

Rough Checklist

BASEMENT

Address _____ Permit No. _____ Date _____ Inspector _____

Have the structure's file been checked for all needed permits / needed paper work such as truss schematics before scheduling this inspection ? _____

Have the plans been checked and reviewed before starting this inspection ? _____

Have the footing and backfill inspections been approved ? Including the underslab hydro relief piping through the footing and connected to the exterior footing drains with a tee. The required water proofing hydro relief membrane and sealant applied with the drain membrane overlapping into the stone and piping of the footing drain. Keep the footing drain piping and the roof leader drains completely separated all the way to the approved point of discharge.

1. Are stairs to code for riser height, tread depth, headroom, handrails and guard rails? _____
2. Is there a smoke detector in basement at the bottom of the stairs? _____
3. Are all snap-tie holes plugged? _____
4. Is there any lumber required to be pressure treated? _____
5. Is there a crawl space and is it ventilated and have code required access? _____
6. Is there any mechanical equipment in the crawl space? _____
7. If yes, is there a light and service outlet? _____
8. Does all dimension lumber have proper grade stamp? _____
9. Check all floor joists, etc., for drilling and notching requirements. _____
10. Check all dimension lumber and engineered lumber for nailing pattern. _____
11. Check all sizes of girders and lally spacing. _____
12. Is bridging required? _____
13. Are all concentrated load bearing points followed through under jacks, posts, columns _____
14. Are any stud walls required to be 2" by 6"? _____
15. Any micro-lams or lvl's? Have design calcs. been submitted? _____
16. Any steel I beams? Have structural engineer's sign-off been submitted? _____
17. Any TJI joists? Has layout been submitted? _____
18. Are girder splices located above lallys? _____
19. Are all headers sized properly? _____
20. Are joist hangers required anywhere? _____
21. Are sills sealed? _____ Are shims placed and type approved? _____
22. Is basement ceiling height to code? ___Has extra support been added under the two story foyer walls ? _____
23. What is the height below any beams or ducts? _____
24. Any areas where draftstopping or firestopping may be required? _____
25. Check all ductwork for size and support. _____ And Electrically bonded _____
26. Will furnace, boiler or water require combustion air? _____
27. Are required chimney cleanouts installed properly? _____
28. Are all hearth forms removed? _____ Has at least tripled joists been added under the outer corners of the overhanging bay windows ? _____
29. Are equipment disconnects located and installed properly? _____
30. Have all clearances to combustibles been met at fireplaces, chimneys, furnaces, water heaters? _____
31. Are all appliances vented properly? _____ Vents sized properly? _____
32. Has gas piping been pressure tested and test letter submitted ? _____
33. Are oil lines protected? _____
34. Oil tank(s) installed to code ? vent size ? location ? fire valve ? filter ? _____
35. All plumbing piping sized, sloped and hung properly? All fixtures vented properly? _____
36. Is wet venting to code if applicable? _____ Cleanouts installed and located per code? _____
37. Is test on dwv and water lines? _____ Air or water? _____
38. Are bathtub drains firestopped? _____ Type of material? _____
40. Any piping requiring insulation? _____

