

Commercial Building Inspection Checklist

1. Setback

A Setback Inspection is performed with all batter boards in place and property lines properly marked with pull strings. Finished Floor Elevation may be certified at this time if required.

2. Rough Plumb

A Rough Plumb Inspection is performed when all below grade sewerage and water supply lines are in place that will be covered by concrete or other hard surfaces of the building. It is not required that the sewer be fully tied in for service at this inspection.

3. Foundation

A Foundation Inspection occurs when all footings have been dug, any required spray treatments have been applied, a vapor barrier has been installed, and all foundation reinforcement materials have been put in place. It is to occur before any concrete, floor joist, piers, girders, and/or subflooring is installed for the building foundation. Finished Floor Elevation must be certified at this time if required.

4. In-Wall

An In-Wall Inspection is a multipart inspection that occurs when the following items are completed.

- A. Framing of all walls is complete.
- B. All in wall electrical is in place.
- C. All in wall plumbing is in place.
- D. All in wall mechanical is in place.
- E. All in wall fuel and/or gas is in place.

This inspection typically occurs when the building is in a “dry-in” stage, when all exterior work of a building is completed, and the interior is protected from the weather elements.

5. Above Ceiling

An Above Ceiling Inspection is a multipart inspection that occurs when the following items are completed.

- A. All above ceiling electrical is in place.
- B. All above ceiling plumbing is in place.
- C. All above ceiling mechanical is in place.
- D. All above ceiling fuel and/or gas is in place.

This inspection typically occurs when the building is in a “dry-in” stage, when all exterior work of a building is completed, and the interior is protected from the weather elements.

6. Gas

A Gas Inspection is a two-part inspection process. When the main trunk lines are put in place, and before any appliances are connected, a pressure test of 15 psi is to be held for a minimum of ten

(10) minutes. Once the trunk inspection passes, a second test is to be performed at 5 psi for a minimum of ten (10) minutes with all appliances installed. Upon passing this inspection, an approved sticker will be placed on the tested gas line and the gas permit will be released to the appropriate service provider so a gas meter may be set on the permitted line.

7. Electrical Final

An Electrical Final Inspection occurs when all In-Wall and Above Ceiling electrical has been completed. All branches are to be properly terminated by an outlet or electrical device, or by separated and wire nutted terminations that will prevent electrical shock of any person. Upon passing this inspection, an approved sticker will be placed on the appropriate meter base and the electrical permit will be released to the appropriate service provider so an electrical meter may be installed for the permitted area.

8. Final

A Final Inspection occurs when all previous inspections have been passed and all permitted work has been completed. If the building is in a flood zone, the certificate of elevation is to be submitted before a final inspection is to take place.

9. Site Plan

A Site Plan Inspection is performed to verify all elements of a site were completed according to the Board of Aldermen approved site plan. This includes building architecture, parking lots, lighting, drainage, landscaping, and any additional elements of an approved site plan. This inspection typically occurs at the same time as the building Final Inspection.

Notes:

1. A Building Shell Certificate of Occupancy will not be issued until all inspections have been completed and passed.
2. No Certificate of Occupancy shall be issued until the Fire Marshall has completed all required inspections and issued a letter of completion to the Building Official.
3. The required inspections may vary depending upon the permitted project to be completed.
4. Individual build outs within a building shell may be permitted for construction upon completion of the building shell in-wall and above ceiling inspections.
5. Individual build outs within a building shell shall not be issued a Certificate of Occupancy until the building shell and site are completed and have a valid Certificate of Occupancy issued.
6. The building official is authorized to issue a certificate of occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The building official shall set a final date by which all work is to be completed. If work is not completed on or before the final date, the electrical permit for a site may be revoked.

BUILDING PERMIT NO.

City Hall: (769) 567-2306

INSPECTIONS:

	APPROVED	REJECTED	DATE	REINSPECTED/ DATE
SET BACK				
ROUGH PLUMB				
FOUNDATION				
IN-WALL				
ABOVE CEILING				
GAS				
ELECTRICAL FINAL				
FINAL				
SITE PLAN				

