

Commercial/Industrial Project Inspection Requirements

- Only the project superintendent may call for inspections. In the event of the superintendent's absence, a person that has been appointed by the superintendent may call for inspections.
- Inspections must be requested prior to 6:00 AM of the business day. **Do not request a time for the inspection.** The inspector will schedule the time. Inspections may be requested no more than one week in advance. *Building Division staff will not call to confirm inspections.*
- The project address must be posted in a place that is visible from the street.
- The stamped **"reviewed" set of plans** must be always on the site and readily accessible to the building inspector and the special inspector. **The "reviewed" truss calculations must be on the site prior to the roof nailing inspection.**
- Any changes to the "reviewed" plans must be submitted to the Building Division, reviewed, and returned to the project before calling for an inspection that involves the change.
- The permit and special inspection forms shall be posted in the same location as the plans. **The superintendent or his appointee shall be responsible to make sure the building inspector and the special inspector sign the proper paperwork.**
- When special inspection is required, A binder containing the profile and copies of certifications and qualification matrix for all special inspectors assigned to the site must be always present on site.
- The special inspector shall perform the inspection, complete the inspection forms and leave a copy of any corrections prior to the city inspection. This paperwork must be posted with the building permit for the city inspector to review. ***The final letter must be received prior to the final city inspection.***
- The building inspector will inspect all on-site improvements, except that, fire inspectors will inspect all fire suppression equipment.
- The Public Works inspectors inspect all off-site improvements. **Note:** The property line distinguishes between off-site and on-site.
- Ladders complying with OSHA requirements must be provided for inspection.

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