
Scheduling Inspections

- ❑ In order to schedule an inspection you must have a legal plan approval. For electrical and mechanical, refrigeration, gas line, or hydronic piping plan approval the contractor must call for the inspection.
- ❑ All inspections must be scheduled 24 hours in advance of desired date of inspection
- ❑ Once you have scheduled this inspection you will be placed on an inspection list.
- ❑ IN ORDER FOR THE INSPECTOR TO PERFORM THE SCHEDULED INSPECTION, YOU MUST CONFIRM THE DAY OF THE INSPECTION REQUESTED BY CALLING OUR DEPARTMENT BETWEEN THE HOURS OF 8:00AM AND 8:45 AM. IF YOU FAIL, TO CALL THE INSPECTOR WILL NOT PERFORM THIS INSPECTION.

Visit our Web Site for details on inspection and permit submittal requirements and adopted codes:
www.clarkcountyohio.gov/commdev

The Clark County Building Regulations Department is committed to preserving the public health, safety, and welfare in all jurisdictions under our authority in the new construction environment through the effective, efficient use, and enforcement of current residential and commercial building code requirements of the State of Ohio.

Should you have any questions regarding codes or construction, please feel free to contact us. Clark County is a member of the following organizations which can also help answer your code questions.



www.mvboc.org



www.oboa.org

All of our inspection staff is certified by:



What Inspections do I Need for Commercial?

A Guide to the Inspection Process



*Clark County Community Development
Springview Government Center
3130 E. Main St., Suite 1A
Springfield, OH 45505
(937)521-2160/(937)328-2621 Fax
www.clarkcountyohio.gov/commdev*

Thomas A. Hale, Director CBO, RBO

Required Building Inspections

- **Footing:** All forms and or grade stakes are to be in place prior to requesting this inspection
- **Poured Foundation:** Forms, anchor bolts, etc. need to be installed and in place prior to requesting inspection.
- **Masonry:** Inspection required when foundation is partially complete, prior to grouting. Reinforcing should be in place.
- **Slab:** Reinforcing and vapor barrier must be in place. All under slab electrical, plumbing, insulaton, etc. must be completed prior to scheduling inspection.
- **Framing:** All structural framing must be fully erected with all final connectors and bracing in place. NOTE: ROUGH ELECTRICAL, HVAC, AND PLUMBING INSPECTIONS ARE TO BE COMPLETED AND APPROVED PRIOR TO REQUESTING THIS INSPECTION.
- **Insulation:** All wall and vaulted ceiling areas must be installed. Blown-in ceilings and basement walls will be looked at on final. Must be installed according to the approved plans.
- **Final:** Before a Certificate of Occupancy will be issued, all required

inspections must be completed and approved.

Required Electrical, HVAC, Gas Line, Refrigeration and Hydronic Piping Inspections

- **Temporary Pole(electrical):** Pole must be set with proper meter and GFCI outlets.
- **Ditch(electrical)** The wire must be installed in the trench with the proper marking with caution tape.
- **Rough in:** All wire, boxes, ductwork, piping, etc. must be installed
- **Service:** All proper code related items must be completed to receive service from the local electric supplier.
- **Final:** All appliances must be installed and all final connections made. Grills, diffusers, etc. must be installed.

NOTE: SEE PLAN APPROVAL FOR THE AMOUNT OF INSPECTIONS YOU MAY RECEIVE. IF AN INSPECTION DOES NOT PASS, YOU MAY NEED TO PURCHASE AN ADDITIONAL INSPECTION.

Additional Inspection Services

- **Foundation to Grade Approval:** This approval allows a footing and foundation inspection to be performed prior to issuing the plan approval for the entire project. A foundation plan, zoning certificate, and septic approval from the appropriate agency must be submitted. A non-refundable fee will be due prior to scheduling the inspection.

- **Special Inspection:** The owner/owners' representative whom holds a plan approval for the project may request an inspection over and above the required inspection for a special circumstance or which is not otherwise required by the building code. There may be a fee required to be paid before the inspection will be performed.

- **Conditional Certificate of Occupancy:** May be issued for special circumstances. This certificate will be issued at the discretion of the CBO. A fee will be assessed prior to issuing this certificate. NOTE: ALL INSPECTIONS MUST BE APPROVED; ELECTRICAL, HVAC, PLUMBING, WELL TEST, ETC. LIFE SAFETY ITEMS MUST BE INSTALLED.

- **Reinspection Fees:** A \$45 inspection fee + applicable state fee may be assessed if a project is not accessible once the inspector arrives on the job site, construction not ready for inspection, etc.