Rough Checklist

FIRST FLOOR

Address _____ Permit No. _____ Date _____ Inspector _____

41. One gfci outlet minimum in basement? _____
 - A. Service inspection completed? _____ Circuits balanced evenly proportioned _____
 - B. Is there a switch at this level for lights? _____
 - C. Are supply and return ducts insulated ? _____
 - D. Are boiler heat pipes insulated ? _____
 - E. All uncovered insulation in the basement shall have the paper removed or be covered with F S 25 foil paper _____
42. Does lumber have proper grade marks? _____
43. Single or double top plates? _____ Spacing of studs in interior and exterior walls? _____
44. Check all nailing patterns on all lumber and sheathing. _____
45. Are all headers sized properly? _____
46. Any truss construction? _____ Certification required (engineered schematics) _____
47. Any TJI's? _____ Was engineered layout submitted? _____
48. Any micro-lams, lvl's, para-lams, glu-lams, etc.? _____ Design calcs. submitted? _____
49. Is bridging required? _____
50. Check for drilling and notching requirements. _____
51. Check for clearances to comb. at all fireplaces, chimneys and flues. _____
52. Do bathroom exhaust fans vent directly to outside with proper materials ? _____
53. Do any locations require tempered glass? _____
54. Firestopping and draftstopping where required? _____
55. Is required means of egress door to code? _____
56. Check all stairways for code requirements. _____
57. Any winders? _____ Any spiral staircases? _____
58. Check all stairs and platforms for handrails and guardrails if required. _____
59. If bedrooms, check for egress window. _____ Smoke detector? _____
60. Check minimum width of hallways (3 feet). _____
61. Check for type and location of smoke detectors. _____
62. Ducts insulated where required? _____ Return duct vent location _____
63. Check for any vented decorative appliances, installed to code, listing, mfg's instruct. _____
64. Check for unvented decorative appliances must conform to ANSI Z21.11.1.2 _____
65. Are all hearth forms removed? _____
66. Are joist hangers required anywhere? _____
67. Size of exterior wall studs? _____ Is floor decking 3/4 " min. ? _____
68. Are there any structural ridges and are they posted properly? _____
69. Are there any cathedral ceilings? _____ Collar ties? _____ 1/3 the way up from top plate? _____
70. Are all roof areas vented properly? _____
71. All plumbing piping sloped, hung, sized properly? _____
72. All fixtures vented and wet vented properly if applicable? _____
73. Are bath tub drains firestopped? _____
74. Are there any island vents and done properly? _____
75. Access panel for whirlpool and bonded if necessary? _____
76. Any piping requiring insulation? _____
77. Are all outlets spaced properly? _____ Are high and low voltage conductors separate ? _____
78. Outlet in hall if required? _____
79. Are switches located per code? _____
80. Check all wire sizes. _____ Two small appliance circuits in kitchen? _____
81. Kitchen outlets located per code? _____ GFCI's where required? _____
 - A. Are GFCI's located on counters, peninsulas, and islands ? _____.
 - B. Kitchen GFCI circuits shall not serve the exterior required GFCI outlets _____.
 - C. Are All plumbing risers to be supported and sized per code _____.
 - D. The stair well of the basement shall be insulated ! _____

Rough Checklist

FIRST FLOOR CONTINUED

Address _____ Permit No. _____ Date _____ Inspector _____

- 82. Disconnect for dishwasher? _____
- 83. Range free standing receptacle required? _____ Electrical range to have 4 wire insulated ground _____
- 84. Washer and dryer receptacle accessible? _____ Is the clothes dryer vented per the manufacture's specs. ? _____
- 85. Smoke detectors located per code and ac/dc interconnected? _____
- 86. Check for I.C. cans where required. _____
- 87. Correct boxes for ceiling fans? _____
- 88. All splices made up, all grounds made up with Buchanans or Greenies? _____
- 89. Are metal boxes grounded? _____
- 90. Is whirlpool on GFCI on wall in sight ? _____
- 91. Ceiling lights at whirlpool or tub to code? _____

SECOND FLOOR

- 92. Check for firestopping and draftstopping where required. _____
- 93. Are there roof trusses? _____ Certification req'd. ___(schematics) _____
- 94. Are hurricane clips required? _____
- 95. Check rafter spans. _____ Strong backs _____
- 96. Do bathroom exhausts vent directly to the outside with proper materials? _____
- 97. Is tempered glass required anywhere? _____
- 98. Do bedrooms have egress windows and smoke detector? _____
- 99. Is there a continuous tie at ceiling joists and rafters? _____
- 100. Is roof area ventilated properly? _____
- 101. Check for clearances to combustibles at chimneys, fireplaces and firestopping of same. _____
- 102. Access panel for whirlpool? _____
- 103. Are electrical outlets spaced properly? _____ Anti scald shower faucet _____
- 104. Switch at top and bottom of stairs to illuminate stairs? _____
- 105. Recessed lighting AIR TIGHT I.C. cans are required. _____
- 106. Check spans of ceiling joists. _____ Are joist hangers required anywhere? _____
 - A. Light switch in hall for bedrooms without passing in front of stairs? _____
 - B. Hall outlet located properly? _____
 - C. Are bath room GFCI circuit 20 AMP. _____
 - D. Are the shower recessed light cover and fixture an approved for wet location _____
 - E. Are all heating return duct vents installed ? _____

