Rough Checklist

BASEMENT

Address _________________________ Permit No. __________ Date ________ Inspector __________________

Have the structure’s file been checked for all needed permits / needed paper work such as truss schematics before scheduling this inspection ?

Have the plans been checked and reviewed before starting this inspection ?

Have the footing and backfill inspections been approved? Including the underslab hydro relief piping through the footing and connected to the exterior footing drains with a tee. The required water proofing hydro relief membrane and sealant applied with the drain membrane overlapping into the stone and piping of the footing drain. Keep the footing drain piping and the roof leader drains completely separated all the way to the approved point of discharge.

1. Are stairs to code for riser height, tread depth, headroom, handrails and guard rails? ________________
2. Is there a smoke detector in basement at the bottom of the stairs? _________________________________
3. Are all snap-tie holes plugged? ________________
4. Is there any lumber required to be pressure treated? _________________________________
5. Is there a crawl space and is it ventilated and have code required access? _________________________________
6. Is there any mechanical equipment in the crawl space? _________________________________
7. If yes, is there a light and service outlet? _________________________________
8. Does all dimension lumber have proper grade stamp? _________________________________
9. Check all floor joists, etc., for drilling and notching requirements. _________________________________
10. Check all dimension lumber and engineered lumber for nailing pattern. _________________________________
11. Check all sizes of girders and lally spacing. _________________________________
12. Is bridging required? _________________________________
13. Are all concentrated load bearing points followed through under jacks, posts, columns _________________________________
14. Are any stud walls required to be 2” by 6”? _________________________________
15. Any micro-lams or lvl’s? Have design calcs. been submitted? _________________________________
16. Any steel I beams? Have structural engineer’s sign-off been submitted? _________________________________
17. Any TJI joists? Has layout been submitted? _________________________________
18. Are girder splices located above lallys? _________________________________
19. Are all headers sized properly? _________________________________
20. Are joist hangers required anywhere? _________________________________
21. Are sills sealed? _____ Are shims placed and type approved? _________________________________
22. Is basement ceiling height to code? __Has extra support been added under the two story foyer walls? ______
23. What is the height below any beams or ducts? _________________________________
24. Any areas where draftstopping or firestopping may be required? _________________________________
25. Check all ductwork for size and support. ________ And Electrically bonded _________________________________
26. Will furnace, boiler or water require combustion air? _________________________________
27. Are required chimney cleanouts installed properly? _________________________________
28. Are all hearth forms removed? _________ Has at least tripled joists been added under the outer corners of the overhanging bay windows? _________________________________
29. Are equipment disconnects located and installed properly? _________________________________
30. Have all clearances to combustibles been met at fireplaces, chimneys, furnaces, water heaters? ______
31. Are all appliances vented properly? ________ Vents sized properly? _________________________________
32. Has gas piping been pressure tested and test letter submitted? _________________________________
33. Are oil lines protected? _________________________________
34. Oil tank(s) installed to code? vent size? location? fire valve? filter? _________________________________
35. All plumbing piping sized, sloped and hung properly? All fixtures vented properly? _________________________________
36. Is wet venting to code if applicable? _________ Cleanouts installed and located per code? _________________________________
37. Is test on dwv and water lines? ________ Air or water? _________________________________
38. Are bathtub drains firestopped? _________ Type of material? _________________________________
39. Any piping requiring insulation? _________________________________
40.
## Rough Checklist

### FIRST FLOOR

| Address _________________________ | Permit No. __________ | Date ________ | Inspector __________________ |

41. One gfci outlet minimum in basement? ____________________________________________
   A. Service inspection completed? _______________ Circuits balanced evenly proportioned __________
   B. Is there a switch at this level for lights? ____________________________
   C. Are supply and return ducts insulated? ____________________________
   D. Are boiler heat pipes insulated? ____________________________
   E. All uncovered insulation in the basement shall have the paper removed or be covered with F S 25 foil paper

