All work for which a permit is required must obtain an inspection scheduled by the permit holder. Separate permits are required for mechanical (heating, air conditioning, fireplaces, and gas piping), electric, and plumbing. When 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 to purchase an inspection trip, visit our citizen access portal at ca.columbus.gov/CA/.

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, installation of anchor bolts, and if applicable: reinforcement, waterproofing, and drainage tile 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. These inspections 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 - These inspections 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.

REQUESTING AN INSPECTION

- Online: Columbus.gov/inspection
- Phone: (614) 645-8235
- Fax: (614) 645-2433
- Cancel or Reschedule: (614) 645-7847
- Life Safety Fax: (614) 645-2434 or BZSCFDInspectionRequests@columbus.gov
  *Fire Protection Inspection Request form must be submitted.

When requesting an inspection by phone, please indicate the permit number, type of inspection, address, area of inspection, contact person and phone number.

INSPECTION REQUEST DEADLINES

<table>
<thead>
<tr>
<th>TIME OF INSPECTION</th>
<th>REQUEST DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR BUSINESS HOURS</td>
<td>4:00 P.M. business day prior to day of inspection</td>
</tr>
<tr>
<td>WITNESS TEST</td>
<td>Per lead time specified in CIC 03</td>
</tr>
<tr>
<td>AFTER HOURS</td>
<td>2:00 P.M. Monday through Friday</td>
</tr>
</tbody>
</table>

Failure to cancel an inspection prior to an inspector’s arrival on the job site will result in the use of an inspection trip. After-hours cancellations must be received by 3:00 P.M. in order to avoid being charged for an inspection. For inspections scheduled for non-business days, the cancellation request must be received by 3:00 P.M. on the business day prior to the date of inspection.

For general questions related to inspection requests, contact us at (614) 645-5698.