ATTIC

- 107. Is mechanical equipment accessible? _____ Light and outlet if required? _____
- 108. Is ductwork insulated? _____ Supported properly? _____
- 109. Is plumbing vent through roof? _____ Terminated 12" above roof _____
- 110. Are condensate drains piped to code and drained properly? _____
- 111. Full stairs? _____ Pulldown hatch? _____ Access panel in ceiling? _____ Sized to code? _____
- 112. Will floor have to be raised to accommodate insulation? _____
 - A. Is the attic light switch located before entering? _____

Rough checklist

GARAGE

Address _____ Permit No. _____ Date _____ Inspector _____

113. All framing to code? _____ Headers at doors sized properly? _____ Supported? _____
114. Any appliances to be in garage? _____ 18" above floor to source of ignition? _____
115. Are appliances protected from impact? _____ Oil tank? _____ Protected? _____
116. Any piping required to be insulated? _____
117. Girder sized and supported properly? _____ strong backs _____
118. Is there a room above garage? _____
119. One gfci outlet in garage? _____
- A. Any chimney cleanouts, min. 18" above floor? _____
 - B. No floor drains shall be installed without grease and oil separator container installed _____
 - C. Can the power garage door opener's electric eyes be placed 4" > 6" off the floor per man. spec. ? _____

EXTERIOR

120. All exterior electrical boxes installed? _____
121. Outlet front and rear (gfci where required?) _____
122. House tyveked and sided? _____
123. Are chimneys completed? _____ Check 3 foot-2 foot-10 foot rule if done. _____
124. Has roof been completed? _____ Felt paper installed? _____
125. Has electrical service been inspected? _____ Installation to code? _____
- A. Foundation asbuilts submitted? _____
 - B. All permits for mechanicals? _____
 - C. Are all Drip caps metal or other corrosion resistive material _____
 - D. Is the deck flashing under the side wall shingles and over the ledger and under decking ? _____
 - E. Is the deck's ledger bolted enough ? _____ Have the decks footings been inspected ? _____

INSPECTION FORM FOR CERTIFICATE OF OCCUPANCY

Address _____ Permit No. _____ Date _____

GARAGE

1. Was plan checked? _____ Has the floor been pitched ? _____
2. Are all outlets gfci? _____
3. Are all rated walls and ceilings code compliant? _____
4. Is floor sloped properly? _____
5. Is there a 4-inch step-up if required? _____
6. Is separation door 1 3/4" solid wood or metal rated? _____
7. Is separation door 1 3/8" where required (no room above)? _____
8. Is door self-closing? _____
9. Is door trimmed? _____
10. Safety cables for overhead doors? _____ Power opener test? _____
11. Are handrails and guardrails required at stairs? _____
12. Is there room above garage? _____ Accessed from Garage? _____
13. Are there any appliances in garage? _____
14. Are they vented and protected properly? _____
15. Are they at least 18" above floor to flame or source of ignition? _____ Cleanout? _____
16. Is there an oil tank in garage? _____ Protected properly? _____
17. Are stud walls 2 x 6 where required? _____

BASEMENT

18. Plywood off hearth's bottom? _____ Firestops? _____
19. Are all girders and joist and framing members installed properly? _____
20. Is all insulation installed and protected properly including the basement stair well ? _____
21. Are all appliances installed and vented properly? _____ Service shutoffs? _____
22. Are all outlets gfci? _____
23. Is electric panel installed properly? _____ Labeled? _____
24. Is there a cold water bond? _____ Circuits balanced evenly proportioned _____
25. Is there a water filter? _____ bonding Jumper? _____
26. Single receptacles where required? _____
27. Plumbing cleanouts were required? _____
28. All plumbing hung properly? _____
29. All ductwork installed properly? _____ Recovery air? _____
30. Barometric dampers on all appliances? _____ Boiler Expansion Tank? _____ Backflow preventer _____
31. Relief valves discharged properly? _____ Pipe relief valve? _____
32. Oil lines protected? _____
33. Oil tank minimum 5 feet from flame of burner? _____
34. Oil tank fill and vent to code? _____
35. Oil tank has required gauge? _____ Fire valve? _____
36. If dual tanks, piped to code? _____
37. If any gas pipe, has it been tested? _____ Drip leg? _____
38. Is there a smoke detector at stairs base? _____ Test w/main elec off? _____ All sound? _____
39. Are required handrails and guardrails to code at stairs? _____
40. Are condensate lines from A/C units disposed of properly? _____
41. Do all appliances have required emergency switches (disconnects)? _____
42. Are stud walls 2 x 6 where required? _____ Foundation ties and holes sealed? _____
43. This level's light switch? _____
44. Hatch interior door? _____
45. Cook top venting? _____