42. Does lumber have proper grade marks? ____________________________________________

43. Single or double top plates? __________ Spacing of studs in interior and exterior walls? ____________

44. Check all nailing patterns on all lumber and sheathing. ____________________________

45. Are all headers sized properly? ____________________________________________

46. Any truss construction? __________ Certification required (engineered schematics) __________________

47. Any TJI’s? __________ Was engineered layout submitted? ____________________________

48. Any micro-lams, lvl’s, para-lams, glu-lams, etc.? __________ Design calcs. submitted? ____________

49. Is bridging required? ____________________________________________

50. Check for drilling and notching requirements. ____________________________

51. Check for clearances to comb. at all fireplaces, chimneys and flues. ____________________________

52. Do bathroom exhaust fans vent directly to outside with proper materials? ____________________________

53. Do any locations require tempered glass? ____________________________

54. Firestopping and draftstopping where required? ____________________________

55. Is required means of egress door to code? ____________________________

56. Check all stairways for code requirements. ____________________________

57. Any winders? __________ Any spiral staircases? ____________________________

58. Check all stairs and platforms for handrails and guardrails if required. ____________________________

59. If bedrooms, check for egress window. __________ Smoke detector? ____________

60. Check minimum width of hallways (3 feet). ____________________________

61. Check for type and location of smoke detectors. ____________________________

62. Ducts insulated where required? __________ Return duct vent location ____________________________

63. Check for any vented decorative appliances, installed to code, listing, mfg’s instruct. ____________________________

64. Check for unvented decorative appliances must conform to ANSI Z21.11.1.2 ____________________________

65. Are all hearth forms removed? ____________________________________________

66. Are joist hangers required anywhere? ____________________________________________

67. Size of exterior wall studs? __________ Is floor decking 3/4 " min.? __________

68. Are there any structural ridges and are they posted properly? ____________________________

69. Are there any cathedral ceilings? ________ Collar ties? ________ 1/3 the way up from top plate? ____________

70. Are all roof areas vented properly? ____________________________________________

71. All plumbing piping sloped, hung, sized properly? ____________________________

72. All fixtures vented and wet vented properly if applicable? ____________________________

73. Are bath tub drains firestopped? ____________________________________________

74. Are there any island vents and done properly? ____________________________________________

75. Access panel for whirlpool and bonded if necessary? ____________________________________________

76. Any piping requiring insulation? ____________________________________________

77. Are all outlets spaced properly? ________ Are high and low voltage conductors separate? ____________

78. Outlet in hall if required? ____________________________________________

79. Are switches located per code? ____________________________________________

80. Check all wire sizes. __________ Two small appliance circuits in kitchen? ____________________________

81. Kitchen outlets located per code? __________ GFCI’s where required? ____________________________
   A. Are GFCI’s located on counters, peninsulas, and islands? ____________________________
   B. Kitchen GFCI circuits shall not serve the exterior required GFCI outlets ____________________________
   C. Are all plumbing risers to be supported and sized per code ____________________________
   D. The stair well of the basement shall be insulated!
Rough Checklist

FIRST FLOOR CONTINUED

Address _________________________ Permit No. __________ Date ________Inspector __________________

82. Disconnect for dishwasher? _________________________________________________________________
83. Range free standing receptacle required? ____________ Electrical range to have 4 wire insulated ground
84. Washer and dryer receptacle accessible? __ Is the clothes dryer vented per the manufacture’s specs.? __
85. Smoke detectors located per code and ac/dc interconnected? _____________________________________
86. Check for I.C. cans where required. __________________________________________________________
87. Correct boxes for ceiling fans? ______________________________________________________________
88. All splices made up, all grounds made up with Buchanans or Greenies? ____________________________
89. Are metal boxes grounded? _________________________________________________________________
90. Is whirlpool on GFCI on wall in sight ? ______________________________________________________
91. Ceiling lights at whirlpool or tub to code? _____________________________________________________

