



Job Address: \_\_\_\_\_

## **INSPECTION REQUIREMENTS**

- JOB SITE ADDRESS** that is visible from the street and posted during entire construction project.
- JOB PLACARD POSTED IN PLAIN SIGHT**
- APPROVED JOB COPY. CONSTRUCTION DOCUMENTS MUST BE AVAILABLE ON ALL JOBS FOR ALL INSPECTIONS.** If approved construction documents are not on the job site, a re-inspection must be scheduled – **PLEASE NOTE A RE-INSPECTION FEE WILL BE ASSESSED.**
- RE-INSPECTION FEES** – A re-inspection fee will be charged when the inspector must return to the job site that was not ready, building was locked and inspector could not gain access, approved construction documents not on site, and / or had failed a previous inspection. Fee must be paid prior to scheduling final inspection, or if two (2) fees are assessed on a project, fees are due before the next inspection is scheduled.
- SCHEDULING INSPECTIONS** – Minimum of Twenty-four (24) hour notice is required for **all inspections**. Inspection requests must be received by 3:00 p.m. for inspection the next day. You can call the day of your inspection, between 8:15 a.m. – 9:00 a.m. for an approximate inspection time.  
**NOTE:** Fire Department inspections do not supersede or negate the need for Building Department inspections. The contractor / owner must coordinate with the Building Department and the Fire Department to ensure both entities have completed their respective / required inspections.
- FOOTING / PADS / PILING / POST HOLE INSPECTIONS:**
  - \* Upon completion of footing forms, reinforcement, etc. and **BEFORE PLACING CONCRETE** schedule a pre-pour inspection.
  - \* A minimum of a **ONE HOUR** window is required when scheduling for inspection.
- FOUNDATION INSPECTION:**
  - \* Upon completion of water proofing and drain proofing, drain tile with stone in place, and prior to backfilling.
- UNDERGROUND PLUMBING, SANITARY INSPECTION:**
  - \* After complete installation of all underground plumbing & sanitary systems components. **Note: Exposure of pipe sleeve and entire building drain and branches must be visible inside and outside of the exterior wall and have full continuous support upon a bed of clean fill (i.e. stone, gravel or sand). The entire underground system must be under test with either an air pressure test (if permitted by the manufacture of the piping) with 5 psi of air for 15 min., 10' head of water if water tested or vacuum test with a -2 vac for 15 min.**

**UNDERGROUND ELECTRIC, MECHANICAL, GAS PIPING, Etc. INSPECTION:**

- \* After complete underground installations of all electrical conduit, ductwork, hydronic piping, fuel gas piping. **Note: for electrical conduit and gas piping installations it is only necessary to leave three feet of each end of the trench open for inspection; on connections over 100 feet in length the middle portion of the trench will also need to be left open for inspection.**

**UNDER SLAB UTILITIES INSPECTION:**

- \* After all service equipment, conduit, piping accessories and other ancillary equipment items are in place, but **BEFORE PLACING ANY CONCRETE OR INSTALLING ANY FLOOR SHEATHING, INCLUDING THE SUB FLOOR** schedule a pre-pour and / or pre-sheathing inspection.
- \* A minimum of a **ONE HOUR** window is required when scheduling for inspection.

**CONCRETE SLAB:**

- \* Upon completion of insulation, vapor barriers, mesh, re-enforcement, isolation joint, etc. but **BEFORE INSTALLING CONCRETE** schedule a pre-pour inspection

**ROUGH-IN INSPECTIONS:**

- \* **All additional permits must be on file (electrical, mechanical, plumbing, gas piping, etc.)**  
Rough-in inspection compliance approval for framing / structure, electrical, mechanical, plumbing, gas piping, pre-fabricated fireplaces and any other essential components relevant to the overall construction in any area, is required before concealment.

**In addition to the approved construction documents, the following items listed below must be on site for the framing inspection:**

- Roof truss design drawings (depiction of each individual truss), and the truss layout drawing.
- Manufacturer instructions for:
  - Factory made fireplaces (prefab)
  - Corrugated stainless steel tubing (CSST)
  - (Manufacturer's instructions for other equipment or appliances as required)
- **ELECTRICAL:** Complete electrical rough-in with all splicing in boxes ready to receive devices.
- **MECHANICAL:** Complete mechanical installations including all ductwork, fuel gas piping equipment and electrical connections. Heat pipes in concrete slab to be inspected prior to pouring concrete.
- **PLUMBING:** Complete plumbing installations including all waste, vent, drain, water distribution.  
**Note - The entire waste/vent/drain system must be under test with either an air pressure test (if permitted by the manufacture of the piping) with 5 psi of air for 15 min., 10' head of water if water tested or vacuum test with a -2 vac for 15 min.**

**MASONRY FIREPLACE INSPECTION:**

- \* To be inspected at the top of smoke chamber when first flue tile is set and smoke chamber parged.

**ENERGY EFFICIENCY – INSULATION INSPECTION:**

- \* After all rough inspections and any other work that may be concealed have been inspected for compliance.
- \* Insulation is completely installed but prior to placement of any drywall or other covering.
- \* Inspections shall include, but not limited to, inspections for envelope insulation R and U value, fenestration U value, duct system R value, and HVAC and water heating equipment efficiency.