A. All uncovered insulation in the basement shall have the paper removed or be covered with F S 25 foil paper _____

INSPECTION FORM FOR CERTIFICATE OF OCCUPANCY

Page 2

Address _____ Permit No. _____ Date _____

FIRST FLOOR

- 46. GFCI outlets where required in kitchen? _____ Stove ant tip? _____
- 47. Kitchen sink working? _____
- 48. Hot water at kitchen sink? _____
- 49. Dishwasher disconnect? _____ Screwed to counter ? _____ Discharged properly ? _____
- 50. Correct outlet spacing at counters? _____
- 51. Electrical outlets at island or peninsula? _____
- 52. All electrical wiring under counters protected? _____
- 53. Two 20 amp small appliance circuits? _____ Separate from the exterior GFCI outlets ? _____
- 54. Check all outlets with multi-tester? _____
- 55. Check if smoke detector is operable and AC/DC interconnected? _____
- 56. Are there any bedrooms on first floor? _____ Sub floor is min. 3/4" ? _____
- 57. If so, check smoke detectors and egress window? _____
- 58. Are there gfcI outlets at all lavatories? _____ Seal lentil? _____
- 59. Check all wood trim and Mantel at fireplaces for proper distances? _____ Hearth? _____
- 60. Elec outlet at all hallways of 10' or more in length? _____
- 61. Are all bath completed? ___ Vented ? _____ Is heat required ? _____ Is the GFCI 20 amp. ? _____
- 62. Is dryer vented properly? _____
- 63. Is required exit to code for stair risers? _____
- 64. Is required exit to code for handrails? _____
- 65. Is required exit to code for platform? _____
- 66. Is required exit to code for door size? _____
- 67. Is required exit to code for guardrails? _____
- 68. If gas fireplace, is it installed in accordance with it's listing? ___ Open damper? ___ Shutoff? _____
- 69. If gas stove, check for shut off valve? _____
- 70. Has Stove been checked for all clearances to combustibles and cabinets ? _____
- 71. Check for 3-way switch at bottom and top of stairs to 2nd floor? _____
- 72. Check for lights in closets (incandescent)? _____
- 73. Is there a fireplace fresh air vent ? _____
- 74. If decks, porches are not finished, check access door for safety? _____
- 75. Return air ducts? _____ Baseboard in rooms? _____ Bath? _____
 - A. Range free standing receptacle required? ___ Electrical range to have 4 wire insulated ground__

SECOND FLOOR

- 76. Check all bedrooms for operable AC/DC connected smoke detectors with power on and off ? _____
- 77. Check hall for smoke detectors? _____ Is floor min. 3/4" ? _____
- 78. Check for attic access? _____ Supports? _____
- 79. Check if elec outlet is required in hall? _____
- 80. Check all bedrooms for egress windows? _____
- 81. Check all outlets with multi-tester? _____ Anti scald shower faucet _____
- 82. Check for tempered glass at tubs and showers where required? _____
- 83. Check whirlpool bond and GFIC on wall in sight ? _____
- 84. Check for all outlets & lighting required to be gfcI protected at whirlpool? _____ Access to pump? _____
- 85. Check for one full bath in working order? _____
- 86. Check for any rooms that might be bedrooms? _____
- 87. Check closet lights? _____ Return air ducts? _____ Baseboards in rooms? _____ Bath? _____
 - A. Are doors installed, trim installed ? _____
 - B. Light switch in hall for bedrooms without passing in front of stairs? _____