SECOND FLOOR

92. Check for firestopping and draftstopping where required.________________________________________
93. Are there roof trusses? ____________ Certification req’d. ( schematics )__________________________
94. Are hurricane clips required? ________________________________________________________________
95. Check rafter spans. ________________Strong backs_______________________________________
96. Do bathroom exhausts vent directly to the outside with proper materials? ________________________
97. Is tempered glass required anywhere? _________________________________________________________
98. Do bedrooms have egress windows and smoke detector? _________________________________________
99. Is there a continuous tie at ceiling joists and rafters? ___________________________________________
100. Is roof area ventilated properly? ____________________________________________________________
101. Check for clearances to combustibles at chimneys, fireplaces and firestopping of same. ______________
102. Access panel for whirlpool? ________________________________________________________________
103. Are electrical outlets spaced properly? _______________ Anti scald shower faucet____________________
104. Switch at top and bottom of stairs to illuminate stairs? _________________________________________
105. Recessed lighting AIR TIGHT I.C. cans are required. ___________________________________________
106. Check spans of ceiling joists. ________________ Are joist hangers required anywhere? _____________
   A. Light switch in hall for bedrooms without passing in front of stairs? ______________________________
   B. Hall outlet located properly? __________________________________________________________________
   C. Are bath room GFCI circuit 20 AMP. __________________________________________________________________________
   D. Are the shower recessed light cover and fixture an approved for wet location ____________________
   E. Are all heating return duct vents installed ? ______________________________________________________

ATTIC

107. Is mechanical equipment accessible? _______ Light and outlet if required? _________________________
108. Is ductwork insulated? ____________Supported properly?_______________________________________
109. Is plumbing vent through roof? ____________ Terminated 12” above roof _________________________
110. Are condensate drains piped to code and drained properly? ________________________________
112. Will floor have to be raised to accommodate insulation? ______________________________________
   A. Is the attic light switch located before entering? _______________________________________________
Rough checklist

GARAGE

Address _________________________ Permit No. __________ Date ________Inspector ________________

113. All framing to code? ________ Headers at doors sized properly? ________ Supported? ________
114. Any appliances to be in garage? ________ 18” above floor to source of ignition? ________
115. Are appliances protected from impact? ________ Oil tank? _______ Protected? ________
116. Any piping required to be insulated? ______________________________________________________
117. Girder sized and supported properly? __________________________strong backs______________________
118. Is there a room above garage? ____________________________________________________________
119. One gfci outlet in garage? _________________________________________________________________
   A. Any chimney cleanouts, min. 18” above floor? ___________________________________________
   B. No floor drains shall be installed without grease and oil separator container installed _______
   C. Can the power garage door opener’s electric eyes be placed 4” > 6” off the floor per man. spec.? ___

EXTERIOR

120. All exterior electrical boxes installed? _______________________________________________________
121. Outlet front and rear (gfci where required?) _________________________________________________
122. House tyveked and sided? _________________________________________________________________
123. Are chimneys completed? ________ Check 3 foot-2 foot-10 foot rule if done. _____________________
124. Has roof been completed? ______________ Felt paper installed? ______________________________
125. Has electrical service been inspected? ______________ Installation to code? ____________________
   A. Foundation asbuilts submitted? __________________________ Installation to code? __________________________
   B. All permits for mechanicals? __________________________
   C. Are all Drip caps metal or other corrosion resistive material _________________________________
   D. Is the deck flashing under the side wall shingles and over the ledger and under decking? ________
   E. Is the deck’s ledger bolted enough? ________Have the decks footings been inspected? ______
INSPECTION FORM FOR CERTIFICATE OF OCCUPANCY

Address _____________________________________________ Permit No. __________ Date _______________

GARAGE

1. Was plan checked? ____________ Has the floor been pitched? _______________________________________
2. Are all outlets gfci? __________________________________________________________
3. Are all rated walls and ceilings code compliant? ____________________________________________
4. Is floor sloped properly? ______________________________________________________________
5. Is there a 4-inch step-up if required? ____________________________________________________
6. Is separation door 1 3/4” solid wood or metal rated? ______________________________________
7. Is separation door 1 3/8” where required (no room above)? ________________________________
8. Is door self-closing? _________________________________________________________________
9. Is door trimmed? ______________________________________________________________________
10. Safety cables for overhead doors? ________________ Power opener test? _______________________
11. Are handrails and guardrails required at stairs? __________________________________________
12. Is there room above garage? ________________ Accessed from Garage? ______________________
13. Are there any appliances in garage? _____________________________________________________
14. Are they vented and protected properly? _________________________________________________
15. Are they at least 18” above floor to flame or source of ignition? ________________ Cleanout? ______
16. Is there an oil tank in garage? ________________ Protected properly? _________________________
17. Are stud walls 2 x 6 where required? ____________________________________________________

