  - Manufacturer's instructions for:
    - Factory-made fireplaces (Pre-fab)
    - Corrugated stainless steel tubing (CSST)
  - Manufacturer's instructions for other equipment or appliances as required
- **Electrical:** Complete electrical rough-in with all splicing in boxes ready to receive devices.
- **Mechanical:** Complete mechanical installations including all ductwork, fuel gas piping, equipment, and electrical connections. Heat pipes in concrete slab to be inspected prior to pouring concrete.

- D. **PLEASE NOTE:** In addition to receiving an inspection approval from the Lake County Building Department, **IT IS THE CONTRACTOR'S / OWNER'S RESPONSIBILITY to obtain all PLUMBING APPROVALS from the Lake County Health District, 33 Mill Street, Painesville, Ohio 44077 Telephone# 440-350-2543**



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#### **5. FIREPLACE INSPECTION:**

- A. **Masonry** - to be inspected at top of smoke chamber when first flue tile is set and smoke chamber is capped.
- B. **Factory-built (Pre-fab)** - rough-in before enclosing. Pre-fab fireplace inspection should be done at the same time as the structural, electrical, and mechanical rough-in inspection.

#### **6. ENERGY EFFICIENCY – INSULATION INSPECTION:**

- A. After any Rough Plumbing, Rough Framing, Electrical, Mechanical, and any other work that may be concealed has been inspected and approved.
- B. Insulation and required vapor retarder, air barrier and sealing completely installed but prior to placement of any drywall or other covering.
- C. Inspections shall include, but not be limited to, inspections for envelope insulation R-value / U-factor, fenestration U-factor, duct system R-value, and HVAC and water heating equipment efficiency.
- D. Please Note: If the visual inspection option is chosen on your Residential Energy Efficiency Compliance Declaration Form, the Third Party Visual Inspection Form for energy efficiency verification must be submitted to the Lake County Building Department for review and approval prior to requesting a final inspection.

#### **7. FIRE RESISTANCE RATED CONSTRUCTION INSPECTION:**

- A. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.
- B. After all wallboard is installed and before wallboard joints and fasteners are taped and finished.

#### **8. ELECTRICAL SERVICE INSPECTION: (Temporary or Permanent)**

- A. **Temporary Power Pole** - prior to the utility company hook up.
- B. **Permanent Electrical Service** - when main panel is installed and grounding electrode system is complete - **with panel covers removed** - prior to the utility company hook up.
- C. **Approval** is faxed the next business day to the utility company. The Electrical Contractor / Owner is responsible for scheduling hook up with the appropriate utility company.



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**9. REQUESTING A FINAL INSPECTION:** A Final Inspection shall be requested as follows:

- A. A **Final Inspection** and approval is required upon completion and approval of all phases of any construction **prior to occupancy**.

**NOTE:** On the final inspection, the covers of all electrical panels must be removed.

- B. **Fuel Piping** - All Fuel Piping Installations must have a **Fuel Piping Pressure Acceptance Test Certificate** submitted to and approved to the Lake County Building Department before a final inspection can be scheduled. See Required Acceptance Test Information under #10 below.
- C. **Energy Efficiency** - All required energy efficiency verification and test reports (visual inspection, duct leakage test, blower door test, etc.) must be submitted and approved by the Lake County Building Department before a final inspection can be scheduled.
- D. **Final Grading** - Contact your local jurisdiction's engineer to request a final grading inspection / approval. If in a township, contact the Lake County Engineer's Office (550 Blackbrook Rd, Painesville Twp. 440-350-2770); otherwise contact your local city or village engineer.

**PLEASE NOTE:** In addition to receiving an inspection approval from the Lake County Building Department, all **PLUMBING APPROVALS** are required from the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel 440-350-2543.  
**IT IS THE CONTRACTOR'S / OWNER'S RESPONSIBILITY TO OBTAIN ALL PLUMBING APPROVALS.**

- E. **Special Inspections** - All Special Inspection Reports (OBC Section 1704) must be submitted and approved to the Lake County Building Department before a final inspection can be scheduled.
- F. **Fees** - Any outstanding reinspection fees. must be paid to the Lake County Building Department before a final inspection can be scheduled

**10. REQUIRED ACCEPTANCE TESTS:**

- A. **Fuel Piping Installations** - prior to acceptance and initial operation, fuel piping shall be inspected and pressure tested to determine that the materials, design, fabrication, and installation practices comply with the requirements of this code.
- B. All Fuel Piping Installations must have a **Fuel Piping Pressure Acceptance Test Certificate** submitted to and approved by the Lake County Building Department before a final inspection can be scheduled. (OBC 109.9, RCO 108.2.9).
- C. For residential projects: **Building Envelope Tightness Test Verification Form** (Blower Door) and/or the **Third Party Visual Inspection Form** and the **Duct Tightness Test Verification Form** when required.



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### **10. REQUIRED ACCEPTANCE TESTS Cont'd:**

#### **C. Automatic Sprinkler Systems**

1. After scheduling tests with the local fire department, notify the Lake County Building Department of the date and time of the test.
2. Provide Sprinkler Acceptance Test Certificate as required by OBC 901.5 and NFPA 13.

#### **D. Fire Alarm Systems - upon completion of the installation of the alarm notification appliances and circuits, alarm-initiating devices and circuits, supervisory-signal initiating devices and circuits, signaling line circuits, and primary and secondary power supplies shall be tested in accordance with NFPA 72.**

1. After scheduling tests with the local fire department, notify the Lake County Building Department of the date and time of the test.
2. Provide Fire Alarm Acceptance Test Certificate as required by OBC 901.5 and NFPA 72.

#### **E. Automatic Fire-Extinguishing System - including commercial hood and duct systems, commercial cooking systems, dry-chemical systems, foam systems, Halon systems, clean-agent systems, carbon dioxide systems, etc.**

1. After scheduling tests with the local fire department, notify the Lake County Building Department of the date and time of the test.
2. Provide Acceptance Test Certificate as required by OBC 901.5.

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### **CONFIRMATION OF APPROVALS REQUIRED TO ISSUE** **CERTIFICATE OF OCCUPANCY**

**Final inspection** by the Lake County Building Department.

**Plumbing Certificate of Use** issued by the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel# 440-350-2543.

**Final Grade / Drainage Inspection Form** from the Lake County Engineers' Office or the Jurisdiction's City / Village Engineer Final Grade / Drainage Inspection Form.

#### **CERTIFICATE OF OCCUPANCY COPIES**

Contractors / Owner(s) may contact the Lake County Building Department one week after a final inspection has been approved **AND** all confirmations (Final Grade and Plumbing Certificate of Use) are received by the Lake County Building Department, to request a copy of the certificate of occupancy.