



Inspection Division
Prepare for your Inspection

These instructions are for you to be prepared for the inspector's arrival during the inspection. There may be other corrections related to construction and/or work done. The inspector will leave a detailed correction order of items to be corrected upon re-inspection.

Footing and Foundation

- **Have Approved Site Plan and Building Plans and Permit (s) on site.**
- **Have Miss Utility Certificate on site.**
- **Have site prepared and ready prior to inspection prior and concrete placement.**

Electrical Service Upgrade (Cut-In)

- **Have Permit (s) on site.**
- **Make sure proper service size and power company is listed on permit.**
- **Have technician remove panel cover**
- **If Virtual inspection request a return call code 100 to coordinate with inspector schedule a time. Technician must be present for virtual inspection.**

Mechanical Inspection (HVAC) replacement in kind

- **Have Approved Permit (s) on site.**
- **Must have WSSC inspection required for natural gas furnace. If approved WSSC will leave green or yellow sticker on appliance.**
- **If Virtual inspection request a return call code 100 to coordinate with inspector schedule a time. Technician must be present for virtual inspection.**

Deck Inspection

- **Have Approved Site Plan and Building Plans and Permit (s) on site.**
- **Deck footing should be dug at least 30 inches deep and at least 18 inches diameter free of water and debris.**
- **Schedule Deck footing prior to placement of Concrete.**

Framing Inspection.

- **Have Approved Site Plan and Building Plans and Permit (s) on site.**
- **Must have WSSC plumbing close-in (green sticker) prior to scheduling framing inspection.**
- **Framing inspection includes: rough-wire electrical, rough-in mechanical, sprinkler, and structural.**
- **Sprinkler Hydro-static test should be approved prior to scheduling framing inspection.**
- **Site must free of debris and broom swept to provide safe access for inspection.**

Close-In (insulation) Inspection

- **Have Approved Site Plan and Building Plans and Permit (s) on site.**
- **Make sure the proper insulation has been installed per the approve plans and county code.**
- **Make sure exterior bottom plate and around windows and door areas are properly caulked.**
- **Site must free of debris and broom swept to provide safe access for inspection.**

Final Inspection New Single Family Dwelling

- **Have Approved Site Plan and Building Plans and Building and Trade Permit (s) on site.**
- **Have all 3rd party certifications for foundation, backfill, landscaping, blower door, HVAC certification, property corners, site sign-off, property corner certification, and 1st floor elevation certification, and sprinkler certification.**
- **Have contractor remove cover from electrical panel...**
- **Must have representative on site during final inspection.**
- **Site must free of debris and broom swept to provide safe access for inspection.**

Final Inspection for additions and interior renovations

- **Have Approved Site Plan and Building Plans and Building and Trade Permit (s) on site.**
- **When scope of work includes plumber work with plumbing permit have proof of final WSSC inspection prior to scheduling final inspection.**
- **Site must free of debris and broom swept to provide safe access for inspection.**