



# Inspection Stages

Construction shall be inspected in the following stages. Each stage must be completely inspected before continuing to the next stage. Depending on the scope of your permit some stages of construction may not apply. Generally speaking, whatever you add or alter must be inspected.

## Stage 1 | Preliminary Site Inspection (Presite Inspection)

If you are expanding a building footprint (an addition), placing equipment such as a ground mount solar system, doing an extensive remodel, or any other significant development, a presite inspection will be required. At this inspection the inspector takes pictures of the area to be developed and will address the following items.

- **Existing Structures** – The inspector will walk your parcel with your site plan to ensure all existing structures are indicated on the site plan with use and square footage of each structure indicated.
- **Streamside Management Areas (SMA) & Wetlands** – If streams or wetlands exist on your parcel you will need to show the setback distance around these features as a buffer area (see Site Plan Checklist). The inspector may verify the buffer areas shown on the site plan are accurate by measuring your SMA setback.
- **Flood Zone** – If a flood zone exists on your parcel you will need to show it on your site plan. Your inspector will verify that the flood zone is shown, and that existing and proposed structures are accurately shown as being inside or outside this zone.
- **Easements and the Right of Way** – Your inspector will verify that easements, such as PG&E utility easements, that exist on the parcel are shown on the site plan.
- **Slope** – Your inspector may look at the overall slope of the area to be developed and ensure it is properly indicated on the site plan.

After this inspection your inspector will review your submittal and may request additional documents and/or revisions to your site plan. Once corrections have been addressed (if any) then your inspector will move your application to plan check. Once approved by plan check and the other referral agencies you will be issued your building permit and you can begin digging your footings.

## Stage 2 | Foundation

Where a foundation system is added or altered the following inspections shall be scheduled. You may schedule them all at once or one at a time.

- **Setbacks** – We will verify that the setbacks described on your county approved site map match your development. You must be outside the setback distance from property lines, easements, streamside management areas, and rights of way. Your forms are required to be set prior to the setback inspection. If you cannot provide definitive proof you are outside setback areas you will be required to obtain a property survey from a qualified surveyor.
- **Footings** – We will verify that your footings match what is required on the soils report and building plans. This includes proper depth, width, quality of soil, and sediment and erosion control. A footing special inspection by the engineer on record may be required.
- **Forms** – We will verify that forms will produce a concrete foundation assembly described on the foundation plans and soils report. This includes verifying anchor bolts and stab bolts are in place or at least that the forms

are marked for setting the hardwire while the concrete is still wet. A UFER ground should be inspected at this stage if used.

- **Site Conditions** – We will ensure that all waste generated from construction has been disposed of per the Construction Waste Management Plan and sediment and erosion control measures have been established.
- **Underfloor Plumbing (Slab Only)** – We will verify that your drain-waste-venting system is assembled as per plans, wrapped where exposed to concrete, and can hold water pressure up to a 10ft head for at least 15 minutes.
- **Temporary Electric (Optional)** – It is optional to install a service panel before construction. A listed panel enclosure, a grounding electrode system, and a 20-amp GFCI protected outlet is required at minimum.

Once all inspections have been approved you will be ready to pour concrete and start framing your floor.

## Stage 3 | Floor

Where a floor system is added or altered the following inspections shall be scheduled. You may schedule them all at once or one at a time.

- **Foundation Framing** – We will verify that the floor framing matches what is described on your foundation plans. This includes everything before floor sheathing such as girders, joists, and required hardware. If you are developing new construction in the flood zone, we will require a second flood certification.
- **Underfloor Plumbing** – We will verify that your drain-waste-venting system is assembled as per plans and can hold water pressure up to a 10ft head for at least 15-minutes.

Once approved you will be ready to install floor sheathing, walls, the roof, rough-plumbing, rough-electrical, and rough-mechanical.

## Stage 4 | Rough-Out

Where a building's structural, electrical, mechanical, and/or plumbing systems are added or altered the following inspections shall be scheduled. You may schedule them all at once or one at a time.

