



The address must be posted and legible from street or roadway or inspection may not be done. The location of the approved building plans and the “sign off book” shall be determined at the Pre-Construction meeting. A method of contacting those responsible for the work to be inspected shall be posted at this same location. It is the responsibility of the permit holder to schedule the proper inspections at the proper time. To schedule an inspection use the public portal <https://accessdelawarecounty.org/etrakit/dbs/Default.asp> before 3:00 P.M. the day before the inspection. Inspections requested on Friday before 3:00 P.M. will be on the next business day. If you must cancel an inspection the day of please call the inspector at least two hours prior to requested time of inspection. Partial inspections, work not ready and/or disapproval may result in a re-inspection fee or an extra trip charge being assessed. Inspectors may now be reached phone (list is available). Re-inspection fees must be paid prior to next inspection.

Commercial Inspection Process

Once a permit has been issued work may commence. It is the owner’s responsibility to notify the local building department when work is complete and ready for inspections. All work shall remain uncovered until said work has been approved. The building department shall perform the required inspection within four days excluding weekends and holidays from the date of the request for inspection to inspect the work. Work not inspected within the four days may continue. Any deviations from the approved plans shall be properly documented and all approvals for the deviations shall be on site at the time of inspection. All conditional plan approval letters or phased approval letters shall be on site at the time of inspection. The location of the approved building plans and the “sign off book” shall be determined at the Pre- Construction meeting. A method of contacting those responsible for the work to be inspected shall be posted at this same location.

Please note: once the footer excavation is complete it is the owners’ responsibility to contact the Drainage Erosion Sediment Control (DESC) department to assure compliance with all DESC requirements. All commercial construction sites consisting of compacted built up site pads are required to submit the engineer’s soil report. The engineer’s report shall be written in detail and include, the compaction, the location of any areas not meeting specifications, and how the areas were corrected to meet specification.

Partial inspections for commercial footer, foundation wall and pier work will be granted; however, the number of trips shall be limited according to the job. Contractors may request times for footer and slab inspections only. The inspector’s working hours are 7:30AM to 4:00P.M. Inspections outside the inspector’s normal working hours require pre-approval, with an after-hours fee. Approval shall be

obtained prior to scheduling the inspection; the after hour fee shall be paid prior to scheduling the inspection. Please contact your building inspector prior to scheduling inspections outside the normal working hours.

Commercial Footer, Formed Foundation Walls and Piers:

All commercial footer inspections shall be made by a Delaware County building inspector. Inspections by others may be obtained from the authority having jurisdiction upon the approval of a written request from the owner 5 days prior to the day of the concrete placement. All concrete shall comply with the provisions of OBC Chapter 19.

All concrete reinforcing steel shall be placed in the footer, footer pads, formed foundation wall, and foundation piers before the inspection. Reinforcing steel shall be kept the minimum distance from the natural earth, form boards, and form panels. Reinforcing shall be free of mud and oil, per OBC 1805.4.2.6. Partial inspections shall be granted; however, please limit the amount of partial inspections. An excessive amount of partial inspections shall result in re-inspection fees for the additional trips.

Cold weather concrete and masonry work shall comply with the OBC Sections 1808.8.4, 1905.12, 2104.3 and ACI 318, Section 5.12. Contractors may obtain a complete description of cold weather requirements on our web page. When temperatures require an Engineers descriptive design to protect concrete and masonry, the engineers design letter shall be on site at the time of the inspection. All material required to protect the concrete or masonry shall be on site at the time of the inspection

Concrete Slab:

Inspections outside the inspector's normal working hours require pre-approval, please contact your building inspector prior to scheduling inspections outside the normal working hours. It is advised to contact your building inspector to arrange a time to schedule your commercial slab inspections. All inspectors shall be provided with a safe approved access to conduct inspections on floors above the exit discharge level. Delaware County Building Safety does allow partial inspection for slab inspection, but will result in additional fees.

All concrete slabs shall meet the provision of applicable sections of chapter 19 of the 2011 OBC. All work to be concealed in the concrete slabs must be inspected and approved prior to placing concrete. Cold joint connection details not provided on the approved plans shall be engineered, and must be on site at the time of the inspection.

