

Basic Inspection Information for Homeowners and Contractors

Address: 111 N Front Street, Columbus, Ohio 43215

Website: www.columbus.gov/bzs

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 614-645-7433, or to purchase an inspection trip, visit our citizen access portal at <https://portal.columbus.gov/Permits/>

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, electrical, and plumbing** - After the building or addition is watertight 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 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

Inspections Performed During Business Hours (8:30 a.m. to 3:30 p.m.); can be scheduled until midnight, for the next business day

- Online: www.columbus.gov/inspection
- Phone: (614) 645-8235

Inspections Performed After Hours (5:00 p.m. to 5:30 a.m. between business days)

- Online: <https://portal.columbus.gov/Permits/>
 - Must be received before 2:00 p.m. on the business day before the requested inspection date
 - May be charged a premium

Life Safety

- Email: BZSCFDInspectionRequests@columbus.gov or Fax: (614) 645-2434
 - Must submit Fire Protection Inspection Request form
 - Inspections scheduled per lead times in CIC 03

Cancel or Reschedule

- Online: Columbus.gov/ca or by Phone: (614)645-8235
 - Regular business day inspections can be cancelled any time before the inspector arrives
 - After hour inspections must be cancelled by 3:00 p.m. the business day of the inspection. Inspections performed on non-business days must be cancelled by 3:00 p.m. the business day prior to the date of inspection.
 - Failure to cancel an inspection as outlined above will result in the loss of an inspection trip

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