

[RICHLAND COUNTY BUILDING DEPARTMENT](#)

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Residential Inspection Guide and List of Required Inspections

PLEASE READ ALL THE CONDITIONS AND INFORMATION IN THE CERTIFICATE OF PLAN APPROVAL PRIOR TO COMMENCING WORK. All approved construction documents, Certificates of Plan Approval, and On-Site Inspection Records shall be posted at the construction site and available during inspections.

How to Schedule an Inspection

- It is the responsibility of the Owner or the Owner's Agent to request required inspections for all projects.
- Call 419-774-5517 to request an inspection. Provide the job address, the application number, and the type of inspection you are requesting. Failure to have both the address and the permit number may inhibit our ability to schedule the inspection.
- Provide any specific job site access instructions at the time of scheduling such as key location, access code, etc.
- Inspections may be requested from one day to five working days in advance. Same day inspections may be available, subject to inspector availability.
- When scheduling an inspection, a 30-minute call ahead may be requested. You are encouraged to call the morning of the scheduled inspection after 8:30 AM and clerical staff can provide an approximate 2-hour time window for the inspection. Note the first inspections in the morning may occur as early as 8:30 AM. If that time range is not satisfactory, you may cancel your inspection and reschedule it for another day.
- All approved Construction documents (plans, CPA's, site log) must be on the job site for ALL inspections.

How to Prepare for Inspections

- Check your work before scheduling an inspection to make sure all work to be inspected is completed. Failure to do so may result in non-compliance and a re-inspection fee being charged.
- Inspection results will be recorded on the site-inspection sign off log that is provided with the Certificate of Plan Approval (CPA). The site log and CPA are given to the applicant at the time of document pickup or transmittal from our office.
- All work requires inspection prior to concealing. Work covered up without inspection will either have to be uncovered, or an alternative way of determining compliance will be required and a re-inspection fee will be assessed.
- Final Inspections need to be requested and completed prior to any occupancy of the structure. Failure to request a final inspection on any portion of your job may result in an expired application without approval to occupy or use. Reactivating expired applications may require additional fees and plan reviews. If you build differently than what's shown on the plans, you will need to submit plan change documents to our office for review and approval, and will need to have approved plan change drawings on the jobsite for your inspection.
- If pre-engineered trusses are damaged, drilled, cut or notched, you will need drawings sealed by an engineer showing how they are to be repaired.

List of Required Inspections

Footing/Foundation inspection

- Property lines and setback distances properly marked/identified.
- After forms are in place and established grade is marked; all required or specified steel reinforcing is properly installed and supported on approved chairs or other supports; prior to pouring concrete.
- Reinforcing steel grounding per National Electrical Code must be installed.

Electrical Underground/trench.

- Underground trench inspection for exterior electrical fixtures/equipment and electrical services.
- Inspection is made after conduits, sleeves, direct-burial cables and/or other devices are installed at proper depth prior to backfilling.
- Includes electrical site lighting foundations.

Electrical Underslab.

- Conduits and other electrical equipment installed under interior and/or exterior concrete slabs.
- Prior to pouring concrete.

Mechanical Underslab Inspection.

- Gas and/or hydronic piping installed and properly supported.
- Prior to pouring concrete.

Concrete slab inspection

- After clean granular fill has been placed.
- Vapor barrier and perimeter insulation installed.
- All reinforcing and/or wire mesh is installed and properly supported with approved chairs or concrete bricks.
- Requested after completion of underground plumbing and underground electrical inspections.

Lowest floor elevation.

- The elevation certification required in section 322 shall be submitted to the building official.
- Field inspection shall be made to verify elevation information.

Poured Wall Inspection.

- After forms and reinforcing are completed and in-place.
- Prior to placement of concrete.

Rough plumbing inspection

- If applicable, must be approved by Richland Public Health. For information, call (419) 774-4520.

Rough HVAC/Mechanical and Gas Piping inspection.

- After ductwork is installed and prior to insulation and/or concealing.
- Gas piping shall be installed and properly supported.
- Gas piping pressure testing shall be performed by contractor and witnessed by inspector. A gas piping affidavit may be submitted in lieu of inspector being present for test; obtain permission from inspector to submit affidavit.
- May be performed at the same time as the rough framing inspection.

Rough Electrical Inspection.

- After all service cable, branch circuit distribution wiring, and low voltage wiring to be concealed is in place and stubbed into panel boxes set and secured to the structure
- Outlet, junction, and fixture boxes are in place and secured

- Required conduit is in place and fastened properly
- Wiring is protected from physical damage
- Disconnects, panel boards and subpanels are set and secured to the structure
- Bonding and grounding rough wiring is stubbed out near its termination point, and before any wall or ceiling membranes are installed.
- May be performed at the same time as the rough framing inspection.

Rough framing inspection

- Exterior windows, doors, siding, and roof covering may be installed prior to rough framing inspection.
- After all rough electrical, plumbing, gas piping, and HVAC inspections are approved.
- After framing is complete, but before insulation, drywall or any wall covering is installed. (This includes non-bearing walls).
- Exterior wall bracing will be inspected.

Final electric inspection

- All electrical devices and fixtures are installed and operational.
- All circuits must be identified and energized.

Final Building and HVAC inspection

- All guards and handrails installed.
- Energy certificate posted at the electrical panel.
- Exterior grading completed and stabilized.
- Permanent Address posted
- No personal belongings or furniture allowed in building before all final inspections have been performed
- Manufacturer's installation instructions must be on site for all permanent appliances and equipment.
- All gas fired appliances must be installed and operational.
- See final inspection checklist for detailed items.

Other Optional Required Inspections

Electrical Service/Temp Service.

- Electrical service equipment for overhead or underground services.
- Conductors from point of utility connection to all service equipment, meter bases, and service disconnecting means.
- Grounding electrode conductors installed.
- Conductor protection and working clearance/working space.

Roof decking/structural framing.

- Structural framing inspection where structural repairs to carrying members (rafters, trusses, bar joists, etc.) or decking (plywood/OSB, metal, etc.) were performed.

Roofing Underlayment.

- A roof insulation (where required or installed), underlayment, flashing, and decking inspection.
- This inspection needs to be completed prior to the installation of any roof recovering materials (shingles, membrane, etc.) are installed.

Roofing Final Inspection.

- This inspection needs to be performed once all work has been completed. Typically performed with Building Final Inspection
- All roofing materials, ventilation, flashings, roof drainage (gutters, scuppers, etc.) are installed.

- Other systems as affected such as mechanical or electrical have been re-installed.

Richland Public Health - Plumbing Inspection, plan approval, and related inspections. Call 419-774-4520.