Commercial Framing Inspections:

All commercial framing inspections not covered under Chapter 17 of the 2024 OBC shall be inspected by Delaware County Building Safety inspectors. Partial commercial framing inspection shall be granted. Please limit the number of partial inspections. All work must comply with the applicable sections of the 2024 OBC and the approved plans. All Plumbing, Mechanical and Electrical inspections shall be completed prior to scheduling a building inspection. It is common practice in commercial construction to allow the contractor to cover one side of the walls prior to inspections; Delaware County will adhere to this common practice. All conditional plan or phased approval letters shall be on site at the time of the inspection as well as any supplementary drawings or technical data needed to properly conduct the requested inspection. Any deviation from the approved plans or building material substitutions shall be approved by Delaware County Building Safety Plan Reviewer and all approval documentation on site prior to the inspection, no exceptions. All inspections shall begin at the location of the approved building plans and the "sign off book" location. The location shall be determined at the Pre- Construction meeting. A method of contacting those responsible for the work to be inspected shall be posted at this same location.

Inspectors shall inspect the work in accordance to the approved plans for, defective material, inconsistencies with manufacturer's specifications, building code violations, and report/document any potential life safety issues to the permit applicant and his/her supervisor. All inspectors are required to supply the permit applicant with building code violation reference numbers at the time the violation is written. Occasionally, the building inspectors may not have access to the proper code reference material; therefore, all inspectors are to supply code reference numbers within 24 hours of the inspection. Inspectors have been instructed to work with and assist the builder whenever possible. Unfortunately, liability issues prevent the inspectors from providing a design for construction, designing repairs, and etcetera.

Inspections of fire rated assemblies/fire-resistant penetrations will be conducted in accordance to their design. All fire wall/rated assembly designs must be on site at the time of the inspection. Fire wall inspections may take multiple inspections depending on the design of the fire wall/rated assemblies. Fire stopping can be similar to the fire wall inspections. Depending on the design of the fire stopping for through wall penetrations, multiple inspections may be required. Please contact your building inspector to devise an effective inspection method for inspection of fire walls, fire stopping and for assistance in scheduling any multiple fire wall and fire stopping inspections. Spray on fire proofing for structural steel may fall under OBC chapter 17 special inspections, and will be determined at plan review stage.

Commercial Building Insulation Inspection:

The energy efficiency inspection (Insulation) will be in accordance with the approved plan and 2024 OBC Chapter 13 & the 2021 International Energy Conservation Code.

Commercial Building Above Ceiling Framing Inspection:

Prior to the installation of acoustical ceiling systems all HVAC above ceiling inspections shall be inspected and approved. Before a building rough above ceiling can be scheduled, all above ceiling plumbing, electrical, HVAC and fire suppression inspections shall be inspected and approved. Acoustical ceiling systems will be inspected in accordance to ASTM 636 standards. ASTM 636 requires a separate ceiling grid wire to be attached within 6 inches of each corner of the light fixtures, or two wires attached to each end of the light at opposite corners. It is common practice in commercial work to allow the builder to install the ceiling tile that requires cutting after the electric and HVAC inspections have been approved; Delaware County will adhere to this practice.

Commercial Final Building Inspection:

The final building inspection will be conducted when all work required by the approved plans is complete. The final building inspection will be in accordance to the approved plans. The Commercial Building Certificate of Occupancy **will be emailed** to the applicant within 30 days of the final inspection.

Fire Suppression Inspection

Underground Fire Suppression:

It is Delaware County Building Safety department's responsibility to inspect and test the entire Fire Suppression system. Any Fire Suppression work not inspected by Delaware County Building Safety department, will need to be made visible for all required inspections, no exceptions.

It is Delaware County Code Compliance policy to work with the local fire departments, and their representatives. Building inspectors are instructed to notify and invite the local fire department to fire suppression inspections. Fire suppression inspections require a 48-hour notice to the building inspector. The building inspector shall notify the local fire department's fire inspector of the day and time of the inspection.

Attention:

All Underground Fire Suppression Piping Shall Be Inspected By Delaware County Building Safety and the Local Fire Department per 2022 NFPA 13, Chapter 10, Prior to Placement of Backfill. All Underground Fire Suppression Piping Shall Undergo an Acceptance Test Witnessed By Delaware County Building Safety and the Local Fire Department per 2022

NFPA 13, Chapter 10. Contact Your Building Inspector Prior to Backfill placement.

Caution:

Delaware County inspectors shall not conduct underground fire suppression flush and flow inspections without the fire lines being properly secured no exceptions.

Above Ground Fire Suppression:

The above ground fire suppression system inspection requires a 48-hour notice to the building inspector, who shall notify and invite the local fire department.

