



City of Columbus
Mayor Michael B. Coleman

Department of Building & Zoning Services

Scott Messer, Director

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Construction Industry Communication #41

From: Keith Wagenknecht, Chief Building Official
Columbus Dept. of Building & Zoning Services

Re: Inspection Procedures: Mechanical, Electrical & Plumbing Permits
(MEP) - Minor Limited Scope Work

Date: June 21, 2012

REVISED 07/07/2014

Memorandum:

In order to minimize problems with the Department of Building and Zoning Services (BZS) electrical, mechanical and plumbing inspectors gaining access to job sites for the purpose of conducting inspections as required by Columbus Building Code Chapter 4115, the following standard operating procedure for all inspection units will become effective immediately.

1. Trade permit is issued to contractor.
2. Contractor completes work.
3. Contractor to communicate with the customer and obtain an optimal time and date for the inspection to occur. (Inspections are performed Monday through Friday, except holidays – and an AM – (8:30 AM to 11:30 AM) or PM (12:00 PM to 3:30 PM) inspection time window);
4. Contractor notifies BZS inspection scheduling office when the work is ready for inspection, providing: permit number, job site address, customer's name and phone number for emergency purposes, e.g., an inspection timeframe delay, date, and time frame. (Inspection requests may be made by phone, e-mail or fax).
5. BZS scheduling staff will enter inspection request data as submitted by contractor.
6. Assigned inspector will call customer if directed to do so prior to performing inspection.
7. Assigned inspector will travel to site and perform inspection.
8. An additional inspection fee will be required if an inspector is unable to gain access to work performed or observes a code violation(s) necessitating an additional site visit.

Code references: Chapter 4115 of the Columbus Building Code, Sections 108.1 and 108.4 of the Ohio Building Code, and Sections 109.1 and 109.5 of the Residential Code of Ohio.