

BASIC INSPECTION INFORMATION for HOMEOWNERS and CONTRACTORS

All work for which a permit is required must obtain an inspection scheduled by the permit holder. Separate permits are required for electric, heating, air conditioning, plumbing, fireplaces and gas piping. Where applicable, all work shall be completed in accordance with plan approval.

Each permit type includes a predetermined number of inspection trips. Additional inspection trips may be necessary to complete your project. For information on purchasing inspection trips please call 614-645-6090, or visit our website at <https://citizenaccess.columbus.gov/citizenaccess/>

ORDER OF INSPECTIONS

- 1. Footing** - After excavation is completed and all reinforcement bars are installed (if applicable) but before concrete is placed.
- 2. Foundation** - After foundation wall is completed and anchor bolts, reinforcement (if applicable), waterproofing (if applicable), and drainage tile (if applicable) are installed but before backfilling of the wall.
- 3. Slab** - After all underground mechanical, electric and plumbing systems are inspected and approved and all insulation, vapor barrier and reinforcement (if applicable) are installed but before the placement of concrete.
- 4. Rough mechanical, electric and plumbing** - After the building or addition is water tight by the completion of the roof and siding and the installation of the windows and doors. Inspection type can be requested in any order.
- 5. Rough structural** - After all of the rough mechanical, electric and plumbing inspection approvals.
- 6. Insulation** - After all walls and ceilings are insulated, vapor barrier installed and fire blocking is completed.
- 7. Fire-resistance rated assemblies** - Where fire-resistance rated construction is required between dwelling units or due to location on the property, an inspection is required of the drywall before joints and fasteners are taped and finished.
- 8. Final mechanical, electric and plumbing** - Inspection type can be requested in any order.
- 9. Final structural** - The final inspection shall be made after all work required by the plan approval is completed.

TO SCHEDULE AN INSPECTION

Next day inspection requests must be received **NO LATER THAN 4:00 P.M.** the working day before the inspection is desired. Inspections may be requested by calling the 24-hour voicemail lines or fax request forms to the numbers listed below.

INSPECTION SCHEDULING LINES:

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|----------------------------------|---|---------------------|
| ➤ Electrical Inspection | Phone: (614) 645-8265 | Fax: (614) 645-2418 |
| ➤ HVAC/Mechanical Inspection | Phone: (614) 645-8138 | Fax: (614) 645-2424 |
| ➤ Plumbing Inspection | Phone: (614) 645-8355 | Fax: (614) 645-2430 |
| ➤ Structural Inspection | Phone: (614) 645-8235 | Fax: (614) 645-2433 |
| ➤ Cancel an Inspection | Phone: (614) 645-7847 | Fax: (614) 645-2099 |
| ➤ Witness Test (Fax ONLY) | | Fax: (614) 645-2434 |
| ➤ Online Inspection Request Form | http://www.columbus.gov/Inspection/ | |

For general inquiry, please contact us at (614) 645-5698

When requesting an inspection by phone, please indicate the trade, permit number, type of inspection, address, area of inspection, contact person and phone number. Inspection request forms are available and recommended when scheduling by fax. Forms can be obtained on our website at www.columbus.gov/bzs/ or by calling 614-645-5698. **Failure to cancel an inspection prior to an inspector's arrival on job site will result in the use of an inspection trip.**