



**YOU SHALL HAVE YOUR BUILDING PERMIT NUMBER TO REQUEST AN INSPECTION**

INSPECTION REQUEST LINE 804-693-2744

Inspection requests are taken from 8:00 a.m. to 4:00 p.m. & 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 113.3)**

1. **Footings**- After digging is complete & bulkheads, reinforcement & metal grade stakes are set but before any concrete placed/poured.  
**NOTE: CONCRETE ENCASED (UGGER) GROUND:** A minimum of a #4 solid copper grounding electrode conductor attached to the steel re-enforcement in the footing & terminated in the electrical service panel is required whenever steel re-enforcement is present.
2. **Projection/Foundation**- Before floor joist system is in place or any back filling.  
**NOTE in floodplain areas:** An *under-construction elevation certificate* (top of block) is required to be obtained & submitted to this office prior to the foundation inspection.

**E-911 ADDRESS ASSIGNMENT. E911 address will be automatically assigned once foundation is complete.**

3. **Slab (house, garage, porch, raised slabs)**- After electrical, plumbing, & mechanical slab inspections approved & after all vapor retarding materials, reinforcement & required insulation is in place but before any concrete placed/poured.
4. **Basement/Foundation**- After completion, including any required parging, damp proofing or water proofing & drainage systems, but before backfilling.
5. **Floor-joist**- After joist system is in place, before the installation of any sub-flooring system.

**NOTE SITE PLAN:** A site plan prepared by a licensed architect, engineer, or surveyor, shall be submitted to this office prior to the floor-joist inspection if not previously submitted with the building plans.

6. **Fireplace**- Masonry fireplace throat inspection at the time the first flue liner is placed.
7. **Exterior Framing**- Windows & doors are flashed.

**CLOSED 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 & electrical equipment installation, but prior to covering or concealment & prior to installation of any insulation. You may request an **EARLY METER RELEASE** at this time with one GFI protected receptacle.

9. **Plumbing rough-in** – Water (Distribution & Service) & (Drain waste & Vent) “DWV” systems shall be installed & tested before any concealment. (Minimum test 100 psi distribution & service lines – 10 foot water column on DWV).
10. **Mechanical rough-in**- When interior equipment installed, vented, all supply & exhaust duct work complete, gas lines, in place before any concealment. (Gas line minimum test 15 psi or half the gauge).
11. **Interior Framing**- After all electrical, plumbing, gas, and mechanical rough-ins are approved.

**NOTE: Siding or other approved exterior coverings shall be installed prior to the INSULATION INSPECTION**

12. **Insulation**- After all rough-ins have been approved but before any concealing materials are placed (blown in & exposed floor joist insulation can be inspected on final).
13. **Electrical Meter**- After electrical fixtures, devices, appliance's, & equipment have been set.

**NOTE in floodplain areas:** A *finished construction elevation certificate* is required to be obtained & submitted to this office prior to the final inspections.

14. **Electrical Final**- Conducted after electrical meter is set & all circuits are ready for test.
15. **Plumbing Final**- After all fixture installations, water service on lines & 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 & tested. All sources of ignition elevated 18 inches above the garage floor.
17. **Final Building**- Conducted after building is complete, electrical, plumbing, & mechanical finals are approved, house numbers posted & ready for occupancy. **Before requesting CO, this office must have a copy of the operation permit from the Gloucester County Health Department, Blower Door Testing, approved Erosion & Sediment final inspection or posting of surety with the County.**