The required inspections and testing for the above ground fire suppression system are described in Chapter 10 of the NFPA 13 code. An above ground fire suppression system shall have a hydrostatic test as described in the NFPA 13 code. Depending on the size of the system, this test may require partial inspections, which Delaware County has allowed in the past, and will allow until further notice. Delaware County Building Safety current policy is to check 10% of the system. While the inspector is conducting the hydrostatic test on the above ground system, the inspectors shall check for but not limited to, hanger location, sprinkler head location, pipe size, obstructed sprinkler heads, sprinkler head coverage, sprinkler head temperature rating, sprinkler washout conditions and for leaks as described in the code. Should an inspector observe several violations during his 10% audit of the system, the system shall be inspected 100%. Prior to the inspection, the "Certificate of Completion" for the above ground system shall be filled out for the above ground system test and inspection; however, it will not be completed and signed until after the witness test. Delaware County Building Safety requires a 100% test on all sprinkler alarm devices. It is the responsibility of the installing contractor and the inspector to test the system as described in NFPA chapter 10.

Special Inspection Instructions for Centrifugal Fire Pump Inspections

Special Inspections of Centrifugal Fire Pump Systems:

The 2024 OBC Chapter 17 allows special inspections and testing of equipment. Special inspection shall be performed by persons who are qualified to perform the special inspection. It is the responsibility of the design professional to provide documentation of the special inspector(s) qualifications to the Chief Building Official. As part of the application process for plan approval, the permit applicant shall submit a

statement for all special inspections to be performed as described in OBC section 1704.1.1 plan review requirement.

Centrifugal Fire Pumps shall be tested by a certified testing agency. All test reports shall meet all the provisions of OBC section 1704. All test reports shall be submitted and approved prior to the approval of the fire suppression system. Portions of the centrifugal fire pump test will be performed by The Delaware County Electrical Safety Inspector, and the local fire department, in accordance to 2010 NFPA 20. The centrifugal fire pump testing requirements and procedures are located in the following pages of this document. **All wiring for fire pump and related equipment shall be complete and inspected prior to testing the fire pump** (2011 NEC, Section 695). Water supply for automatic fire sprinkler systems shall meet the requirements of 2011 OBC section 903.3.5 through 903.3.5.2, and the 2022 NFPA 20. Before scheduling the fire pump system test, please contact your Electrical Inspector, local Fire Department, and Del-Co Water department.

Delaware County Code Compliance inspectors shall inspect and test all sprinkler system monitoring and alarms for compliance with the applicable sections of 2024 OBC Chapter 9 & 2022 NFPA 72.

Witness Test

Delaware County Code Compliance current policy is to work with the local Fire Departments. The building inspector shall notify and invite the local fire department to all Witness Test. Scheduling a Witness Test requires the building inspector to be notified 72-hour in advance of the intended Witness Test date. The contractor shall also complete and submit the witness test work sheet which can be located on the Delaware County web site, along with the required portions of the certificate of completion to the building inspector and/or Code Compliance office 72-hours in advance.

Witness Test Procedure:

- 1) Testing 100% of all Sprinkler System Alarm Devices
- 2) Accept the State Elevators Test Certificate
- 3) All Duct Smoke Detectors shall be tested for alarm; only 10% of the Duct smokes shall be tested for trouble.
- 4) Mechanically and Electrically Test 100% of Industrial Kitchen Hoods.
- 5) Test 10% of all other alarm devices.
- 6) Test the alarm system dialer and line seizure. A central station is required by code to be approved and certified by a third party testing agency- 2022 NFPA 72 chapter 26.
- 7) Other alarm devices shall be checked per 2022 NFPA 72 Code for
 - a. Strobe synchronization

- b. Magnetic door closers
- c. Audio decibels (loud enough) check band, and music room
- d. Visuals (are they visible)
- e. Devices installed per approved plans
- f. Fire shutters / doors
- g. Other devices not mentioned shall be inspected per 2010 NFPA 72 Code

Other devices activated by the alarm will be checked at other prime opportunities, such as fire dampers located above ceiling.

At the completion of the Witness Test, the building inspector shall collect the Alarm Certificate of Completion Forms. Caution: portions of the alarm certificate of completion form may require installers other than the alarm installer to complete portions of the certificate. The building inspector shall also collect the signed final copy of Above Ground Sprinkler Certificate of Completion Form.