



RESIDENTIAL CONSTRUCTION MINIMUM REQUIRED INSPECTIONS

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The permit which you have been issued gives authority for work to commence. The stamped, approved plans, returned with this permit, shall be retained at the job site and be available for inspectors on request. It shall be the applicant's responsibility to perform all work in accordance with the Virginia Uniform Statewide Building Code, and within the scope of what was authorized by the plans submitted and approved. Changes to these plans must be approved by this office. Please post your permit placard in a prominent location.

Inspections at various stages of work are required by this office, under provisions of the Virginia Uniform Statewide Building Code. The required inspections for buildings are listed below. James City County, Department of Code Compliance, operates an automated 24-hour a day, 7 days a week call-in line to schedule inspections. **IN ORDER TO SCHEDULE AN INSPECTION CALL 253-6625 AND PROVIDE YOUR PERSONAL IDENTIFICATION NUMBER (PIN), PERMIT NUMBER, ADDRESS, NAME OF OWNER OR CONTRACTOR, AND THE TYPE OF INSPECTION REQUESTED.** Omission of any of this information may result in the inspection not being conducted. Requested inspections are transcribed daily at 6:30 a.m. Any inspection requested after that time will be done the following business day. If work is not complete and open for inspection, it may be subject to disapproval and require reinspection. When work is disapproved by an inspector, a \$50.00 reinspection fee must be paid. Your PIN is assigned at the time you obtain your permit.

Separate permits are required for building, mechanical, electrical, gas, and plumbing work. No requested inspection is performed unless a valid permit exists for that work. Work performed without a permit, when permit is required, is a violation of the law! If you have a question whether a permit is required, or if work is within the scope of any permit issued, call the Department of Code Compliance.

If you feel that it is necessary to speak directly to an inspector, their office hours are 7:00–8:00 a.m. and 3:00–3:30 p.m. only. Please do not call them to request an inspection.

BUILDING INSPECTIONS REQUIRED: (ALL APPROVED PLANS MUST BE ON SITE FOR INSPECTIONS NOTED WITH ★)

A. ★ **FOOTING INSPECTION** – To be made after basement or footing trenches are excavated and forms, where applicable, are erected. All reinforcement steel, when necessary, must be in place and anchored. This inspection must be made prior to pouring concrete. If slab on grade (monolithic pour) construction this inspection includes the foundation inspection. The inspector will also check for the required erosion control measures as shown on the approved site plan. If these items (e.g., silt fence, construction entrance, etc.) are not properly installed, this inspection may be disapproved.

B. ★ **FOUNDATION**

1. **Masonry Foundation Wall Inspection**

The foundation block must be completed to the level of the finish grade, and be continuous over any steps or grade changes. Piers must be complete to the level of finish grade and any brick or other veneer must also be in place. All bonding or other lateral support of intersection walls must be complete and visible. All form boards or step boards must be removed and the foundation trench ready for backfilling. The top of the footings must be clean and clearly visible. Inspectors will not wait more than several minutes until the footing is made visible if they arrive and find it has been covered.

2. Floor Joists Inspection

To be made after load-bearing walls to the first floor sill height have been erected, beams and floor-joists have been installed, and grading within the perimeter walls has been completed. Sub-flooring shall not be installed before this inspection has been improved. In basements, the first floor system (box) shall have all approved (on plans) supports (posts, columns, posts) for beams and girders in place and secured.

3. Damp-Proofing Inspection

Basements must be inspected for water-proofing method, drains, gravel, and filter cloth before being backfilled.

C. FIREPLACE INSPECTION – Where there is to be a fireplace(s) installed in a building, this inspection must take place while combustible clearances can be inspected. This must be before the interior is insulated and Sheetrocked, but may be after the fireplace is finished. This includes all types of fireplaces; masonry, prefab, and ventless. NOTE: A separate mechanical permit is required for gas fireplace appliances.

D. * FRAMING INSPECTION – To be made after the roof, all framing firestopping, blocking and bracing is in place, and the Sub-flooring has been installed. Do not install insulation before the framing inspection is approved. The building should be “weathered in” including windows, doors, and roof shingles for this inspection. The inspector will also check the condition of the required erosion control measures. If these items are not in good condition, this inspection may be disapproved.

NOTE: Beginning July 1, 1997, it will no longer be possible or necessary to request or schedule the trade rough-ins in advance of the framing inspection. All of the trade rough-ins will be conducted on the day the general contractor requests the framing inspection.