BASEMENT

18. Plywood off hearth’s bottom? ________________ Firestops? _________________________________
19. Are all girders and joist and framing members installed properly? ___________________________
20. Is all insulation installed and protected properly including the basement stair well? __________
21. Are all appliances installed and vented properly? _________________________________________
22. Are all outlets gfci? ___________________________________________________________________
23. Is electric panel installed properly? ________________ Labeled? _____________________________
24. Is there a cold water bond? ________________ Circuits balanced evenly proportioned __________
25. Is there a water filter? ________________ Bonding Jumper? ________________________________
26. Single receptacles where required? ______________________________________________________
27. Plumbing cleanouts were required? _____________________________________________________
28. All plumbing hung properly? __________________________________________________________
29. All ductwork installed properly? ________________ Recovery air? ____________________________
30. Barometric dampers on all appliances? _____ Boiler Expansion Tank? _____ Backflow preventer ______
31. Relief valves discharged properly? ________________ Pipe relief valve? ______________________
32. Oil lines protected? _________________________________________________________________
33. Oil tank minimum 5 feet from flame of burner? ____________________________________________
34. Oil tank fill and vent to code? _________________________________________________________
35. Oil tank has required gauge? ________________ Fire valve? _________________________________
36. If dual tanks, piped to code? _________________________________________________________
37. If any gas pipe, has it been tested? ________________ Drip leg? _____________________________
38. Is there a smoke detector at stairs base? _____ Test w/main elec off? _____ All sound? __________
39. Are required handrails and guardrails to code at stairs? __________________________________
40. Are condensate lines from A/C units disposed of properly? _________________________________
41. Do all appliances have required emergency switches (disconnects)? ___________________________
42. Are stud walls 2 x 6 where required? ________________ Foundation ties and holes sealed? ______
43. This level’s light switch? __________________________________________________________________
44. Hatch interior door? _____________________________________________________________________
45. Cook top venting? _____________________________________________________________________

A. All uncovered insulation in the basement shall have the paper removed or be covered with F S 25 foil paper
INSPECTION FORM FOR CERTIFICATE OF OCCUPANCY

Page 2

Address _____________________________________________ Permit No. __________ Date _______________

FIRST FLOOR

46. GFCI outlets where required in kitchen? ____________________________ Stove ant tip? ______________
47. Kitchen sink working? _________________________________
48. Hot water at kitchen sink? _____________________________ Screwd to counter? __________ Discharged properly? __________
49. Dishwasher disconnect? _____________________________ Separate from the exterior GFCI outlets? ________
50. Correct outlet spacing at counters? ___________________________
51. Electrical outlets at island or peninsula? ___________________________
52. All electrical wiring under counters protected? ___________________________
53. Two 20 amp small appliance circuits? Separate from the exterior GFCI outlets? ________
54. Check all outlets with multi-tester? ___________________________
55. Check if smoke detector is operable and AC/DC interconnected? ___________________________
56. Are there any bedrooms on first floor? Sub floor is min. 3/4"? __________
57. If so, check smoke detectors and egress window? ___________________________
58. Are there GFci outlets at all lavatories? Seal lentil? __________
59. Check all wood trim and Mantle at fireplaces for proper distances? Hearth? __________
60. Electric outlet at all hallways of 10’ or more in length? __________
62. Is dryer vented properly? __________
63. Is required exit to code for stair risers? __________
64. Is required exit to code for handrails? __________
65. Is required exit to code for platform? __________
66. Is required exit to code for door size? __________
67. Is required exit to code for guardrails? __________
68. If gas fireplace, is it installed in accordance with its listing? Open damper? Shutoff? __________
69. If gas stove, check for shut off valve? __________
70. Has stove been checked for all clearances to combustibles and cabinets? __________
71. Check for 3-way switch at bottom and top of stairs to 2nd floor? __________
72. Check for lights in closets (incandescent)? __________
73. Is there a fireplace fresh air vent? __________
74. If decks, porches are not finished, check access door for safety? __________