INSPECTION FORM FOR CERTIFICATE OF OCCUPANCY

Page 3

Address _____ Permit No. _____ Date _____

ATTIC

- 88. Firestops at chases? _____
- 89. Is there any mechanical equipment in attic? _____
- 90. Check for service outlet? _____
- 91. Check for light? _____ switch? _____
- 92. Check for service access and work space platform ? _____
- 93. Check condensate drain for A/C unit (properly disposed)? _____
- 94. Is plumbing vent through roof? _____
- 95. Are ducts installed properly? _____
- 96. Are ducts insulated? _____
- 97. Are there any fuel-fired appliances in attic? _____ No single wall? _____
- 98. Has an insulated cover been placed over the attic pull down stairs ? _____
- 99. 3 x 3 platform at top of pull down stairs? _____ If walk up, all rails? _____ Smoke detector? _____
- 100. All plumbing vents tied in? _____
- 101. If any hot water heating coils in attic, are they antifreezed? _____
- 102. Is there a walkway and working space at mechanical equipment? _____
- 103. Proper insulation in ceiling? _____ Ventilation? _____

EXTERIOR

- 104. Are all stairs to code? _____ Does grade slope away from structure ? _____
- 105. Are all deck and porch handrails and guardrails to code? _____ Flashing? _____ Bolts? _____
- 106. Are all oil-fill and vents terminated to code? _____ Chalked and painted ? _____
- 107. Are all direct vent and power vented appliances terminated to code? _____
- 108. Are all exterior penetrations sealed? _____
- 109. Is all required exterior lighting installed? _____
- 110. Are condensers wired and completed? _____
- 111. Are condensers on pads? _____
- 112. If any LP gas tanks, are they code compliant? _____
- 113. Are there any steep drop-offs that might require guardrails at driveway per public works or protection of the well head needed from cars or snow plowing ? _____
- 114. Are there vacuum breakers (back flow preventer) at all (faucets) sillcocks? _____
- 115. Are there the required number of exterior outlets? _____ gfcis? _____
- 116. House numbers posted properly? _____
- 117. Are piping painted for protection? _____
- 118. Are metal drip caps used? _____
- 119. Is grade pitched away? _____
- 120. Is plumbing vents away from windows and opening skylights? _____ Above roof? _____
- 121. Is chimney flashed? _____ Cricket? _____ Chimney height & separation? _____
- 122. Have the footing and roof leader drains been piped separately to the required location and inspected per the public works department ? _____
- 123. Has the septic ejector pump and alarm been tested ? _____
- 124. Is the exterior electrical GFIC outlets been installed in the front and rear of the structure ? _____

INSPECTION FORM FOR CERTIFICATE OF OCCUPANCY

C.O. Checklist

Permit No. _____

Date: _____

Address _____

Basement:

1. **Panel Box**
 - A. Bonded, inside & outside with a green coded conductor _____
 - B. Marked / labeled _____
 - C. Wire Protection _____ Circuits balanced evenly proportioned
2. **Water Tank/Pumps**
 - A. Bonded _____
 - B. Safety Switch _____
3. **Crawl Space**
 - A. Vented/Access / Ceiling & pipes Insulated / Light & Switch _____
4. **Plumbing**
 - A. Sizing _____ NO mixing of materials _____
 - B. Clean-outs _____
 - C. Supports _____
5. **Basement Walls**
 - A. Inner Door at Hatchway with conditioned spaces _____
 - B. Insulation paper removed or covered with F S 25 foil / pipes and ducts insulated / ceiling and stair well insulated _____
 - C. GFI Outlet _____
 - D. Wall Ties removed and all holes sealed _____
6. **Girder/Size**
 - A. Girder seated _____ All blocking and posts under concentrate bearing points
 - B. Proper Spacing _____
 - C. Joist Spans _____
 - D. Joist Hangers _____
 - E. Bridging _____
 - F. Sills _____ bolted _____

Stairs/Door

1. Headroom _____ Insulation _____
2. Lights switched on all floors _____
3. Smoke Detectors @ bottom of basement stairs ___ tested with power on and off for AC/DC _____
4. Weatherstrip _____
5. Railings/Filled In under and ends of the 2-1/4" max grasping handrail returned typ
6. Step Height _____ Doors to the garage shall be fire rated and self closing _____

Furnace Area

1. Wiring _____
2. Check Valve w/Pipe _____
3. Safety Switch at All Units & Appliances _____
4. Furnace Switch at Top of Stairs _____
5. Backflow Preventer w/Pipe _____
6. Cement Thimble _____
7. Exhaust / Flue Pipes Screwed and strapped _____
8. Fire Valve on tanks and all appliances _____
9. Oil Lines Protected / installed oil filter _____
10. Condensation lines piped _____
11. Check for enough make up recovery air _____

