

## New Single Family Inspection Order

**When requesting an inspection please make sure to put the subdivision, lot # and permit # on each inspection request**

- 1. Initial Meter**-Must be done before any other inspections except for a saw pole
  - a. An open trench inspection can be done with an initial meter inspection
  - b. Request both by using the Meter Inspection option on inspection type and putting in the notes below which meter inspection to schedule or both (initial or open trench)
- 2. Saw Pole**-can be done anytime
  - a. Use the saw pole option under inspection type
- 3. Open Trench**- can be done anytime
  - a. Use open trench option under inspection type
- 4. Rough plumbing under/slab**-must be done after the initial meter is completed and before the slab inspection
  - a. Request by using the rough-in plumbing option
- 5. Slab**- can be requested once the rough plumbing under/slab inspection has passed
  - a. Request by using the Slab option
- 6. Nail Pattern**-must be requested and passed before any rough inspections can be requested
  - a. Request by using Nail Pattern option
- 7. Rough inspections**-all have to be requested at the same time once the nail pattern has passed using the following options
  - a. Rough frame
  - b. Rough HVAC Mechanical
  - c. Rough Electrical
  - d. Top Out Plumbing
- 8. Insulation**-all roughs have to pass inspection before requesting this option
  - a. Use insulation option
- 9. Temp Power**-can be requested any time after the rough-in inspections have passed
  - a. Use the temporary power option
- 10. Sidewalk Inspection** – Can be requested any time during the project prior to Finals
  - a. Use slab inspection option and put sidewalk in the notes
- 11. Final Meter**-must be completed and passed before final building inspections can be requested
  - a. Use Final Meter Inspection option
- 12. Finals**-all inspections have to been requested and passed before requesting for finals.
  - a. Please use all final options for all trades; plumbing, electrical, HVAC, and final build

**Of course remember that all the inspections must pass before requesting another inspection and if you have a re-inspection fee it must be paid before any inspections will be scheduled.**

**All inspections must be requested by 1:00pm the day before the day you want the inspection scheduled in writing. (using either the form on the website or the printed form at our office)**

**\*\*All Certificates of Occupancy and Power Releases are typically done within 1 to 2 business days after the inspection is completed. \*\***