

**City of Spencer  
Codes Department  
(931) 946-2351, Ext. 1**

## **BUILDING INSPECTION CHECKLIST**

The following is a list of items required to be completed for inspection at the respective noted stage of construction. Your project may or may not include all the listed inspections. If you are unsure as to what inspections should be called for, please call and discuss with your assigned inspector. To further assist in the inspection process and to avoid unnecessary delays please ensure that lot #/address is clearly marked on new construction lots/property throughout the duration of construction.

Inspection requests must be received by 3:00 p.m. on the day before it is needed. Inspections called in after 3:00 p.m. will be added to the inspectors schedule the second business day from the request. There will be no exceptions to this policy, so it is strongly suggested that you allow for this requirement in your construction scheduling process.

### **FOUNDATION INSPECTION**

- Port-a-Jon to be located onsite (within 300' of project)
- State mandated Erosion Control measures must be in place (i.e. gravel construction drive and silt fencing)

**\*The above items must be in place prior to inspection request of any kind. Failure to have these items in place will result in your inspection being turned down without exception.**

- Plumbing-in-slab inspection – DWV piping should be air/water tested and all piping should be exposed for inspection
- Footing (to include perimeter if slab-on-ground) should be dug beneath the frostline to **undisturbed** soils and be free of topsoil and vegetation.
- Footing – grade stakes and correctly supported steel reinforcement have been placed
- Slab-on-ground – Gravel fill in place, moisture barrier, thickened areas in floor clearly evident and have correctly supported steel reinforcement in place where required.
- Where applicable, Minimum Floor Elevations on monolithic slab construction should be submitted prior to this inspection.

### **FRAMING/ROUGH-IN INSPECTION**

**\*Note - If you are ready to apply exterior wall covering (i.e. siding, brick, hardiboard, etc.) prior to the interior being ready for framing inspection, you should call your inspector to schedule a separate inspection of the exterior prior to applying any wall covering.**

- Structure should be 'dried-in', i.e. roof covering applied, housewrap applied to all exterior sheathing, exterior doors and windows installed (sealed/caulked).
- Electrical wiring roughed in
- Plumbing roughed in with air/water test
- Concealed gas piping installed and pressure tested
- Location of HVAC vents marked or cut out
- Bathrooms exhaust vents installed and vented (secured) to outside
- Pre-insulation (sealing/caulking around windows, doors, between double plates, plates and floors on exterior walls and all penetrations in plates, floors and exterior walls)

- Air barrier applied to the unconditioned side of attic walls (regardless of height, incl. knee walls) Rafters in sloped ceiling areas furred where necessary to accommodate required insulation
- Exterior of foundation block wall damp-proofed from footing to projected exterior grade level using approved damp-proofing material
- Where applicable, Minimum Floor Elevation certificate is required prior to this inspection

### **ENERGY EFFICIENCY/INSULATION INSPECTION**

- Wall insulation installed
- HVAC ductwork installed, supported and taped per code
- HVAC return air intake framed and sealed
- Air baffles installed in sloped ceiling areas where necessary
- Air barriers at eaves
- Barrier above walls separating conditioned from unconditioned areas (i.e. porches, walls in attic area) to ensure full-depth blown insulation

### **FINAL INSPECTION**

- ALL applicable electrical final inspections (electrical, HVAC, Step) must be complete and passed
- Final Certificate of Completion of SSDS, Final Step Certificate or MWSD final inspection certification should be received by our office
- Blower Door and Duct Blast tests and certificate of testing received by our office
- Elevation Certificates (FEMA or Local) must be received and reviewed for compliance
- Any applicable engineered designs/reports/specifications requested by inspector
- Floor and attic insulation installed
- Energy Efficiency sticker placed inside electrical panel
- Yard to be final graded and approved erosion protection in place, i.e. seed and straw, sod, landscape matting
- Grade around perimeter of foundation wall to have sufficient fall (min 6" in 10') to direct water away from foundation
- All construction debris and materials removed from the site
- Ensure minimum culvert size per Engineering Dept. if applicable
- Project should be complete and ready for occupancy

**The above list may not be all inclusive or may vary depending on your project and scope of work. To ensure that the inspection process does not cause unnecessary and lengthy delays in your project, please go over this checklist carefully and contact your inspector with any questions or concerns you may have.**

**\*\*\* NOTE \*\*\***

**A FINAL BUILDING INSPECTION IS REQUIRED FOR ALL BUILDING PERMITS PRIOR TO USE OR OCCUPANCY.**

**2018 International Residential Code (as adopted by City of Spencer Board of Commissioners) states:**  
**R113.4 Violation penalties.** Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under

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