Living Area

1. **Kitchen**
 - A. Sink Traps _____ Dish washer screwed to counter top and discharge piped
 - B. All kitchen counters, islands, peninsulas, need GFIC electrical outlets _____
 - C. Appliance-Safety Anti tip installed, Cook top vent system piped per specs
 - D. All clearances to cabinets meet _____
- Range free standing receptacle required / Electrical range 4 wire insulated ground

INSPECTION FORM FOR CERTIFICATE OF OCCUPANCY

C.O. Checklist

Permit No. _____

Date: _____

Address _____

2. Laundry Room
 - A. Washer Drain _____
 - B. Dryer Vent Outside, NO Vinyl used _____
 - C. Lighting _recessed / covered _____
3. Bathroom
 - A. Outlets 20 amp GFI for each sink basin _____
 - B. Traps _____ Safety glass at tub areas _____
 - C. Plumb Hookup _____ Anti scald shower faucet _____
 - D. Bath Vents Outside , NO Vinyl used _____
4. Whirlpool
 - A. On GFI on wall in sight not under the tub ! _____
 - B. Motor Access Panel and motor is bonded with green # 8 wire _____
5. All Living Areas
 - A. Electric Outlets ___ spacing _____ wired correct _____
 - B. Railings/Steps _____
 - C. Smoke Detectors _____
 - D. Egress Windows _____
 - E. Closet Lights recessed , covered florescent _____
6. Attic
 - A. Light Switch _____ hatch sized per code _____ Equipement electrical outlet _____
 - B. Insulation _____ insulated cover over pull down stairs _____
 - C. Vents, Plumb/Air _____
 - D. Collar Ties _____ Walk way, _____
7. Garage
 - A. GFI _____ oil tank protection / heater min. 18" off floor _____
 - B. Inside Doors fire rated self closing w/ Weather Strip _____
 - C. Sheetrock fire separation and there supports _____
 - D. 4" Safety Lip _____
 - E. Safety Cables on Springs _____ Power door opener 1-1/2" safety check and electrical eyes 4" > 6" off floor per man specs. _____ Outside
1. Decks
 - A. Grasping hand rails of 2-1/4" max. w/ ends returned or end at post
 - B. Joist-Spacing Spans _____ 36" min. guard rail _____
 - C. Joist Hangers _____ all holes filled with nails _____
 - D. Footings/Spacing _____
 - E. Girder Size _____
 - F. Angle Bracing _____
 - G. Anchors ___ Ledger bolted and flashing is ;under the siding and over the ledger and under the decking _____
 - H. Outlet GFI _____ POOL AND HOT TUB PROTECTION _____
 - I. Post the house numbers _____
2. Steps
 - A. Heights _____
 - B. Railings _____
 - C. Lighting _____
 - D. Concrete Pad _____
3. Oil Tank
 - A. Vented/Location/ painted _____ Chalked house wall _____ protect oil lines _____
 - B. Filler Cap _____ fire valve _____ filter installed _____

INSPECTION FORM FOR CERTIFICATE OF OCCUPANCY

C.O. Checklist

Permit No. _____

Date: _____

Address _____

4. Driveway
 - A. Apron _____ Post the house number _____
 - B. Pitch _____
 - C. Parking Platform _____
5. Roof
 - A. Flashing _____
 - B. Vents _____ Gutters are sized _____
6. Chimney
 - A. Footings _____
 - B. Hearth _____ Mantel / trim _____
 - C. Fire Box _____
 - D. Height _____
 - E. Clean-outs for furnaces _____ Air make up vent _____
 - F. Angle Iron/Face Brick sealed _____
7. Metal Fireplace
 - A. Clearances _____ Mantel / trim _____
 - B. Air Inlet _____
 - C. All Same Manufacturer _____
 - D. Chimney/Bends/Height/Ties _____
8.
 - A. Slope grade away from structure _____
 - B. Exterior faucet back flow preventers _____
 - C. All openings are chanked _____

Permits, Etc.

