

# Inspection Procedures



## For Commercial Construction



A Message From:  
The Suffolk Department of  
Planning and Community  
Development  
(757) 514-4150

1. **Setback Inspection:** Set backs are required to be inspected and to be in accordance with the requirements for the zoning of the parcel prior to the placement of concrete.
2. **Footing Inspection:** All perimeter trenches and piers must be cleaned of all debris, vegetation, and roots, they must also be free from water and muck with grade stakes in place
3. **Plumbing Slab Inspection:** All sewer and water lines uncovered and under the required water head and/or air pressure.
4. **Electrical Slab Inspection:** All conduits and/or raceways shall be inspected prior to backfill.
5. **Slab Inspection:** Area within the foundation walls shall be cleared of all vegetation, topsoil, and debris. Backfill shall be clean of all vegetation and foreign material and compacted to assure uniform support for the slab. An approved vapor barrier with joints lapped no less than 6 inches shall be in place and all perimeter insulation shall be installed
6. **Foundation Inspection:** This inspection shall be scheduled and passed prior to any framing the structure. The work required to be ready for this inspection shall include all load bearing piers and/or foundation walls, reinforcement if required, a solid cap on all piers filled or hollow and the crawl space grading
7. **Rough-In Inspections:** After framing of the structure and upon completion of the dry in phase of construction the following series of inspections will be required in no particular order:
  - a. Mechanical Rough-in
  - b. Electrical Rough-in
  - c. Plumbing Rough-in
  - d. Gas Pressure Test
  - e. Pressure Test Fire
  - f. Suppression system
8. **Framing Inspection:** Upon inspection and approval of the rough-ins, the framing inspection may be scheduled.
9. **Insulation Inspection:** Upon approval of the framing inspection, the insulation shall be installed, inspected, and approved prior to covering.
10. **Sewer and Water Inspection:** This inspection may be scheduled at any time during the construction process but is usually scheduled for inspection during the Rough-in phase of construction.

11. **Final M.E.P. Inspections:** The following series of inspections will be required in no particular order:

- a. Plumbing Final
- b. Gas Final
- c. Mechanical Final Hood
- d. Mechanical Final Hood Suppression
- e. Mechanical Final Sprinkler System
- f. Mechanical Ceiling
- g. Mechanical Final
- h. Electrical Ceiling
- i. Electrical Final
- j. Plumbing Ceiling

12. **Final Site Inspection:** This inspection must be approved prior to requesting a final building inspection. Work to be completed at this time includes all work included in the approved site plan.

13. **Final Building Inspection:** Upon approval of the aforementioned inspections, a final building inspection shall be requested. If the site is on a private septic system the approval slip from the health department must be received in this office prior to issuance of a Certificate of Occupancy.

#### **General Notes:**

Inspection requests must be made by 3:30 pm in order to be placed on the following day's work schedule.

Inspections are required to be called in to the inspection request line at 514-4150.

Please include the following information:

- a. Permit number
- b. Address of Inspection
- c. Inspection type
- d. Phone number

It should be noted that the commercial inspection process is generally phased in quadrants or sections of a structure. Thus requiring partial inspections throughout the construction process. For this reason, it is likely that there may be more than one of each type of inspection requested.



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