

SPRINGBORO

COMMERCIAL INSPECTION GUIDE

CALL 937-748-9791 TO REQUEST AN INSPECTION

Request for inspections must be made by 4:30 p.m. the day prior to requested date of inspection. When scheduling an inspection, please provide the address, permit number and type of inspection(s) needed. **Current construction code: 2024 OBC & 2023 NEC.**

To obtain a time for the inspection, please call the morning of the inspection between the hours of 8:30 and 9:00 a.m.

- **For ALL inspections, the owner's agent shall provide access to all approved construction documents by one of the following methods:**
 - **A printed copy OR,**
 - **An electronic copy on a laptop computer or tablet. PLEASE NOTE: an electronic copy on a smart phone is NOT acceptable.**

The following list of required inspections is not all inclusive; other inspections may be required based on the nature of the work being performed.

FOOTING INSPECTION: After all footing forms, grade stakes, required reinforcing steel, and required grounding electrode connections have been completed prior to pouring concrete.

FOUNDATION INSPECTION: After forms have been completed and required reinforcing steel is in place prior to pouring concrete.

BACKFILL INSPECTION: After foundation walls are waterproofed and drain tiles have been installed.

WATER AND SEWER INSPECTION: After all piping has been installed prior to backfill

CRAWL SPACE INSPECTION: After vapor barrier, anchors, piers, beams, and joists have been installed prior to installing floor sheathing.

SLAB INSPECTION: After vapor barrier, perimeter insulation, all under slab HVAC ductwork, and all required reinforcing steel is in place. Rough Plumbing must be approved prior to slab inspection. Inspection of under slab electrical conduits, raceways and HVAC ductwork must be approved before covering.

ROUGH GAS PIPING INSPECTION: After all permanent gas piping has been installed and test pressure has been obtained with an approved pressure gauge.

ROUGH ELECTRIC INSPECTION: After raceways and/or cables have been installed and properly secured, rough boxes have been set, and grounding system conductors have been secured and bonded.

TEMPORARY POLE INSPECTION: After meter socket, weatherproof equipment, GFCI receptacle(s) with in-use cover, and approved grounding connections have been installed. Top of ground rod(s) and grounding connections must be visible.

ELECTRIC TRENCH INSPECTION: After all underground raceways, direct burial conductors, and warning ribbons have been installed to proper depths and before covering.

SERVICE RELEASE INSPECTION: After trench has been backfilled and meter socket, main service equipment, GFCI receptacle(s), and approved grounding connections have been installed. Top of ground rod(s) and grounding connections must be visible.

ROUGH HVAC INSPECTION: After duct system has been installed and all combustion air, venting, restroom and exhaust ducts have been installed. Manufacturer's installation instructions and specific details on venting must be on job site at time of inspection.

KITCHEN EXHAUST HOOD INSPECTION: Welds for kitchen exhaust ductwork shall be inspected prior to covering.

ROUGH FRAMING INSPECTION: After all rough electrical, plumbing, gas piping, and HVAC inspections have been approved.

After framing is complete but prior to installing insulation. Truss and/or I-joint lay out and specifications to be on site at time of rough frame inspection.

ABOVE CEILING INSPECTION: After ceiling grid is in place and all electrical/lighting, HVAC, and fire suppression systems have been installed and prior to installing ceiling pads. Electrical, HVAC and fire suppression may be inspected at the same time, but must be requested at the same time.

FIRE SUPPRESSION/FIRE ALARM INSPECTION: Suppression and alarm tests must be witnessed by the Building and Fire Departments. Please contact the Building Department for the required tests for your particular system.

INSULATION INSPECTION: After all required insulation and fire blocking/fire stopping has been completed and all outstanding items from previous inspections have been approved.

SUMP LINE DITCH INSPECTION: 3 inch min. schedule 40 PVC or SDR 35; glued joints only. No downspouts or other drain outlets shall be connected.

Minimum depth of 18 inches unless otherwise approved by inspector. Inspection to be made prior to any backfill.

FINAL ELECTRICAL INSPECTION: After all electrical devices and luminaries have been installed and operational. May be inspected with the final building inspection but must be requested at the same time.

FINAL HVAC INSPECTION: After final electric inspection has been approved. After all equipment is operational. May be inspected with the final building inspection but must be requested at the same time.

SIDEWALK INSPECTION: All forms, gravel, rebar, grade pins shall be in place. Minimum thickness is 4 inches. Areas of the sidewalk in the driveway/approach must be 6 inches thick minimum. Approved expansion joints required.

DRIVEWAY APPROACH INSPECTION: All forms, gravel, rebar, grade pins shall be in place. Minimum thickness is 6 inches. Approved expansion joints required.

FINAL EXTERIOR LIGHTING AND LANDSCAPING INSPECTION: BEFORE final building inspection and after all work is completed per Planning Commission approval(s). **An as-built drawing of all site work must be submitted prior to inspection. Please call the Engineer's office at (937)748-9791 for as-built requirements.**

FINAL BUILDING INSPECTION: After electrical, HVAC, exterior lighting and landscaping, and plumbing inspections have been approved. All final inspections can be performed at the same time upon request.

CERTIFICATE OF OCCUPANCY: All previous inspections must be approved and the water meter must be set. A Certificate of Occupancy or a Temporary Certificate of Occupancy must be issued **BEFORE** the structure may be occupied.