1. Zoning Compliance _____
2. Plot Plan / Asbuilt Survey _____
3. Zoning Enforcement Officer Sign Off _____
4. Fire Marshal Sign Off _____
5. Public works Engineer Signed Off _____
6. Inland / Wet lands Sign Off _____
7. Historic Sign Off _____
8. Septic Permit _____
9. Septic As-Built _____
10. Septic Pump and Alarm Electric Permit _____
11. Well Drillers Permit _____
12. Well Driller's Report _____
13. Well Water Test Report _____
14. Well Pump Permit _____
15. Well Pump Installer Report _____
16. Sanitarian Sign Off _____
17. Electrical Permit _____ Alarm Permit _____
18. Heat Permit _____ Heat Loss Calculations _____
19. Air Conditioning Permit _____ Heat Gain Calculations _____
20. Plumbing Permit _____ Gas Piping Permit _____ Gas Test Letter _____
21. Heating Appliances Make Up Recovery Air Form _____
22. Fireplace Mason's Form _____
23. Inground Oil Tank Permit _____ Propane Tank Permit _____
24. All Inspections Signed Off _____
25. Any Letters _____ Engineering Reports / Details _____ Truss Schematics _____
26. Building Official Sign-Off _____

INSPECTION SCHEDULE

- 1. Footing Inspection: Before pouring concrete , to include any underslab drains**
- 2. Foundation Inspection: After waterproofing & footing drains are installed, prior to backfilling.**

A CERTIFIED PLOT PLAN MUST BE FILED AT THIS TIME WITH THE BUILDING DEPARTMENT AND ONE IN THE PLANNING AND ZONING OFFICE.

- 3. Roughing Inspection: Rough framing, wiring, plumbing & heating, before interior walls & ceilings are insulated and sheetrock is applied.**
- 4. Electrical Service and Trench Inspection: Meter, panel, and service trench completion**
- 5. Gas Piping / Green Tag Inspection : After gas Test Letter submitted with pounds on gauge listed and left for witnessing at inspection**
- 6. Hearth Inspection: Before pouring concrete.**
- 7. First Flue Inspection: Before proceeding above smoke chamber.**
- 8. Insulation Inspection: After insulation has been installed.**
- 9. Final C.O. Inspection: When all work has been completed and all permits and documents are on file.**

ALL INSPECTIONS BY APPOINTMENT 24 WORKING HOURS IN ADVANCE.

CHECKLIST FOR RESIDENTIAL ELECTRICAL INSPECTION

The following checklist is provided for your use in the field. It is subject to any modifications or additions you may choose to complete. You should check the NEC for proper references and add them.

Good luck, and remember, your inspections are important and should be accomplished with one thought in mind--SAFETY!!

1. Familiarize yourself with the plans and layout.
2. Check for approved materials and equipment.
3. Number and location of receptacle outlets.
4. Proper strapping of cables or conduits, not damaged.
5. Workmanship--neat and workmanlike.
6. Proper size of conductors as to load and material.
7. Raceway capacities and derating where required.
8. Size of boxes, conductor fill.
9. Extension rings, raised covers, where required.
10. Location of distribution panel, size and support.
11. Feeders, sizes and installation.
12. Size and type of overcurrent devices per conductor size.
13. Type of conductor insulation re: ambient temperature.
14. Type of conductor insulation used in wet location.
15. Recessed air tight fixtures, spacing from combustibles, insulation, thermal protection and suitable splice box.
16. Outside receptacle installed and on GFCI at the front and rear of house and NOT on the kitchen circuit .
17. Bathroom and attached garage, receptacles on GFCI. Bathroom outlets shall be 20 amp circuit
18. Proper setting of boxes as to type of construction.
19. Location of switch, device, and receptacle boxes.
20. Cable clamps where required in device boxes.
21. Receptacle outlet installed behind gas range.
22. Outlet space requirements, countertops in kitchen.
23. Appliance branch circuits, kitchen and laundry.
24. Receptacle within six feet of washing machine (laundry).
25. Proper equipment grounding terminal/isolated in sub panel.
26. Lighting outlets as required at exterior entrances.
27. Switched receptacles or lighting outlets. The second floor hall switch from bedrooms shall be so not to pass an open stairs.
28. Lighting as required in attics or underfloor areas.
29. Location of bell/chime transformer not inside of panels.
30. Approved floor outlets where installed.
31. Location of switch for food waste disposer.
32. Access to junction boxes, attic or under house.
33. Unused or open knockouts sealed.
34. At least six inches of free conductor at all outlets.
35. All splicing complete, and neutral spliced on multiwire circuits.
36. Proper wire connectors used as splices.
37. Location of closet light, if installed recessed air tight IP/IC covered or florescent.
38. Protection of cables, at studs and joists kick plates installed.
39. Termination of bare equipment grounding conductors on metal boxes.
40. Conductors wrapped clockwise around device screws.
41. Proper polarity of fixtures and receptacles.
42. Identification of grounded conductors.
43. Accessibility of equipment requiring servicing.
44. Method of support of fixtures and equipment.
45. Circuits balanced evenly proportioned inside the service panel.
46. Same size grounding conductor in non-metallic cable.

