

To be distributed with each Building Permit

INSPECTIONS INFORMATION

**INSPECTION REQUESTS: CALL (757) 562-8580
(See below for instructions for calling in inspections)**

Inspection Requirements: It shall be the responsibility of the permit holder or his/her representative to notify the Franklin - Southampton Department of Community Development when the stages of construction are reached that require an inspection and for other critical items as directed by the Building Official. No work requiring an inspection shall be concealed without approval of the Building Official or a designated representative.

To Schedule an Inspection:

All inspections MUST be scheduled before 3:00 PM (1500 hrs.) the work day before you wish to have the inspection. WORK NEEDING INSPECTION SHALL BE READY FOR INSPECTION BY 8:30 AM. IF NOT READY WHEN THE INSPECTOR ARRIVES A RE-INSPECTION FEE WILL BE CHARGED.

Have your permit number, address of site, type of inspection and contact telephone number readily accessible. If requesting multiple inspections for the same site, each permit number must be given as each inspection is scheduled by the individual permit number. Omitting a number could omit an inspection.

1. Telephone 757-562-8580.
2. Choose Option 1 when prompted.
3. Leave the required information listed above. **(Permit number, address of site, type of inspection and telephone number where you can be contacted).**
4. Hang-up.

Please allow plenty of time to schedule the inspection as the telephone line may be busy. We are aware scheduling inspections will require planning on your part and apologize for any inconvenience. Thank you for working with us and our scheduling system. Every attempt will be made to perform the inspection on the scheduled date.

Please remember to speak slowly, clearly and distinctly. If we cannot understand your request, we cannot schedule the inspection. *Inspection request recordings are retained for three business days.*

Inspection request are taken from the recording each day shortly after 3:00 PM (1500 hrs.) Inspections received after 3:00 PM will be entered into the inspection schedule after 3:00 PM the following day.

A Deputy Code Official schedules and disseminates the following days inspections to the inspectors before the close of business each day.

Special request and times cannot always be met do to the volume of inspections. The number of inspections and the large area covered for those inspections requires prior planning to ensure we can cover all of the requested inspections. You may call this office at (757-562-8501) to discover which inspector has your inspection. You must speak to the inspector for your job to establish a possible inspection time.

When scheduling inspections with the inspector in the field, the inspection must be entered into the ***Permit It Inspection System*** in the field at the time the request is made.

Addresses, 911 #, must be assigned before the permit is issued. Please call this office at (757-562-8501) for more information.

The following list of required inspections is provided. All may not apply to your project. Please call should you have any questions or require further information.

NOTICE: All Erosion and Sediment Control and Stormwater Management Control devices required by your E&S / SWM Permit or your Agreement In-Lieu of a Permit, must be placed before work commences and any inspections are scheduled. These controls must remain in place through construction.

Inspections must be scheduled in the order of the following list. They may be grouped together as long as the list is maintained. Scheduling an inspection out of order will result in the inspection being canceled without notice.

INSPECTION LIST

1. **Construction Temp. Meter** - Electric Power.
2. **Footings, or Monolithic Slabs** - All property lines are to be staked off to determine setbacks. All vegetation shall be removed from under floor area (including slabs). Footings shall be at least 12 inches deep and top of the concrete carried to allow a 4-inch frost line depth. After excavations are made for footings, piers, and/or chimney(s), grade stakes and reinforcement steel must be placed before the inspection. (All steel must be placed in footers and inspected, before concrete is placed. This includes the grounding electrode system, hold downs or other anchors for wind brace panels - stem walls). The footing bottom must meet the minimum 1500 psf and can contain no standing water.
3. **Pile Foundations** - This office requires that foundations be supervised by the owner's professional engineer or architect or by such professional service approved by this office.
4. **Backfill for Foundations and Basement Walls** - Prior to backfilling and after drain piping and damp-proofing are installed.
5. **Foundation, Piers and Boxing** - Foundation, Piers, Foundation Anchors, 3/8 Steel Wall Tie Bonding for Multiple Wythe Masonry Foundation Walls, Stem Walls, Masonry Bonding Beams, Foundation Ventilation and Floor Box Framing, including sills plates, girders, floor joists and blocking, prior to placement of the sub floor.
6. **Concrete Walls** - This office requires that formed concrete walls be supervised by the owner's professional engineer or architect or by such professional service approved by the inspections office. After all reinforcement steel and anchor bolts are installed, an inspection must be done by this office prior to the placement of concrete.
7. **Plumbing Groundwork** - Prior to backfill of trenches inside or outside of structure or before slabs are poured. This includes test on waste, vent and water lines. (10-foot head on waste and vent lines).
8. **Electrical Groundwork** - Prior to backfill -inside or outside of structure or before slabs are poured.
9. **Mechanical Groundwork** - Prior to backfill -inside or outside of structure or before slabs are poured.
10. **Concrete Slabs** - After all groundwork inspections have been approved and prior to placement of concrete. (It is preferred that all groundwork and slab inspections be made at one time.)
11. **Gas Lines** - All lines must be tested and approved before concealment.

