

Inspection Procedures



For Residential Construction



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

1. **Footing Inspection:** All perimeter trenches and pier footings shall be clear of all debris, vegetation and roots. They shall also be clear of water and muck with grade stakes in place. *For INFILL Lots, A Setback Inspection Using your Zoning Permit Number is Required (ex. GZN2022-_____)

anchorage, girders, floor joists) shall be in place without sheathing/decking. Inspection shall also include load bearing piers, foundation walls, reinforcement, pier cap requirements and grading of crawl space.
2. **Slab (I.) or Crawlspace(II.)**
 - I. **Raised Slab or Slab on Grade Construction:**
 - a. **Plumbing Slab Inspection:** All sewer and water lines shall be uncovered and under the required water head for test.
 - b. **Building Slab Inspection:** Area for slab shall be clear of all vegetation, topsoil and debris. Backfill shall be clear of all vegetation and foreign material, and compacted to assure uniform support of slab. An approved vapor barrier with joints lapped no less than 6 inches shall be in place and all required perimeter insulation shall be installed.
 - II. **For Crawl Space: Foundation Inspection:** The box (i.e. sills,
3. **Sheathing Inspection:** This is a nail off inspection of exterior wall sheathing to ensure proper type and installation of fasteners.
4. **Air Barrier Inspection:** This inspection requires all windows, doors and air barrier to be properly installed, flashing installed and sealed.
5. **Rough-In Trade Inspections:** Upon completion of all framing and dry in phase, the following inspections are required in no particular order:
 - a. Mechanical Rough-in
 - b. Electrical Rough-in
 - c. Plumbing Rough-in
 - d. Gas Pressure Test
6. **Framing Inspection:** Upon approval of all trade rough-ins, the framing inspection shall be requested. All fireplaces and chimneys should be installed at this time or a separate inspection for the fireplaces and chimneys shall be required.
7. **Insulation Inspection:** Upon approval of the framing inspection,

the insulation shall be inspected and approved prior to covering.

8. Sewer and Water Inspection:

This inspection may be requested at any time during the construction process but is usually scheduled during the Rough-in phase of construction.

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

9. Final Trade Inspections: The following inspections are required in no particular order:

- a. Plumbing Final
- b. Gas Final
- c. Mechanical Final
- d. Electrical Final

-Inspections shall be requested by emailing cddapplication@suffolkva.us, calling 514-4150 or faxing 514-4199. The following information shall be provided for each request:

- a. Permit number
- b. Address of inspection
- c. Type of inspection
- d. Phone number
- e. Point of contact

10. Building Final Inspection: Upon approval of the final trade inspections, a building final inspection shall be requested. If the site is on a private septic system and /or well, an approval from the Health Department must be received in this office prior to the issuance of a Certificate of Occupancy.

General Notes:

-Energy Certificate required by N1101.13.1 of the 2018 VRC need be completed at time of Final Inspection.

-Envelope Tightness and Duct Tightness test results need be submitted prior to issuance of Certificate of Occupancy.



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