



## YOU MUST HAVE YOUR BUILDING PERMIT NUMBER TO REQUEST AN INSPECTION

Inspection requests are taken from 7:30 a.m. to 4:00 p.m. and 24 hours on the voice mail system. If the inspection is requested during office hours prior to 4:00 p.m., the inspection will be attempted to be performed on the next day, pending workload of staff. After 4:00 p.m., the inspection will be attempted to be performed two days following the day requested, pending workload.

### Minimum Inspections Required (USBC 115.4)

1. **Footing** – After digging is complete and bulkheads, reinforcement and grade stakes are set but before any concrete placed / poured.
2. **Projection/Foundation** – Before floor joist system is in place or any back filling.

**E-911 ADDRESS ASSIGNMENT.** Please telephone 804-693-1109 at this time for County to GPS foundation location and assign address before next inspection.

3. **Slab (house, garage, porch, raised slabs)** – after electrical, plumbing, and mechanical slab inspections approved and after all vapor retarding materials, reinforcement and required insulation is in place but before any concrete placed/poured.
4. **Basement/Foundation** – after completion, including any required parging, damp proofing or waterproofing and drainage systems, but before backfilling.
5. **Floor-joist** – after joist system is in place and elevation certificate (**required in Floodplain areas**) has been received but before installing sub-floor. **Note: Site plan** by licensed architect, engineer, or surveyor, must be submitted before floor-joist inspection if not submitted with building plans.
6. **Fireplace** – masonry fireplace throat inspection at the time the first flue liner is placed.
7. **Exterior framing** – windows and doors flashed

**CLOSE IN** Please note that before requesting rough-in inspections, the structure needs to be closed in (weather tight).

8. **Electrical rough in** – after all interior wiring and electrical equipment installation, but prior to covering or concealment and prior to installation of any insulation. Can request advance power at this time with one circuit GFI protected.
9. **Plumbing rough in** – Water supply, drain waste & vent (DWV) systems installed and test in place but before any concealing materials placed. (minimum test 100psi supply lines – 10 foot water column or 5psi on DWV)
10. **Mechanical rough in** – when interior equipment installed, vented, all supply and exhaust duct work complete, gas lines, but before any concealing materials placed. (Gas line test 15psi or half the gauge)
11. **Interior framings** – after all rough ins are approved.
12. **Insulation** – after all rough-ins have been approved but before any concealing materials are placed (blown in and exposed floor joist insulation can be inspected on final).
13. **Electric meter** – after electrical fixtures, devices, appliances and equipment have been set. After all plumbing and mechanical work is complete.
14. **Electrical final** – conducted after electrical meter is set and all circuits are ready for test.
15. **Plumbing final** – after all fixture installations, water service on lines and sewer or septic system connection complete. Vehicle impact protection of equipment installed (garage).
16. **Mechanical final** – conducted after all heating, ventilation, air-conditioning installations have been completed and tested. Sources of ignition elevated 18 inches above floor (garage).
17. **Final building** – conducted after building is complete, electrical, plumbing and mechanical finals are approved, house numbers posted and ready for occupancy. **Also at this time, this office must have a copy of the operation permit from the Gloucester County Health Department and approved Erosion and Sediment final inspection or posting of surety with the County.**