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BUILDING DEPARTMENT

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INSPECTION SCHEDULE

Inspections required under the provisions of Village Ordinances shall be made by the Building Commissioner or his duly appointed assistants. The Building Commissioner may accept reports of inspection of recognized services, after investigation of their qualifications and reliability. No certificate called for by any provision of Ordinances shall be issued on such reports unless the same are in writing and signed and dated by a responsible officer of such service. No inspection will be conducted unless a permit is properly displayed. The following inspections as applicable to the approved permit are mandatory.

The owner, applicant or contractor is required to call the Building Department a minimum of 24 hours (one business day) in advance for the following inspections:

1. **EROSION CONTROL AND GRAVEL ACCESS:** Shall be inspected and approved before proceeding with any site work, construction grading, excavations or construction.
2. **FOOTING:** Before concrete is poured and after footing excavation has been completed and as required reinforcement is in place. Applies to both form and trenched footings.
3. **FOUNDATION WALL:** Before concrete is poured and after forms are installed and reinforcement is in place and all required protection measures are on site ready for application or installation.
4. **SPOTTED PLAT OF SURVEY:** After pouring the foundation, a spotted plat of survey showing the exact location of the foundation on the lot and U.S.G.S. top of foundation elevation shown at all corners and steps in the foundation shall be submitted and approved by the Building Commissioner. No framing on the foundation shall be permitted to occur prior to approval of the spotted plat of survey. (Allow at least 48 hours (two business days) for survey approval).
5. **DRAIN TILE AND BACKFILL:** Before backfilling and after footing drain tile and gravel have been placed, walls have been damp proofed and window wells installed.
6. **SEWER SERVICE:** After the sewer service is in place and connected but before backfilling.
7. **WATER SERVICE:** After the water service is in place and connected but before backfilling.
8. **UNDERGROUND PLUMBING:** After underground plumbing is installed but before backfilling.
9. **UNDERGROUND ELECTRIC:** After underground electric is installed but before backfilling.
10. **UNDERGROUND HVAC:** After underground HVAC work is installed but before backfilling.
11. **SLAB:** After wire mesh, base material, expansion joints and vapor barrier, if any are installed, and

- before concrete is poured.
12. ROUGH FRAMING: Before any insulation, interior vapor barrier or interior wall finish is applied but after all fire stopping is installed and all rough electric, rough HVAC, rough plumbing, roof coverings, house wrap and exterior windows and doors are completed, inspected and approved.
 13. ROUGH PLUMBING: Before any insulation, vapor barrier or interior wall finish is applied and after the rough plumbing is completed.
 14. ROUGH ELECTRICAL: Before any insulation, vapor barrier or interior wall finish is applied and after the rough electrical is completed.
 15. ROUGH HVAC: Before any insulation, vapor barrier or interior wall finish is applied and after the rough HVAC is completed.
 16. ELECTRICAL SERVICE, PRIOR TO ENERGIZING: After the installation of the electrical panel, meter trough and ground connections. The panel shall be open, protected from the elements and accessible to the inspector. Proper stairs and/or ladders are required for basement access.
 17. FINAL ELECTRICAL SERVICE: After all circuits are installed and energized.
 18. FIREPLACE (MASONRY): After fire box is constructed and before construction of chimney.
 19. FIREPLACE (PRE-FAB): After fire box, chimney and fire stopping are installed and before concealing.
 20. INSULATION: Before any interior wall finish is applied, after all framing, house wrap, insulation, fire stop and vapor barrier are completed, inspected, and the building is made weather tight.
 21. SLAB INSULATION: After all insulation has been installed and if applicable the drain tile and damp proofing inspection has been approved and before backfilling.
 22. TOPOGRAPHICAL SURVEY: A plat of survey showing exact location of all structures and pavement with grading contour lines shown at one foot elevation intervals in U.S.G.S. elevations.
 23. GRADING FINAL: After lot is graded in accordance with the approved site plans, after the topographical survey has been approved.
 24. FIRE PROTECTION: When fire protection, detection suppression and alarm systems are installed, tested and appropriately witnessed.
 25. FINAL BUILDING INSPECTION: Upon completion of entire project. All systems; electric, structural, HVAC, plumbing, etc. are completed.
 26. PERIODIC INSPECTIONS: Progress or status reporting for large projects between scheduled inspections may be required. Check with the Building Department.
 26. CERTIFICATE OF OCCUPANCY: All inspections are performed and approved. No premises shall be occupied until the Certificate of Occupancy is approved.