A. Range free standing receptacle required? Electrical range to have 4 wire insulated ground

SECOND FLOOR

76. Check all bedrooms for operable AC/DC connected smoke detectors with power on and off? __________
77. Check hall for smoke detectors? Is floor min. 3/4”? __________
78. Check for attic access? Supports? __________
79. Check if elec outlet is required in hall? __________
80. Check all bedrooms for egress windows? __________
81. Check all outlets with multi-tester? Anti scald shower faucet __________
82. Check for tempered glass at tubs and showers where required? __________
83. Check whirlpool bond and GFIC on wall in sight? __________
84. Check for all outlets & lighting required to be GFIC protected at whirlpool? Access to pump? __________
85. Check for one full bath in working order? __________
86. Check for any rooms that might be bedrooms? __________

A. Are doors installed, trim installed? __________
B. Light switch in hall for bedrooms without passing in front of stairs? __________
INSPECTION FORM FOR CERTIFICATE OF OCCUPANCY

ATTIC

88. Firestops at chases?__________________________________________________________
89. Is there any mechanical equipment in attic?____________________________________
90. Check for service outlet?_____________________________________________________
91. Check for light? ___________________________ switch? ___________________________
92. Check for service access and work space platform? ________________________________
93. Check condensate drain for A/C unit (properly disposed)? __________________________
94. Is plumbing vent through roof?_________________________________________________
95. Are ducts installed properly?__________________________________________________
96. Are ducts insulated?________________________________________________________
98. Has an insulated cover been placed over the attic pull down stairs? ________________
99. 3 x 3 platform at top of pull down stairs? _______ If walk up, all rails? _______ Smoke detector? ______
100. All plumbing vents tied in? _________________________________________________
101. If any hot water heating coils in attic, are they antifreeze? _______________________
102. Is there a walkway and working space at mechanical equipment?___________________
103. Proper insulation in ceiling? __________________________ Ventilation? ________________

EXTERIOR

104. Are all stairs to code? ___________________________ Does grade slope away from structure? __________
105. Are all deck and porch handrails and guardrails to code? _______ Flashing? _______ Bolts? _______
106. Are all oil-fill and vents terminated to code? __________ Chalked and painted? ___________
107. Are all direct vent and power vented appliances terminated to code? ___________________
108. Are all exterior penetrations sealed? _____________________________________________
109. Is all required exterior lighting installed? __________________________________________
110. Are condensers wired and completed? ___________________________________________
111. Are condensers on pads? ______________________________________________________
112. If any LP gas tanks, are they code compliant? _______________________________________
113. Are there any steep drop-offs that might require guardrails at driveway per public works or protection of the well head needed from cars or snow plowing? ____________________________
114. Are there vacuum breakers (back flow preventer) at all (faucets) sillcocks? ______________
115. Are there the required number of exterior outlets? ____________ gfci? _________________
116. House numbers posted properly? ________________________________________________
117. Are piping painted for protection? _______________________________________________
118. Are metal drip caps used? _____________________________________________________
119. Is grade pitched away? _______________________________________________________
120. Is plumbing vents away from windows and opening skylights? __________ Above roof? __________
121. Is chimney flashed? ___________ Cricket? ___________ Chimney height & separation? __________
122. Have the footing and roof leader drains been piped separately to the required location and inspected per the public works department? _____________________________________________
123. Has the septic ejector pump and alarm been tested? _______________________________
124. Is the exterior electrical GFIC outlets been installed in the front and rear of the structure? __________

Address _____________________________________________ Permit No. __________ Date _______________
INSPECTION FORM FOR CERTIFICATE OF OCCUPANCY

C.O. Checklist

Permit No. __________________                                                            Date: ____________________________
Address _____________________________________________________________________________________

Basement: 1. Panel Box
A. Bonded, inside & outside with a green coded conductor _______________
B. Marked / labeled________________________________________________
C. Wire Protection _____________________ Circuits balanced evenly proportioned

2. Water Tank/Pumps
A. Bonded ___________________________________________________________________________________________
B. Safety Switch ____________________________________________________

3. Crawl Space
A. Vented/Access / Ceiling & pipes Insulated / Light & Switch_____________

4. Plumbing
A. Sizing ___________________NO mixing of materials_____________________
B. Clean-outs _______________________________________________________
C. Supports________________________________________________________

5. Basement Walls
A. Inner Door at Hatchway with conditioned spaces______________________
B. Insulation paper removed or covered with F S 25 foil / pipes and ducts insulated / ceiling and stair well insulated __________________________
C. GFI Outlet ______________________________________________________
D. Wall Ties removed and all holes sealed _____________________________

