

	City of Casa Grande Development Center Policies & Procedures	Effective Date: July 1, 2016
	Title:	Date Reviewed: July 1, 2016
	Typical Required Inspections	Department of Primary Responsibility: Building Safety
		Policy Number: B - GP - 012 - 2016

Inspection Requests: It shall be the duty of the property owner or their authorized agent to notify the City at 520-421-8684 or 520-421-8630 that the structure is ready for an inspection for each of the following items. Work shall not proceed beyond the point indicated in each successive inspection until such work is released in writing. Any portion that does not comply at the time of the initial inspection requires a re-inspection and shall not be covered or concealed until released in writing. The plans stamped “*reviewed for code compliance*” must be on site. **NO PLANS = NO INSPECTION**

The City does not make appointments for inspections. We will, when possible, move inspections earlier or later in the day. This will depend on the number of inspections called in and the route required to perform the inspections that day. Inspectors plan their route to minimize travel between inspections.

Each inspection is a separate inspection and typically completed in the following order.

1. **Temporary Construction Power** – Made after the site is ready for temporary construction power. The pole or SES is set, properly grounded, weather tight, GFCI receptacles are installed, and ready for the meter to be set. Typically permitted separately.
2. **Footing** – Made after trenches are excavated and clean, the reinforcing steel is in place, forms erected, and prior to the placing of concrete. If you are using **ANY** fill, you must have a Soils Report showing proper installation and compaction of the fill per IRC Section R401.2 or IBC Section 1803.5.
3. **Foundation (Stem) Wall Inspection** – Shall be made after footing is poured, the reinforcing steel is in place, forms erected, and prior to the placing of concrete.
4. **Underground Inspections** – Shall be made after trenches or ditches are excavated, and
 - **Electrical** - Conduit or Cable is installed, properly bedded and without backfill;
 - **Mechanical** – Underground duct is installed, properly bedded, and without backfill;
 - **Plumbing** – Water, Drain, and Gas piping is installed, properly bedded, under test, and without backfill.
5. **Pre-slab (pre-floor) Inspection** – Shall be made after the base, vapor barrier (if used), reinforcing, forms, etc. are complete and prior to placing of concrete. (Can combine footing/turn down and slab for a monolithic pour)
6. **Exterior Sheathing Inspection (Strap & Shear and Gyp)** – Shall be made prior to concealment of the exterior sheathing, fasteners and braced wall panels by any covering.
7. **Moisture Barrier Inspection** – (IF USED) Inspection of the water-restive barrier, membranes, flashings, and any other moisture barrier systems shall be made prior to the installation of the exterior finishing materials and before any rough trades are installed in the structure.
8. **Rough and Framing Inspection** – Inspection of the structure shall be made after the roof is loaded, all framing, fire stopping, exterior sheathing, draft stopping, bracing and fasteners are in place. The Rough Inspection of plumbing, mechanical, gas, and electrical systems shall be made **PRIOR** to covering or concealment, with systems under required tests.
9. **Insulation Inspection** – The inspection of the building insulation shall be made prior to covering or concealing the insulation from view.
10. **Drywall Inspection** – The inspection of the dry wall installation shall be made prior to mudding the wall.
11. **Meters Inspection** (Temp to Perm) – Made after all equipment, electrical devices, etc. are in place, under any required tests, and the structure is ready for power and gas. This is for the **TEMPORARY** connection of permanent utilities to allow testing of the various systems. A temporary power letter is required.
12. **Final Inspections** – Shall be made after the building is complete, all systems are tested & operating, the site is stabilized & landscaped per plans, and the structure is code compliant & ready for occupancy.

Remember:

- A. Permits must be issued before starting work or requesting inspections.
- B. Permit card(s), correction notices, and reviewed plans must be on the job-site. The site address and lot/suite number must be visible from the street.
- C. If the job is not ready for inspection or any item in “B” is missing, the inspector will **NOT** do the inspection and will leave notice on site stating, “**NOT READY FOR INSPECTION**”, with the reason(s) for stopping the inspection. When an inspection is stopped the list of violations **is not complete**. *You must call to schedule a re-inspection after making sure the structure is ready for inspection and the required documents are on site.*
- D. **This is not a complete list of inspections.** It is rather the most common inspections performed on a structure. The exact nature and complexity of **your** job will determine the inspections needed. Please call the Development Center if there are questions about inspections.