It is recommended that all permit holders requesting inspection should, as a minimum, call our office 48 hours prior to the requested inspection. This will allow us to better serve you. Please advise us whether the inspection is for a manufactured home, residential or commercial project. Do not contact your inspector to arrange inspections. 

**Permits shall be obtained before starting the project.**

**REQUIRED INSPECTION PER BUILDING CODES**

1. Underground inspection: To be made after trenches or ditches are excavated, electrical, plumbing, mechanical, and gas installations are completed and tested, and before any backfill is put in place.
2. Foundation inspection: To be made after the trenches, piers, etc. are excavated and forms are erected, prior to the placement of any concrete.
3. Reinforced masonry (bond beam) inspection.
4. Pier and joist inspection: To be made prior to installing sub flooring.
5. Nail Pattern inspection before covering sheathing.
6. Rough-in inspection: To be made after roof, framing, fireblocking, bracing, concealed wiring, plumbing, and mechanical installations are in place but prior to the installation of wall or ceiling covering or insulation.
7. Temporary power inspection: To be made after the project is safe to have power connected. This will allow the contractor to prepare for final inspection. **Notice! It is a violation to allow anyone to move into a building without a completed final inspection and Certificate of Occupancy. Any contractor allowing this will not get temporary power in the future.**
8. Final inspection: To be made after the project is complete but prior to the structure being occupied.
9. Certificate of Occupancy will be issued after the final inspection has been completed and approved by the Building Official. **Owner or contractor must get a permanent 911 address from the 911 address office prior to receiving the Certificate of Occupancy.**
10. Missed inspections may require engineering inspection / affidavit or removal of construction to allow inspection by Code Office to get a Certificate of Occupancy.
11. If we find power jumped from construction pole to building and licensed electrician is not on site, power will be cut off to premises until final inspection.
12. Any code violation may result in fines of up to $2000.00 per day per violation, power cut off to premises and license violation reported to the State.
13. Re-inspection Fees: 1\textsuperscript{st} $25.00  2\textsuperscript{nd} $50.00  3\textsuperscript{rd} & up $100.00

I have read and understand the content and procedures for requesting inspections and re-inspections as described in “SCHEDULING AND RESCHEDULING AN INSPECTION”.

Project Address: 

Printed Name: 

Signature: 