6. Girder/Size
A. Girder seated____All blocking and posts under concentrate bearing points
B. Proper Spacing __________________________________________________
C. Joist Spans ______________________________________________________
D. Joist Hangers ____________________________________________________
E. Bridging _________________________________________________________
F. Sills __bolted____________________________________________________

Stairs/Door 1. Headroom ____________________Insulation_________________________________
2. Lights switched on all floors__________________________________________
3. Smoke Detectors @ bottom of basement stairs__tested with power on and off for AC/DC_____________
4. Weatherstrip________________________________________________________
5. Railings/Filled In under and ends of the 2-1/4” max grasping handrail returned typ
6. Step Height ___________Doors to the garage shall be fire rated and self closing___

Furnace Area 1. Wiring ________________________________________________________________
2. Check Valve w/Pipe ___________________________Safety Switch at All Units & Appliances ___________________________________________
4. Furnace Switch at Top of Stairs __________________________________________
5. Backflow Preventer w/Pipe __________________________________________
6. Cement Thimble _______________________________________________________
7. Exhaust / Flue Pipes Screwed and strapped_______________________________
8. Fire Valve on tanks and all appliances _____________________________________
9. Oil Lines Protected / installed oil filter ____________________________________
10. Condensation lines piped _____________________________________________
11. Check for enough make up recovery air ___________________________________

Living Area 1. Kitchen
A. Sink Traps ____Dish washer screwed to counter top and discharge piped
B. All kitchen counters, islands, peninsulas, need GFIC electrical outlets
C. Appliance-Safety Anti tip installed, Cook top vent system piped per specs
D. All clearances to cabinets meet

Range free standing receptacle required / Electrical range 4 wire insulated ground
INSPECTION FORM FOR CERTIFICATE OF OCCUPANCY

C.O. Checklist
Permit No. _________________ Date: _________________
Address _____________________________________________________________________________________

1. Decks
A. Grasping hand rails of 2-1/4” max. w/ ends returned or end at post
B. Joist-Spacing Spans ______ 36” min. guard rail ______
C. Joist Hangers ______ all holes filled with nails ______
D. Footings/Spacing _____________________________
E. Girder Size ______________________________________
F. Angle Bracing ___________________________________
G. Anchors ___Ledger bolted and flashing is ;under the siding and over the ledger and under the decking
H. Outlet GFI ___________________ POOL AND HOT TUB PROTECTION
I. Post the house numbers ____________________________________________________________

2. Steps
A. Heights ____________________________________________
B. Railings ___________________________________________
C. Lighting __________________________________________
D. Concrete Pad _______________________________________

3. Oil Tank
A. Vented/Location/ painted ___ Chalked house wall _____ protect oil lines ___
B. Filler Cap ______________ fire valve __________ filter installed ______
INSPECTION FORM FOR CERTIFICATE OF OCCUPANCY

C.O. Checklist

Permit No. __________________  Date: __________________________

Address _____________________________________________________________________________________

4. Driveway
   A. Apron _____________________________  Post the house number________
   B. Pitch ___________________________________________________________
   C. Parking Platform

5. Roof
   A. Flashing _____________________________
   B. Vents ____________________________________________ Gutters are sized _____________

6. Chimney
   A. Footings ________________________________________________________
   B. Hearth ______________________________ Mantel / trim________________
   C. Fire Box ________________________________________________________
   D. Height _________________________________________________________
   E. Clean-outs for furnaces_____________________ Air make up vent________
   F. Angle Iron/Face Brick sealed ______________________________________

7. Metal Fireplace
   A. Clearances ___________________________ Mantel / trim______________
   B. Air Inlet ________________________________________________________
   C. All Same Manufacturer ___________________________________________
   D. Chimney/Bends/Height/Ties _______________________________________

8. A. Slope grade away from structure
   B. Exterior faucet back flow preventers
   C. All openings are chalked _________________________________________

Permits, Etc.

