

June, 2014

Residential Building Steps/Information

Any demolition of existing buildings or structural walls in existing buildings must be done under a demolition permit, for which there is no charge. It will be submitted as a building permit and issued as a demolition permit. Asbestos siding must be properly removed by its friable ratings, disposed of properly by state law and we need a copy of such compliance and disposal.

Submit plans, engineered concrete, architect designed structure, full MEP included. This will include site plan showing lot sizes, correct zoning, setback lines, location and size of house, driveway, sidewalks, and drainage flowing to street and not to neighbor's properties. Also required is a city approved 911 street address obtained through the city secretary. Location of sewer/water/power connections must be approved by the city through its respective departments, or through whatever entity provides the above services.

Finished floor slab must be elevated 1 foot above crown of road.

No dirt work may be started or form erection until complete set of plans has been reviewed and approved for permitting.

Allow up to 45 days for plan review.

Permits

We issue building, plumbing, gas (plumbing and gas are SEPARATE permits), mechanical and electrical permits. Irrigation systems require a plumbing permit and inspection. Pools require building and plumbing permits and inspections. Storage/accessory buildings require a building permit and inspections.

After building permit is issued, dirt work may start. Compaction testing/proof required, if required by engineered slab design.

All other contractors/ sub-contractors must obtain permits before starting work. This includes temporary electrical service which requires inspection before connection. Specs on temporary services are available at City Hall. Location of service will be verified with our electrical department (or other provider) so it can be located where we can attach to it.

Inspections

Typically inspections of any type are required before work is covered up, so that it cannot be seen again, without some form of dis-assembly and prior to the next stage of work starting. Final inspections must be requested when the project is totally completed.

On pre-pour concrete inspection, we will verify termite treatment regardless of construction type. We will inspect plumbing, including 10 foot water head test on drainage, and that all lines exposed to concrete are protected by a wrap or cover/sleeve of some type. We will inspect electrical rough-ins as needed. We will verify vapor barrier in place and tacked to outside form boards. We will inspect that all

rebar meets specs, and is at least 1.5 inches clear of any form board. Rebar must be elevated on chairs and in the top 1/3 of the depth of concrete. Bricks not allowed for chairs. Concrete products are allowed for chairs. We will inspect beam locations and depths. We will verify setback measurements. On a house with piers, we will inspect the pier width and depth and rebar prior to pouring the piers, and then re-inspect the slab as above before it is poured.

After concrete is poured, it is suggested to age a minimum of 7 days before starting construction.

Next inspections will be roughs/top outs and framing types.

We will inspect all framing before any of it is covered up, that includes roof and wall sheathing, for correct nail patterns before any vapor barrier is installed on roof (tar paper typically) or on the walls (typically Tyvek type). Roofing barrier and flashing must be verified before final roofing cover is installed and we must inspect final roofing cover in progress before finishing the job completely.

We will inspect the windows for proper taping, before they are covered over.

We will inspect the brick/masonry ties before any masonry is installed.

We will inspect all plumbing, electrical, mechanical and gas before anything is covered up, and that includes a water pressure test on the water lines. We will inspect the pipe insulation after the piping inspection and pressure test has passed. No gas lines may touch any electrical lines and that requires a physical barrier between the 2 lines. We require a 10 psi test for 30 minutes on the gas lines at this time. All places that require stud protectors must have them. All anchor bolts/pins must be in place and tight.

Next inspection will be insulation inspection for walls. Attic insulation inspection may be performed at this time or at finals. On pier and beam houses remember floor requires minimum R19 insulation. Floor insulation inspection may be performed at this time or at finals.

Next inspection is dry wall installation, 16 inch stud/joist centers are good with ½ inch drywall, any spacing larger requires 5/8 inch minimum, water resistant where required. Nail/screw spacing typically 6 inches on seams, and that is on each side of each seam, 12 inches in the field.

Remember that the attached garage is a fire separation issue, requiring no penetrations (electrical panels not fire rated, washer connections, etc.) through the 5/8 inch fire rated sheetrock and that the door to the house and any to the attic must be 1 hour fire rated assemblies.

Next steps will be finish outs; we will inspect the plumbing, gas, mechanical and building on finals now. Gas will require a final pressure test of 10 psi at 30 minutes before receiving a green tag and faxing approved connection information to the gas provider. We will not connect power to the structure until all electrical has been finished out and covered up, receptacles, switches, lights, fans, etc....

Once the electrical meter loop and interior are deemed safe to connect, we will connect as long as all fees have been paid.

At this point the electrician can verify all of his devices under power, and call us for his electrical final when satisfied. Panel must be labeled to pass final inspection.

The building final will not be passed until all other finals are passed and the house numbers have been installed on the house at the front door area, visible from the street, minimum 4 inch tall, contrasting color letters.

Any lawn irrigation system installed will require the approved backflow devices, a permit, inspections, and annual testing of the backflow device.

All inspections are the responsibility of the contractor that obtained the permits. They must call it in to the secretary at city hall, and have their permit number ready for the secretary at that time. Inspections cannot be initiated any other way, other than calling city hall and having your permit number ready. We cannot access permit data through physical addresses. The general contractor cannot call in inspections for other contractors. The general contractor must be responsible for coordinating the trades so that one does not start the next step without the previous steps having passed their inspections as required.

When calling in your inspection, you must have the correct permit number and provide a call back number. Your inspections will require a 24 hour advance notice and will typically be performed in the afternoons of each working day.

Any inspection that fails will be subject to a re-inspection fee of \$50.00, and the re-inspection must be called in upon correction of deficient issues.

Certificate of Occupancy will not be signed until all outstanding fees are collected and all finals are passed.

The above list is not all inclusive of every situation, nor will every situation require every last inspection referenced.

Contractors/sub-contractors are expected to have sufficient knowledge of all required inspections and are responsible to see that inspections are requested prior to cover ups. They will be accountable to remediate any situation that may arise due to missing an inspection.