



SPRINGBORO
COMMERCIAL INSPECTION GUIDE

CALL 937-748-9791 TO REQUEST AN INSPECTION

Request for inspections must be made by 4:30 p.m. the day prior to requested date. When scheduling an inspection, please provide the address, permit number and type of inspection(s) needed. To obtain a time for the inspection, please call the morning of the inspection between the hours of 8:30 and 9:00 a.m. The approved permit drawings and paperwork must be on the job site for ALL inspections. The following list of required inspections is not all inclusive; other inspections may be required based on the nature of the work being performed.

FOOTING INSPECTION: After all footing forms, grade stakes, required reinforcing steel, and required grounding electrode connections are completed prior to pouring concrete.

FOUNDATION INSPECTION: After forms are completed and required reinforcing steel is in place prior to pouring concrete.

BACKFILL INSPECTION: After foundation walls are waterproofed and drain tiles are installed.

WATER AND SEWER INSPECTION: (SEE ATTACHED SHEET FOR REQUIREMENTS)

CRAWL SPACE INSPECTION: After vapor barrier, anchors, piers, beams, and joists are installed prior to installing floor sheathing.

SLAB INSPECTION: After vapor barrier, perimeter insulation, all under slab HVAC ductwork, and all required reinforcing steel is in place.

Rough Plumbing must be approved prior to slab inspection. Inspection of under slab electrical conduits, raceways and HVAC ductwork must be approved before covering.

ROUGH GAS PIPING INSPECTION: After all permanent gas piping is installed and test pressure has been obtained with an approved pressure gauge.

ROUGH ELECTRIC INSPECTION: After raceways and/or cables are installed and properly secured, rough boxes are set, and grounding system conductors are secured and bonded.

TEMPORARY POLE INSPECTION: After meter socket, weatherproof equipment, GFCI receptacle(s) with in-use cover, and approved grounding connections are installed. Top of ground rod(s) and grounding connections must be visible.

ELECTRIC TRENCH INSPECTION: After all underground raceways, direct burial conductors, and warning ribbons are installed to proper depths and before covering.

SERVICE RELEASE INSPECTION: After trench is backfilled and meter socket, main service equipment, GFCI receptacle(s), and approved grounding connections are installed. Top of ground rod(s) and grounding connections must be visible.

ROUGH HVAC INSPECTION: After duct system is installed and all combustion air, venting, restroom and exhaust ducts are installed. Manufacturer's installation instructions and specific details on venting must be on job site at time of inspection.

KITCHEN EXHAUST HOOD INSPECTION: Welds for kitchen exhaust ductwork shall be inspected prior to covering.

ROUGH FRAMING INSPECTION: After all rough electrical, plumbing, gas piping, and HVAC inspections have been approved.

After framing is complete but prior to installing insulation. Truss and/or I-joist lay out and specifications to be on site at time of rough frame inspection.

ABOVE CEILING INSPECTION: After ceiling grid is in place and all electrical/lighting, HVAC, and fire suppression systems have been installed and prior to installing ceiling pads. Electrical, HVAC and fire suppression may be inspected at the same time, but must be requested at the same time.

FIRE SUPPRESSION/FIRE ALARM INSPECTION: Suppression and alarm tests must be witnessed by the Building and Fire Departments. Please contact the Building Department for the required tests for your particular system. Please call a min. of 48 hrs. in advance so we can coordinate inspections with the local Fire Department.

INSULATION INSPECTION: After all required insulation and fire blocking/fire stopping is completed and all outstanding items from previous inspections have been approved.

SUMP LINE DITCH INSPECTION: 3 inch min. schedule 40 PVC or SDR 35; glued joints only. No downspouts or other drain outlets shall be connected. Minimum depth of 18 inches unless otherwise approved by inspector. Inspection to be made prior to any backfill.

FINAL ELECTRICAL INSPECTION: After all electrical devices and luminaries are installed and operational. May be inspected with the final building inspection but must be requested at the same time.

FINAL HVAC INSPECTION: After final electric inspection has been approved. After all equipment is operational. May be inspected with the final building inspection but must be requested at the same time.

FINAL EXTERIOR LIGHTING AND LANDSCAPING INSPECTION: Before final building inspection and after all work is completed per planning commission approval. ***An as-built drawing of all site work must be submitted prior to inspection.*** Please call a min. of 48 Hrs. in advance so we can coordinate inspection with the Engineering Department.

FINAL BUILDING INSPECTION: After electrical, HVAC, exterior lighting and landscaping, and plumbing inspections have been approved. All final inspections can be performed at the same time upon request.

CERTIFICATE OF OCCUPANCY: All previous inspections must be approved. A Certificate of Occupancy or a Temporary Certificate of Occupancy must be issued before the structure may be occupied.