1. Zoning Compliance ___________________________________________________________________
2. Plot Plan / Asbuilt Survey ____________________________________________________________
3. Zoning Enforcement Officer Sign Off ___________________________________________________
4. Fire Marshal Sign Off _________________________________________________________________
5. Public works Engineer Signed Off _____________________________________________________
6. Inland / Wet lands Sign Off __________________________________________________________
7. Historic Sign Off ______________________________________________________________________
8. Septic Permit _______________________________________________________________________
9. Septic As-Built ______________________________________________________________________
10. Septic Pump and Alarm Electric Permit _________________________________________________
11. Well Drillers Permit __________________________________________________________________
12. Well Driller’s Report __________________________________________________________________
13. Well Water Test Report __________________________________________________________________
14. Well Pump Permit _____________________________________________________________________
15. Well Pump Installer Report __________________________________________________________________
16. Sanitarian Sign Off ____________________________________________________________________
17. Electrical Permit ___________________________ Alarm Permit_______________________________
18. Heat Permit ___________________________ Heat Loss Calculations__________________________
19. Air Conditioning Permit _________________ Heat Gain Calculations________________________
20. Plumbing Permit _________________________ Gas Piping Permit _____________________________
    GasTest Letter
21. Heating Appliances Make Up Recovery Air Form __________________________________________
22. Fireplace Mason’s Form _______________________________________________________________
23. Inground Oil Tank Permit _________________ Propane Tank Permit _________________________
24. All Inspections Signed Off _____________________________________________________________
25. Any Letters _________________________ Engineering Reports / Details ____________
    Truss Schematics ____________________
26. Building Official Sign-Off ______________________________________________________________
INSPECTION SCHEDULE

1. Footing Inspection: Before pouring concrete, to include any underslab drains

2. Foundation Inspection: After waterproofing & footing drains are installed, prior to backfilling.

A CERTIFIED PLOT PLAN MUST BE FILED AT THIS TIME WITH THE BUILDING DEPARTMENT AND ONE IN THE PLANNING AND ZONING OFFICE.

3. Roughing Inspection: Rough framing, wiring, plumbing & heating, before interior walls & ceilings are insulated and sheetrock is applied.

4. Electrical Service and Trench Inspection: Meter, panel, and service trench completion

5. Gas Piping / Green Tag Inspection: After gas Test Letter submitted with pounds on gauge listed and left for witnessing at inspection


7. First Flue Inspection: Before proceeding above smoke chamber.

8. Insulation Inspection: After insulation has been installed.

9. Final C.O. Inspection: When all work has been completed and all permits and documents are on file.

ALL INSPECTIONS BY APPOINTMENT 24 WORKING HOURS IN ADVANCE.
CHECKLIST FOR RESIDENTIAL ELECTRICAL INSPECTION

The following checklist is provided for your use in the field. It is subject to any modifications or additions you may choose to complete. You should check the NEC for proper references and add them.

Good luck, and remember, your inspections are important and should be accomplished with one thought in mind--SAFETY!!

