



REQUIRED INSPECTION LIST

FOOTING AND FOUNDATION PERMITS ONLY

1. Construction electrical meter (commercial buildings only).
2. Property line setbacks and footings shall be done first. Property pins must be identified and property lines strung, forms must be set and reinforcement (rebar) in place for the inspection. **APPROVED** foundation and site plan must be on site for inspection. Caissons for decks and porches do not have to be installed at the same time as the footing, but do require open hole inspections prior to placing concrete.
3. Foundation inspection.
4. Dampproof and anchor bolt inspection.
5. Plumbing groundwork (have test card on site for inspector or have physical test (air or water) on for inspector.
6. Any electrical groundwork.
7. Perimeter drain

FULL BUILDING PERMIT

1. Construction electrical meter (commercial buildings only).
2. Property line setbacks and footings shall be done first. Property pins must be identified and property lines strung, forms must be set and reinforcement (rebar) in place for inspection. **APPROVED** foundation and site plan must be on site for the inspection. Caissons for decks and porches do not have to be installed at the same time as the footings, but do require open hole inspections prior to placing concrete.
3. Foundation inspection (wall rebar)
4. Dampproof and anchor bolt inspection.
5. Plumbing groundwork (have test card on site for inspector or have physical test (air or water) on for inspector.
6. Any electrical groundwork.
7. Perimeter drain, plumbing water and sewer (**installation of water and sewer must be done by licensed master plumber, someone working under a master’s license, or home owner for residential**)
8. Rough electrical, plumbing, mechanical and framing. These inspections are done at the same time. The electrical & gas meters will not be approved until all rough-in inspections have passed. The framing inspection will not be performed until all other trades are complete. All duct work must be complete and equipment must be set for the mechanical.

NOTE: HAVE THE APPROVED PLANS AND ANY ENGINEERED DOCUMENTS (i.e. TRUSS CALCULATIONS) ON SITE FOR THE ROUGH-IN INSPECTION

9. Exterior sheathing inspection.
10. Roof flashing.
11. Insulation.
12. Lath or wallboard inspection
13. Final roof inspection
14. Final inspections. Final grade must be complete, all appliances must be set and ceiling insulation must be installed.

On new construction requiring a new water service, it is the contractor’s responsibility to contact the Meter Shop at (970) 350-9317 or (970) 350-9320 for their final meter inspection prior to the Certificate of Occupancy being issued.

INSPECTION 24-HOUR REQUEST LINE (970)350-9840

CONTACT NAMES AND NUMBERS FOR OTHER DEPARTMENTS

Eng. Dev. Review.....Julie Cozad.... (970)350-9831
 Fire..... Bob Fries..... (970)350-9511
 Planning..... Mike Garrott (970)350-9784
 Water & Sewer..... Derek Hannon..... (970)336-4120