



## IT IS YOUR RESPONSIBILITY TO CALL FOR THE REQUIRED INSPECTIONS

**GENERAL INFORMATION:** The inspection process requires that City of Dayton inspectors observe and confirm the components of buildings, alterations, remodeling, or additions are being completed in accordance with the approved drawings and appropriate building code. Separate permits and inspections are required for the structure, electrical, plumbing, HVAC, gas piping, fire alarms, fire suppression, fire panels, and wrecking.

**GREEN PERMIT CARD AND APPROVED PLANS:** During the progress of the work and until final approval, the green permit card issued with the approved job site copy of the plans must be posted in a conspicuous place visible from the street. The “Job Site” copy of the approved plans and any approved copy of subsequent revisions must be maintained at the job site for viewing by the inspector.

**TIME LIMIT OF PERMITS:** Permits may be cancelled by the City if the authorized work remains uninitiated, postponed, abandoned, or a request for inspection is not made during any six-month period.

**GENERAL INSPECTION PROGRESSION:** The inspections progress in a sequence that allows all aspects of the construction to be viewed by the appropriate inspector. Failure to have a component inspected before it is no longer accessible or visible can result in additional inspection costs and the need to expose the component for inspection.

<u>Foundation excavation</u>	Call for the inspection to be made before the footings are poured. The trench or basement must be excavated and the forms and any reinforcing steel set in place.
<u>Waterproofing</u>	The inspection is made prior to backfilling when waterproofing is called for on the approved plans. The drain tile must be in-place for basements.
<u>Concrete Floors &amp; Slabs</u>	Inspection of any mechanical components that will be under the slab must be completed first, with approval tags available. Gravel, insulation, vapor barriers, and reinforcing steel must be in place for the concrete floor and slab inspection.
<u>Crawlspace</u>	The inspection is made when the floor joists are ready to be set and vapor barrier in place.
<u>Rough mechanical</u>	Electrical, plumbing and HVAC system components that will be hidden behind finished walls, floors, and ceilings are to be inspected prior to the framing inspection.
<u>Framing</u>	After the mechanical systems have been roughed-in and approved and building dried-in, the framing inspection is conducted.
<u>Energy Conservation</u>	Where insulation is called for on the approved plans, an inspection of the insulation must be made before the framing is covered.
<u>Final Inspections</u>	The electrical, plumbing, HVAC, and fire alarm/suppression systems must have been fully inspected and have tags showing final approval, before the final inspection for the building permit may be requested.

**FINAL APPROVAL AND CERTIFICATE OF USE AND OCCUPANCY:** A building can not be occupied for its intended purpose until the final inspection is completed and approval of the entire project is given. A Certificate of Use and Occupancy (CUO) may also be required prior to occupancy.

**CALLING TO SCHEDULE AN INSPECTION:** As provided in the Zoning Ordinance, the Residential Code of Ohio, and the Ohio Building code, certain inspections are required before final approval can be granted for the work authorized by a permit. The permit applicant or designated agent must call and request to be placed on the inspection schedule. Have the following information available when you call:

- The type of work for the inspection – see the listing of authorized work in the table, below.
- The Permit Number of the project.
- The street address of the project.
- The type of inspection, i.e., rough, framing, final, etc.

Below is a list of phone numbers to call, at least 24 hours in advance of the desired inspection, for the various building components:

PERMIT TYPE*	AUTHORIZED WORK	PHONE NUMBER
BLD, TNT, WRK, SGN	Structural, Tents, Wrecking, Sign foundations	333-3897
ELC	Electrical	333-3881
PLB, WAT, GAS, SWR	Plumbing, Water, Gas, Sewer	333-3892
MEC	Heating, Air Conditioning, Ventilation	333-3980
ZON, SGN	Zoning, Final Inspection of Signs	333-3887
FAS, FSP	Fire alarms, Fire suppression systems	333-3897

\* The permit type is the first three letters of the permit number.

The inspection will be scheduled for a specific day and you will be provided with the name and phone number of the person that will perform the inspection. On the day of the inspection, call the inspector between 7:00 and 7:30 AM to coordinate the time of day for the inspection.

Michael James – HVAC, Plumbing	333-3994	Ted Robinson - Structures	333-3988
Mike McCullah – Electrical	333-3999	Renee Snodgrass – Structures	333-3997
Matt Loree - Electrical	333-3933	Greg Smith – Fire Suppression and Alarms	333-3878
Chuck Ratliff - Plumbing	333-3995		

**SPECIALIZED INSPECTIONS:**

Tents – An inspection of the erected tent, ready for use, must be made prior to use. The Tent Permit Application contains additional details for permits and inspections.

Wrecking or Demolition – Typically, three inspections are required: 1) the open hole inspection to confirm all foundations have been removed and sewer laterals have been capped, 2) the fill inspection to confirm the material being used is acceptable and is being compacted appropriately, and 3) the final inspection after topsoil is graded and seeded.

Structural damage – An assessment inspection can be made by a City of Dayton inspector when a 1, 2 or 3-family dwelling has been damaged by fire, automobiles, or fallen trees. Damage to apartment buildings and all other commercial buildings must be assessed by a licensed professional.

Fireplaces and Wood-burning Stoves- A mechanical permit is required for all combustion appliances. Appliances must be listed and labeled for the application in which they are installed and used. For any appliance that is built partially into the structure, the installation must be inspected after the appliance is set with all framing exposed and prior to installation of the chimney.