

# Inspection Procedures



## For Residential 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 cleaned of all debris, vegetation, and roots, 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. **Slab Inspection:** The 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 of 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.
5. **Foundation Inspection:** This inspection shall be scheduled and passed prior to any framing of 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 graded.
6. **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
7. **Framing Inspection:** Upon inspection and approval of the rough-ins, the framing inspection may be scheduled. All chimneys should be installed at this time or a separate inspection for the fireplace and/or chimney will need to be scheduled. All windows installed.
8. **Insulation Inspection:** Upon approval of the framing inspection, the insulation shall be installed, inspected, and approved prior to covering.
9. **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.

10. **Final M.E.P. Inspections:** The following series of inspections will be required in no particular order:
  - a. Mechanical Final
  - b. Electrical Final
  - c. Plumbing Final
  - d. Gas Final
  
11. **Final Site Inspection:** This inspection must be approved prior to requesting a final building inspection. Work to be completed at this time includes final grading and seeding, sidewalks, and driveways.
  
12. **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, then the approval slip from the health department must be received in this office prior to issuance of the Certificate of Occupancy.

**General Notes:**

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

Inspections are required to be called in to the inspection request line at (757) 514-4150. Please include the following information:

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

You can now check inspection results online. Results are updated daily at 5:30 p.m and remain posted and available for a period of 31 consecutive days.

[http://www.suffolk.va.us/nds/insp\\_rslts2/index.jsp](http://www.suffolk.va.us/nds/insp_rslts2/index.jsp)

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