E. INSULATION INSPECTION – To be made when all required insulation has been installed. In the event that the contractor intends to use blown insulation in the ceilings, that portion of this inspection may be delayed until and during the final inspection.

Exception: Insulation between slabs and exterior walls will be inspected during the foundation inspection.

F. * FINAL INSPECTION – To be made after the building has been completed and ready for occupancy. This inspection will not be made until all required electrical, plumbing, and mechanical final inspections have been made and the work approved. A Certificate of Use and Occupancy is issued only after completion of this inspection. The structure may not be used or occupied in whole or part until issuance of a Certificate of Occupancy. The disturbed area must be stabilized or the required erosion control measures must be in good condition.

PLUMBING INSPECTIONS REQUIRED:

A. WATER AND SEWER – To be made after all water and sewer lines are installed from the water and sewer mains (or wells and septic tanks) to the structure. Trench must be open and all lines accessible to the inspector.

B. ROUGH-IN INSPECTION. Under-slab inspection to be made prior to pouring concrete (under-slab). Rough-in inspection after all interior piping (water and sewer) has been installed and tested, and prior to concealment. Beginning July 1, 1997, the rough-in inspection will be conducted for residential work on the same day the general contractor requests the framing inspection.

C. FINAL INSPECTION – To be made after all plumbing work has been done and all appliances involving water and/or sewer connections have been installed.

ELECTRICAL INSPECTION:

- A. ROUGH-IN INSPECTION – Under-slab inspection required prior to pouring concrete. Rough-in inspection to be made after all interior wiring and electrical equipment has been installed, but prior to covering or concealment and prior to installation of any insulation. This rough-in inspection will be conducted for residential work on the same day the general contractor requests the framing inspection. Beginning **March 1, 1998**, all electrical contractors will have the option to have the electrical meter release inspection for one and two-family residences performed on the same day as the electrical rough-in inspection. The following requirements must be in place at this release/rough-in electrical inspection:
1. The grounds and neutrals in the electrical panel must be terminated.
 2. The meter base must be mounted.
 3. The service cable must be terminated.
 4. A GFI receptacle must be installed in the washer outlet.
 5. The panel cover shall be installed with two screws only, and the screws shall be only finger tight.
 6. **One** 20-Amp breaker shall be installed in the panel for the washer outlet **ONLY**.

If all of the above-listed items are not completed at the time of the electrical rough-in inspection, the rough-in may be approved but the meter will not be released until the electrical trim-out has been completed and inspected.

- B. FINAL INSPECTION – To be made after electrical work is complete and power is turned on. **JUST BECAUSE POWER IS ON, IT DOES NOT MEAN YOU CAN OCCUPY OR USE THE STRUCTURE. YOU MUST HAVE A C.O. FIRST!**

MECHANICAL INSPECTIONS REQUIRED:

- A. ROUGH-IN INSPECTION – Under-slab inspection to be made prior to pouring concrete. Rough-in inspection to be made after the installation of all equipment, duct work, gas lines, fuel storage tanks, etc., and prior to covering or concealment. Beginning July 1, 1997, this rough-in inspection will be conducted for residential construction on the same day the general contractor requests the framing inspections.
- B. FINAL INSPECTION – To be made after all heating, ventilating, and air conditioning installations have been completed and tested.
- C. GAS LINES – Rough-in inspection required after installation of all lines and after pressure test is complete (but before concealment of any lines or fittings). Beginning July 1, 1997, this rough-in inspection will be conducted for residential construction on the same day the general contractor requests the framing inspection. Final inspection required after hookup of all gas appliances. Gas service will not be released to the utility company for connection until these inspections are approved. If service is interrupted, new pressure tests and inspections may be required prior to release to the utility company.

In addition to these required inspections, the USBC states that structures may be inspected at any time during construction. Occasionally, inspectors will visit jobs unannounced and when not requested. It is the permit holders responsibility to furnish a ladder if one is needed for a requested inspection.

Nonresidential structures may have other inspection obligations. Fire separation walls, fire walls, and party walls in apartments, condominiums, town houses, and commercial structures may require separate inspections. Please consult the Code Compliance Office if your permit(s) involve(s) such fire-rated walls.

Drawings required to be submitted may vary depending on the complexity of the work and requirements of the Building Official.