1. Familiarize yourself with the plans and layout.
2. Check for approved materials and equipment.
3. Number and location of receptacle outlets.
4. Proper strapping of cables or conduits, not damaged.
5. Workmanship—neat and workmanlike.
6. Proper size of conductors as to load and material.
7. Raceway capacities and derating where required.
8. Size of boxes, conductor fill.
9. Extension rings, raised covers, where required.
10. Location of distribution panel, size and support.
11. Feeder, sizes and installation.
12. Size and type of overcurrent devices per conductor size.
13. Type of conductor insulation re: ambient temperature.
14. Type of conductor insulation used in wet location.
15. Recessed air tight fixtures, spacing from combustibles, insulation, thermal protection and suitable splice box.
16. Outside receptacle installed and on GFCI at the front and rear of house and NOT on the kitchen circuit.
17. Bathroom and attached garage, receptacles on GFCI. Bathroom outlets shall be 20 amp circuit.
18. Proper setting of boxes as to type of construction.
19. Location of switch, device, and receptacle boxes.
20. Cable clamps where required in device boxes.
22. Outlet space requirements, countertops in kitchen.
23. Appliance branch circuits, kitchen and laundry.
24. Receptacle within six feet of washing machine (laundry).
25. Proper equipment grounding terminal/isolated in sub panel.
26. Lighting outlets as required at exterior entrances.
27. Switched receptacles or lighting outlets. The second floor hall switch from bedrooms shall be so not to pass an open stairs.
28. Lighting as required in attics or underfloor areas.
29. Location of bell/chime transformer not inside of panels.
30. Approved floor outlets where installed.
31. Location of switch for food waste disposer.
32. Access to junction boxes, attic or under house.
33. Unused or open knockouts sealed.
34. At least six inches of free conductor at all outlets.
35. All splicing complete, and neutral spliced on multiwire circuits.
36. Proper wire connectors used as splices.
37. Location of closet light, if installed recessed air tight IP/IC covered or florescent.
38. Protection of cables, at studs and joists kick plates installed.
39. Termination of bare equipment grounding conductors on metal boxes.
40. Conductors wrapped clockwise around device screws.
41. Proper polarity of fixtures and receptacles.
42. Identification of grounded conductors.
43. Accessibility of equipment requiring servicing.
44. Method of support of fixtures and equipment.
45. Circuits balanced evenly proportioned inside the service panel.
46. Same size grounding conductor in non-metallic cable.
47. Number eight stranded in raceways with exception pools.
48. Material of ground clamp as to material of water pipe before soldered joint and bond jump the water meter.
49. Ground clamp properly installed and approved for under ground use.
50. Ground rod installation.
51. Sizes and types of grounding electrodes.
52. Main switch installed at service entrance.
53. Aluminum grounding electrode conductor not permitted within 18 inches of the earth.
54. Sheath of non-metallic cable not damaged.
55. No switching in grounded conductor.
56. Depth of conduit or cable buried in the ground.
57. Completed circuit directory ( label panel ).
58. Bonding jumpers where required ( duct work, gas piping, water piping, etc. ).
59. Proper weather head at service entrance, drip loop.
60. Cables run properly in attic areas.
61. Insulated bushings where required at conduit ends.
62. Check temperature rating requirements at fixtures.
63. Check tightness of all locknuts and couplings, connectors.
64. Grounding continuity of entire system.
65. Switches and receptacles installed properly.
66. Proper type and configuration of range, dryer receptacle using four wire insulated ground.
67. Conduits reamed, proper cutting die used at threads.
68. Boxes installed at all splices.
69. Boxes installed at lighting and receptacle outlets.
70. No concealed flexible cord above suspended ceilings.
71. Moulded cord caps and proper type and length of cord on garbage disposal and dishwasher.
72. Size and height of outside branch circuits.
73. Radius of bends on cables.
74. Size of conduit body used for splicing.
75. Lugs listed for aluminum or copper conductors.
76. Proper point of attachment for service drop.
77. Type “S” fuses installed where used.
78. No storage in electric equipment room.
79. No fuse in grounded conductor.
80. Service minimum of 3 wire 100 amperes.
81. Grounding electrode conductor not be smaller than number 8 copper.
82. Grounding electrode conductor connected to a metallic cold water pipe and other approved electrode with an approved ground clamp.
83. Service conduit adequately secured to building.
84. Connection to ground clamp accessible.
85. Service main disconnecting means.
86. All branch circuits, feeders, safety switches identified at panel directory.
87. Panelboard not installed in clothes closet or where obstructed.
88. All splices securely made up.
89. No switching in the neutral (grounded) conductor.
90. Nonmetallic sheathed cable shall have an equipment grounding conductor integral with the cable and of proper size.
91. Nonmetallic sheathed cable not run where subject to damage.
92. All cable systems secured properly.
93. Sufficient working space provided and maintained in the vicinity of service equipment and overcurrent devices.
94. Service drop clearances.
95. No fuse in grounded conductor.
96. Grounding electrode conductor to electrode connected to the supply side of service disconnecting means.
97. A main bonding jumper installed at service equipment.
98. Bonding bushings required at conduit or armor enclosing a grounding electrode conductor.
99. Bonding jumpers required around concentric or eccentric knockouts at service equipment.
100. Bonding conductor required at receptacle if not approved for use without one.
101. No splicing permitted in grounding electrode conductor.
102. Boxes required at splices.
103. Proper fitting required where knob and tube wiring is reused in existing work.
104. Grounded conductor in same raceway as unidentified conductors.
105. Conductors minimum number 14 for copper.
106. Cables and or conductors required to be identified voltage, type, trade name, size awg.
107. Proper type, size and location AC disconnect.