12. **Wall Sheathing and Nail Pattern on Wind Brace Panels** - This also includes exterior sheathing and interior let-in wall bracing (Placement must match plans).
13. **Building Rough-in** -To include all trades installed and ready for inspection. The trades should include electrical, plumbing, mechanical, and framing.
 - a. **Electrical** -Panel and boxes for devices installed, wires pulled to all boxes and cut in (neutrals and grounds made). Two (2) ground rods installed per National Electrical Code on rough in or final.
 - b. **Plumbing** -Includes all drain, waste, and vent lines, tubs, showers and water line with required pressure tests. Insulation should be placed between exterior walls and tub or shower enclosures before placement of the enclosures.
 - c. **Mechanical** -All duct work installed per manufacture's installation instructions. All ducts, air handlers, filter boxes, register boots and building cavities used as ducts must be sealed per the USBC. All register boots must be sealed to the subfloor or drywall per the USBC. The insulation on ducts cannot cover the seal until the R-In inspection has passed.
 - d. **Frame work** -includes the sub floor sheathing prior to coverage, bearing and nonbearing walls, floors, ceiling, and roof framing. All independent certifications by engineers or architects that have been required by this office must have been submitted and approved prior to rough in inspection.
 - i. **The Air Barrier** on the exterior walls including knee wall to conditioned space and behind tubs and showers on exterior walls should be ready for inspection.
 - ii. **All exterior window and doors** must be placed, sealed and ready for inspection.
 - iii. **All exterior thermal envelope** penetrations must be sealed to meet the USBC and ready for inspection.
 - iv. **The mechanical contractor** may choose one of the testing options in Chapter 11 rather than subject the duct system to a visual inspection. Prior consent from this department must be acquired before using a test. AS OF SEPTEMBER 2019/2015 CODE IN AFFECT, DUCT BLOWER TEST IS REQUIRED.
 - v. **The building contractor** may choose one the testing options in Chapter 11 rather than subject the Building Thermal Envelope to a visual inspection. Prior consent from this department must be acquired before using a test.
14. **Insulation** -Any area to be concealed between heated and unheated space must be insulated (as required by code) after all building rough in inspections are approved.
15. **Fireplaces and Chimneys (Masonry)** -Prior to installing face brick as to not conceal any combustible framing. Chimneys must be completed required terminated height. (This inspection can be part of framing inspection, SEE # 13A). The smoke chamber should be completed and parged smooth.
16. **Fireplaces (Pre-fab)** - Prior to concealment and after strapping, bracing and fire stopping is installed. Must be labeled / listed by national recognized testing agency. (This inspection can be part of framing inspection, SEE # 13A)
17. **Weatherproof** exterior wall covering **and deck, porches or stoops** to include vertical and lateral stabilization on decks, **flashing, weep holes** and lintels on brick veneer.

18. **Sewer and Water Lateral** to City Connection -Cleanouts to or above finished grade and at street connection before covering.
19. **Electrical Meter Release** – All of the requirements of section E3601.8 of the VRC are approved and the electrical release form is submitted before permission is given to energize the service.
20. **Final Building; Electrical; Plumbing and Mechanical** - Inspections shall be conducted upon completion of the building and before issuance of a Certificate of Use and Occupancy to insure that any violations have been corrected and all work conforms to the Virginia Uniform Statewide Building Code. At this time, all systems must be operable, all caulking and exterior painting and/or sealing must be completed. All grading must be completed on the site, to include devices for soil stabilization.

NOTE:

All of the final inspections above shall be approved prior to the issuance of a Certificate of Occupancy. If you have private septic system or well an Operation Permit from the Health Department will need to be submitted to the Franklin / Southampton Department of Community Development before the Certificate of Occupancy is issued.

In addition to the above, your project may be subject to approval of one or more state or local agencies which require and govern the functional design and operation of building regulated activities not governed by the Virginia Uniform Building Code prior to the issuance of a Certificate of Occupancy.