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47. Number eight stranded in raceways with exception pools.
48. Material of ground clamp as to material of water pipe before soldered joint and bond jump the water meter.
49. Ground clamp properly installed and approved for under ground use.
50. Ground rod installation.
51. Sizes and types of grounding electrodes.
52. Main switch installed at service entrance.
53. Aluminum grounding electrode conductor not permitted within 18 inches of the earth.
54. Sheath of non-metallic cable not damaged.
55. No switching in grounded conductor.
56. Depth of conduit or cable buried in the ground.
57. Completed circuit directory (label panel).
58. Bonding jumpers where required (duct work, gas piping, water piping, etc.).
59. Proper weather head at service entrance, drip loop.
60. Cables run properly in attic areas.
61. Insulated bushings where required at conduit ends.
62. Check temperature rating requirements at fixtures.
63. Check tightness of all locknuts and couplings, connectors.
64. Grounding continuity of entire system.
65. Switches and receptacles installed properly.
66. Proper type and configuration of range, dryer receptacle using four wire insulated ground.
67. Conduits reamed, proper cutting die used at threads.
68. Boxes installed at all splices.
69. Boxes installed at lighting and receptacle outlets.
70. No concealed flexible cord above suspended ceilings.
71. Moulded cord caps and proper type and length of cord on garbage disposal and dishwasher.
72. Size and height of outside branch circuits.
73. Radius of bends on cables.
74. Size of conduit body used for splicing.
75. Lugs listed for aluminum or copper conductors.
76. Proper point of attachment for service drop.
77. Type "S" fuses installed where used.
78. No storage in electric equipment room.
79. No fuse in grounded conductor.
80. Service minimum of 3 wire 100 amperes.
81. Grounding electrode conductor not be smaller than number 8 copper.
82. Grounding electrode conductor connected to a metallic cold water pipe and other approved electrode with an approved ground clamp.
83. Service conduit adequately secured to building.
84. Connection to ground clamp accessible.
85. Service main disconnecting means.
86. All branch circuits, feeders, safety switches identified at panel directory.
87. Panelboard not installed in clothes closet or where obstructed.
88. All splices securely made up.
89. No switching in the neutral (grounded) conductor.
90. Nonmetallic sheathed cable shall have an equipment grounding conductor integral with the cable and of proper size.
91. Nonmetallic sheathed cable not run where subject to damage.
92. All cable systems secured properly.
93. Sufficient working space provided and maintained in the vicinity of service equipment and overcurrent devices.
94. Service drop clearances.

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- 95. No fuse in grounded conductor.**
- 96. Grounding electrode conductor to electrode connected to the supply side of service disconnecting means.**
- 97. A main bonding jumper installed at service equipment.**
- 98. Bonding bushings required at conduit or armor enclosing a grounding electrode conductor.**
- 99. Bonding jumpers required around concentric or eccentric knockouts at service equipment.**
- 100. Bonding conductor required at receptacle if not approved for use without one.**
- 101. No splicing permitted in grounding electrode conductor.**
- 102. Boxes required at splices.**
- 103. Proper fitting required where knob and tube wiring is reused in existing work.**
- 104. Grounded conductor in same raceway as unidentified conductors.**
- 105. Conductors minimum number 14 for copper.**
- 106. Cables and or conductors required to be identified voltage, type, trade name, size awg.**
- 107. Proper type, size and location AC disconnect.**