



## WHEN TO CALL FOR INSPECTIONS

**Please comply with all applicable inspection procedures specified below:**

- 1. FOOTING AND FOUNDATION INSPECTION:** footing inspection is done after the forms and reinforcing steel are in place and before concrete is poured. **FOUNDATION:** is inspected after forms have been constructed, reinforcement steel is installed and before framing or backfill work is started. All underground plumbing, mechanical and electrical trenching must remain open. Foundation, building, piping and conduit required for underground utilities must be in place and provided with rodent-proofing.  
**Owner/Contractor is required to call 2 days in advance of desired inspection date.**
- 2. RETAINING WALLS- 4' FOOT OR HIGHER** **1) Footing:** inspection is needed after excavation and prior to setting any blocks. **2) Drainage:** After drainage rock. Has been installed and the drainpipe is installed but before the pipe is covered. **3) Reinforcing Grid:** is required before covering each layer of reinforcing grid. Depending on wall design, usually every third tier of block. Be sure to use proper fill material behind wall (rock or soil) and compact as specified. **4) Final Inspection:** an inspection must be made when the wall is complete, this inspection must be completed within 6 months from the date the permit is issued.  
**Owner/Contractor is required to call 2 days in advance of desired inspection date.**
- 3. CONCRETE SLAB AND UNDER-FLOOR INSPECTION:** is to be performed after the reinforcement steel, conduits, piping and other requirement installed under and within the concrete are installed properly before concrete is poured. Preferably inspected after plumbing and electrical inspections have been completed.  
**Owner/Contractor is required to call 2 days in advance of desired inspection date.**
- 4. FRAMING INSPECTION:** is to be performed before insulation is installed and after all rough-in work is complete on plumbing, electrical and mechanical systems. Note: the framing may not be approved until the plumbing, electrical and mechanical rough-in work has been approved by the Department.  
**Owner/Contractor is required to call 2-3 days in advance of desired inspection date.**
- 5. LATH AND GYPSUM BOARD INSPECTION (drywall):** the proper installation of these materials must comply with specific installation standards required by the IBC. Depending on the classification and use the material must be installed in such a manner that will provide the type of protection required for the building.  
**Owner/Contractor is required to call 2-3 days in advance of desired inspection date.**
- 6. FIRE PROTECTION SYSTEMS:** is to be performed after fire alarm systems and/or fire suppression systems are installed and functioning. The Department has the option to accept installation and test certificates from the installing contractor(s) in lieu of witnessing the testing of fire protection systems. Please note that, if they were not submitted with the initial application, shop drawings must be submitted for Department review and approval at least two weeks before the projected installation date.  
**The permit applicant is required to call requesting an inspection 1 week in advance of desired inspection date.**
- 7. ELECTRICAL AND MECHANICAL (HVAC) INSPECTIONS:** The Borough of Dormont is contracted with a third-party inspection agency, **Middle Department (MDIA)**. All permits for Electrical and Mechanical are administered and issued by the Borough of Dormont but the inspections are performed and finalized by Middle Department Inspectors.  
**Owner/Contractor is required to call 2-3 days in advance of desired inspection date.**



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8. **FINAL BUILDING INSPECTION:** is to be performed after all it is to be performed after all items pertaining to the issued building permit have been completed and the Inspector confirms all the work covered by the building permit has been completed per the plans and applicable codes. These items include, but are not limited to:
- a. Electrical work
  - b. Plumbing work
  - c. Mechanical (HVAC) work
  - d. Emergency lighting system
  - e. Fire extinguishers
  - f. Egress
  - g. Fire protection systems (including required fire-rated construction components)
  - h. Grading
  - i. Site plan compliance
  - j. Accessibility
  - k. Energy

**The permit applicant is required to call requesting an inspection 2-3 days in advance of desired final inspection date.**

9. **ACCESSIBILITY INSPECTIONS:** are performed by our contracted third-party Inspection agency, Middle Department (MDIA). Accessibility inspections must be conducted at the time the building is ready to have a framing inspection performed and continue until all provisions of accessibility are met. A Cert of Occupancy will not be issued if accessible elements are not approved.  
**Inspections are required 1 week in advance.**

***NO WORK MAY BE CONCEALED FROM VIEW UNTIL IT HAS BEEN APPROVED BY THE DEPARTMENT***

***Please Note: It is the owner or approved contractor's responsibility to call for inspections, if inspections are not made according to this procedure, you may be in violation of the UCC and may be subject to prosecution. No one may occupy the structure (or portion thereof) until a Certificate of Occupancy is obtained.***