- **Shear Nail** – We will verify that the nailing pattern of your exterior and interior shear wall matches what is shown on your shear wall schedule and structural calculations. We will also verify roof sheathing material, type of fasteners, and nail pattern
- **Holddowns** – We will verify type and location of holddowns installed match what is shown on the shear wall schedule and structural calculations.
- **Windows** – We will verify that windows are properly sized, insulated, and tempered per construction plans.
- **Rough Electric** – We will verify that the rough electrical matches your electrical plans. Overcurrent protection devices must be the only device connected, all electrical boxes must be mounted, the grounds must all be tied together, feeder/branch circuits must be landed in each panel enclosure, protective plates must be provided, and the grounding electrode system must be properly installed.
- **Initial Gas Line Test** – We will verify that the gas line will be able to hold 10 PSI or half the working pressure of the gauge used for 15 minutes. For example, if a 30lbs gauge is used than the gas lines must be pressured to 15lbs for 15 minutes. A second line test will be done after drywall.

- **Rough-Plumbing (Top-Out)** – We will verify that adequate venting is provided, proper installation of the drain-waste-venting system (DWV), protective plates are provided, and that the DWV and potable water system can hold water pressure for at least 15-minutes.
- **Rough-Sprinkler** – We will verify that the sprinkler system matches what is described on your sprinkler plans. This includes spacing, sizing, materials, pumps, and other devices.
- **Rough-Mechanical** – We will verify all ducting, flues, and mechanical appliances are installed per buildings plans and manufactures specifications. Once approved you will be ready to install insulation.
- **Rough-Framing** - We will verify that the framing matches approved framing plans, structural calculations, and truss calculations. The building official may require a structural certification at this inspection. This inspection is required to be inspected after all the rough electrical, mechanical, and plumbing systems have been installed.

Once approved you will be ready to install insulation.

## Stage 5 | Insulation

Where insulation is added or altered the following inspections shall be scheduled. You may schedule them all at once or one at a time.

- **Insulation** – We will verify that the insulation used meets the R-value required by your energy calculations. We will also ensure that insulation to be used as fire blocking is in place.
- **HERS Verifications** – Required HERS documentation will be requested by your inspector at final, however, if you haven't already you should contact your HERS rater for inspection at this time (only if required by your energy calculations).

Once approved you will be ready to install drywall.

## Stage 6 | Drywall

Where drywall is added or altered the following inspections shall be scheduled. You may schedule them all at once or one at a time.

- **Drywall** – We will verify that the correct size of drywall is used according to required fire assemblies and that they are fastened to framing members as per plans.
- **Gas Line Test** – We will verify that the gas line will be able to hold 10 PSI or half the working pressure of the gauge used for 15 minutes. For example, if a 30lbs gauge is used than the gas lines must be pressured to 15lbs for 15 minutes.

Once approved you will be ready to complete the construction through to final.

## Stage 7 | Final

To finalize your permit, you must call for the following inspections. You may schedule them all at once or one at a time.

- **Mechanical Final** – We will verify the functionality of all mechanical systems and ensure the absence of mechanical hazards. Your energy calculations may require a HERS Special Inspection at this time.

- **Plumbing Final** – We will verify functionality and efficiency of all plumbing fixtures and ensure the absence of plumbing hazards.
- **Electrical Final** – We will verify functionality of the electrical system, AFCI/GFCI protection, smoke/CO alarms, and absence of electrical hazards.
- **Building Final** – We will verify the safety of all structural and path of travel elements and ensure the absence of hazards
- **Exterior** – We will verify the exterior covering is watertight and free from hazards. This includes ensuring water will be shed away from the foundation and the correct installation of plumbing and flue terminations.
- **Sprinkler System** – We will verify that all escutcheon plates are installed on sprinkler heads, ensure the absence of hazards, and recheck spacing requirements.
- **Site Conditions** – We will ensure that all waste generated from construction has been disposed of per the Construction Waste Management Plan and sediment and erosion control measures have been established.
- **Accessibility** – If your site contains accessibility features (multifamily and commercial) we will check parking, accessible routes, and all other accessible features.

Once you have passed all inspections you may contact the building department to receive your certificate of occupancy.