



**Department of Building Safety**

740 833-2200, [building@co.delaware.oh.us](mailto:building@co.delaware.oh.us)

**REQUIRED INSPECTIONS**

**For One, Two and Three Family Structures**

The address must be posted and legible from street or roadway or inspection may not be done. **Approved plans, copies of permits, sign-off card and previous correction notices must be available at site.** It is the responsibility of the permit holder to schedule the proper inspections at the proper time. To schedule an inspection please send request via email to [building@co.delaware.oh.us](mailto:building@co.delaware.oh.us) or schedule on the APP before **3:00 P.M.** for an inspection on the next business day. When requesting an inspection, give permit **number, address and type** of inspection being requested. If you must cancel a footing inspection please call 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 be reached by cellular phone numbers (list is available). Re-inspection fees must be paid prior to next inspection.

**Footing:** Excavation must be to proper depth and all forms must be in place and properly supported. Required steel reinforcement must be in place and properly supported. If footing reinforcing, ½" or greater and 20' or longer is used, it must be used as a Ufer ground. (NEC article 250.52(A) (3). No concrete shall be placed until inspection has been approved. Partial inspections may require a trip charge to be paid for each additional inspection. When scheduling footings, give the time it will be ready. You must call the inspector between 7:45A.M. and 8:15 A.M. the day of a footing inspection to confirm a time. Unconfirmed times may not be honored.

**Foundation:** Foundations walls must be complete with all reinforcement, bolts and waterproofing or damproofing in place. Piers and footings must be exposed for inspection. Steel beams and columns may be set. An approved Footer Elevation Certificate form, if required, shall be provided on site or the inspection will be disapproved.

**Concrete slabs or under-floor inspection:**

Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and 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. *Exceptions: detached garages, utility buildings, other unheated accessory structures, driveways, walks, patios, and other flatwork not likely to be enclosed or heated at a later date do not require inspections.*

**At Time of Slab Inspection:** Granular fill, insulation and vapor barrier, if required, must be in place. Under slab HVAC can also be inspected at this time. Approved plans and approved REScheck shall be on site at time of inspection. ***Stairs, if not permanently installed shall be safe & properly supported to the floor and/or sub base below.***

**Lowest floor elevation:**

The elevation certification required in RCO Section 322 shall be submitted to the residential building official. When structures are determined to be located in flood hazard areas by the floodplain administrator of Delaware County; a registered design professional shall prepare and seal documentation of the elevation.

**Plumbing:** This inspection must be approved before scheduling a structural inspection. Contact the Delaware County Health Department at 740 368-1700 to schedule plumbing inspections. ***Stairs, if not permanently installed shall be safe & properly supported to the floor and/or sub base below.***

**Electrical Service and/or Rough:** Preferably made at same time or a trip charge (\$75.00 Plus 1% state fee) will be assessed. Trench inspections performed separately will be assessed a (\$75.00 Plus 1% state fee) partial inspection trip fee. Rough inspection must be approved prior to the structure (frame) inspection. Phone wire, TV cable and other low voltage wiring shall be installed. ***Stairs, if not permanently installed shall be safe & properly supported to the floor and/or sub base below.***

**Masonry Fireplace:** This inspection is scheduled after first flue is installed and before continuing. Flue must be approved before frame can be approved. If fireplace is not in place at frame inspection, an extra framing inspection will be required after the chimney is completed. This inspection is to check clearances to combustibles after framing and chimneys are completed. A trip charge will be assessed. Hearth inspection is required prior to laying fireplace; it will be formed for concrete with reinforcement in place. ***Stairs, if not permanently installed shall be safe & properly supported to the floor and/or sub base below.***

**HVAC Rough:** HVAC inspection must be approved prior to scheduling frame inspection. Ductwork that will be covered must be installed. All supply and return air locations in place. Gas lines that will be covered must be in place. Pre-fab fireplaces are a part of this inspection and need to be installed. Appliance installation instructions must be available. ***Stairs, if not permanently installed shall be safe & properly supported to the floor and/or sub base below.***

**Structural:** All framing members and firestopping must be complete. All previous inspections must be approved. Insulation must not be installed. Ladders should be provided for access if necessary. Truss drawings with seal and other related data shall accompany the plans at this time. ***Stairs, if not permanently installed shall be safe & properly supported to the floor and/or sub base below.***

**Insulation:** Insulation will be inspected after structural inspection is approved or written permission is given. All insulation which will be covered shall be installed with appropriate vapor barriers; air infiltration shall be complete. Model Energy Code data must be on site with plans. ***Stairs, if not permanently installed shall be safe & properly supported to the floor and/or sub base below.***

**Plumbing Final:** Contact the Health Department to schedule necessary inspection. Plumbing final must be approved prior to scheduling final building inspection.

**Electrical Final:** Electrical to be complete. All devices and cover plates installed. Required fixtures must be installed. Blank plates can be installed for non-required fixtures. Appliances must be installed or wiring properly terminated. Electrical final must be approved prior to scheduling final building inspection.

**HVAC Final:** System must be complete with all installation instructions available and access provided. HVAC final must be approved prior to scheduling final building inspection.

**Gas Pressure Test:** The house lines (with appliances isolated) shall be subject to a pressure test witnessed by Code Compliance. The precision test instrument is to be a Kuhlman gauge or equivalent, furnished by the permit holder or contractor. Contact inspector the day of inspection between 7:45A.M and 8:15A.M. to confirm time of inspections. Unconfirmed times may not be honored.

**Building Final:** All previous inspections must be approved prior to scheduling this inspection. The structure must be complete before a Certificate of Occupancy can be issued. Model Energy Code data must accompany plans on site. Also, before a Certificate of Occupancy can be issued for homes built on less than five acres, the Engineer's office may need to inspect and approve the final grade and any erosion issues. A Final Inspection cannot be completed nor can a C.O. be issued until the signature card is signed by the engineer's office. Certificate of Occupancy will not be issued if there are fees due.

**Trench Inspection:** For electric or gas lines, trench shall be excavated to proper depth and wire or gas line with yellow tracer wire in place. Gas line only applies to lines on house side of meter. Subsurface drainage system(s) may be encountered. The system and/or outlet must be maintained at all times. Trench inspections performed separately from the associated work being performed (electrical service, electrical rough, HVAC rough, HVAC final or gas pressure test) will be assessed a (\$75.00 Plus 1% state fee) partial inspection trip fee.

**Any above inspections needing additional trips beyond required inspections may be assessed a (\$75.00 Plus 1% state fee) partial inspection trip fee**

**OCCUPANCY OF STRUCTURE BEFORE CERTIFICATE OF OCCUPANCY IS ISSUED IS NOT PERMITTED.**

This information, in its entirety, is available on our website at <https://buildingsafety.co.delaware.oh.us>