**FIRE RESISTANCE RATED CONSTRUCTION INSPECTIONS:**

- \* Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected for compliance.
- \* After all wallboard is installed and before wallboard joints and fasteners are taped and finished.

**ELECTRICAL SERVICE INSPECTION:** (Temporary or Permanent. Please provide work order number)

- \* **Temporary Power Pole** – prior to utility company hook up.
- \* **Permanent Electrical Service** – When main panel is installed and grounding is complete with cover off prior to utility company hook up.
- \* **Service Underground** – When wire / feeder, direct burial warning ribbon and conduit (if required) has been installed. **Note: it is only necessary to leave three feet of each end of the trench open for inspection; on runs over 100 feet in length the middle portion of the trench will also need to be left open for inspection.**
- \* **Approval** is emailed the next business day to the utility company. The electrical contractor/owner is responsible for scheduling hook up with the appropriate utility company

**DEMOLITION INSPECTION:**

- \* **Final inspection** – A final inspection is required after all demolition debris, driveway (if applicable) and any other materials from the structure have been removed and all areas disturbed by the demolition are reseeded and prepared for new grass growth.

**FINAL INSPECTION:**

- \* A final inspection and approval is required upon completion and approval of all phases of any construction **prior to occupancy**. Note: On the final inspection, the covers of all electrical panels must be removed.
- \* **Final Plumbing** – Drainage and Vent Final Test. Water may be added to a water closet bowl or trap tailpiece extension until the water level is at least one inch higher than the original trap seal. Per 2024 OPC section 312.4 & 312.4.2:  
For Non Residential / Commercial plumbing installations a final water column test is required if any of the following conditions exist
  1. New installation more than 5000 sq feet in combined floor area
  2. More than one story of construction
  3. More than two plumbing areas (bathroom groups, kitchen, laundry room etc.)**Exception:** Installation(s) that are connecting to existing waste and vent systems that the new installation is not able to be isolated for testing will not be required to have a final water column test.
- \* **Fuel Piping** – All fuel piping installations must have a fuel piping pressure acceptance test certificate submitted to and approved by the Lake County Building Department. See required Acceptance Test Information.
- \* **Energy Efficiency** - All required energy efficiency verification and test reports (visual inspection, duct leakage test, blower door test, etc.) must be submitted and approved by the Lake County Building Department.
- \* **Final Grading** – Contact your local jurisdiction’s engineer to request a final grading inspection/approval. If in a township, contact the Lake County Engineer’s office (440-350-2770); otherwise contact your local city or village engineer.
- \* **Special Inspections** – All Special Inspection Reports (OB Section 1704) must be submitted and approved to the Lake County Building Department before a final inspection can be scheduled.

**□ REQUIRED ACCEPTANCE TESTS:**

- Fuel Piping Installations** – Prior to acceptance and initial operation, fuel piping shall be inspected and pressure tested to determine that the materials, design, fabrication and installation practices comply with the requirements of this code. All fuel piping Installations must have a **Fuel Piping Pressure Acceptance Test Certificate** submitted to and approved by the Lake County Building Department. (OBC 109.9, RCO 108.2.9)
  
- For residential projects: **Building Envelope Tightness Test Verification Form** (Blower Door) and the **Duct Tightness Test Verification Form** when required.

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- Automatic Sprinkler System**- After scheduling tests with the local fire department notify the Lake County Building Department of the date and time of the test and provide Sprinkler Acceptance Test Certificate as required by OBC 901.5 and NFPA 13.
  
- Fire Alarm Systems** – Upon completion of the installation of the alarm notification appliances and circuits, alarm-initiating devices and circuits, supervisory-signal initiating devices and circuits, signaling line circuits, and primary and secondary power supplies shall be tested in accordance with NFPA 72.
  - After scheduling tests with the local fire department, notify the Lake County Building Department of the date and time of the test.
  - Provide Acceptance Test Certificate as required by OBC 901.5
  
- Automatic Fire-Extinguishing System** – including commercial hood and duct systems, commercial cooking systems, foam systems, Halon systems, clean agent systems, carbon dioxide

**CONFIRMATION OF APPROVALS REQUIRED TO ISSUE A CERTIFICATE OF OCCUPANCY**

- **Final inspection** by Lake County Building Department
- **Final Grade/Drainage Inspection Form** from the Lake County Engineers' office or the jurisdiction city/village engineer final grade/drainage inspection form.

**ADDITIONAL, PARTIAL, AFTER/BEFORE HOURS OR WEEKEND INSPECTIONS**  
**(Based on inspector availability)**

In the event an additional, partial, after hour or weekend inspection is needed to keep the project moving it can be provided for an additional fee. See fee sheet or call for more information.

Such Inspections would be:

- Additional or partial inspection during regular business hours.
  - Example – partial footer & partial rough inspections.
- Additional, partial, after / before hour weekday inspection. (7:00 am – 8:00 am, 4:30 pm – 5:30 pm)
- Additional, partial weekend and before 7:00 am or after 5:30 inspection.
- Fees to be paid for prior to inspections

**CERTIFICATE OF OCCUPANCY COPIES**

Contact the Lake County Building Department to request a certificate of occupancy.