



Residential Permit Holder Responsibilities – After the Permit is Issued

One or Two Family and Townhouse Residential Projects

Now that you have obtained your building permit, we want your project to go smoothly. In our experience, communication is key to a successful outcome. This document explains the inspections most commonly needed for new construction, additions to, or remodeling of residential dwellings. First, some important things you need to know:

- The person doing the work is responsible to call for inspections when the work is ready for inspection and for making the work accessible to the inspector.
- ***Do not begin work prior to obtaining the required permit for the specific work. For example, a building permit does not authorize the start of electrical, plumbing or mechanical work. Separate permits are needed for each type of work.***
- Plumbing, mechanical, electrical and building construction inspections are generally done by the Duluth inspectors who specialize in the particular trade.
- Request inspections 24 hours in advance of the time the inspection is needed by calling the inspector and leaving a voice mail message with your name, complete address of the work site, permit number and a phone number where you can be reached. Inspectors' names and phone numbers are listed on your permits.
- The inspection card that was provided when your building permit was issued and the approved site copy of the building plans that are stamped BUILDING SAFETY REVIEWED must be on the job site and available for inspectors at all times. If these documents are not on site and available, the inspection will not be approved.
- Inspections will be for compliance with the applicable codes and the reviewed plans. Changes to the plans must be submitted to the plan reviewer prior to doing the work.

Footing Inspection

- ***All property corner pins must be marked according to the site plan and survey and visible at the time of inspection.***
- Inspections must be scheduled after all excavation for footings are complete, all forms and any required reinforcing steel (rebar) is in place, but prior to any concrete being placed.
- The reinforcing steel is required to be properly supported in the required position.

Poured Foundation Reinforcement (Rebar) Inspection

- Inspections must be scheduled after all the required forms (including ICFs) and reinforcing is in place, but prior to any concrete being placed.

Foundation Wall Inspection

- Inspections must be scheduled after all waterproofing has been applied to the walls and the drain tile installation is complete, but prior to installation of exterior insulation or backfilling.

Concrete Slab/Under-Floor Inspection

- Inspections must be scheduled after all reinforcing steel is in place and embedded mechanical, plumbing and electrical items have been inspected by the appropriate inspector.
- If a radon control system is required, the inspection must be made after all under-slab portions of the radon control system (sub-grade soil preparation, soil-gas membrane, vent pipe, sump, etc.) are in place, but before the slab is poured.
- Additions to homes without an existing radon control system do not need a new radon control system, but do need a soil-gas membrane (polyethylene vapor retarder or equivalent) which needs to be inspected before pouring.
- For wood framed floor assemblies that will be covered on both sides, the inspection needs to be done before the floor sheathing is installed.

Underground Plumbing Inspection

- Inspections must be scheduled after all piping is in place, but prior to backfilling/covering.

Radiant In-floor Heat Inspection

- Inspections must be scheduled after all piping for the in-floor heating system is in place, but prior to backfilling/covering.

Rough-in Plumbing, Mechanical and Electrical Inspections

- Plumbing, mechanical and electrical inspections must be scheduled before covering or concealing the work, before fixtures (except bathtubs) and appliances have been installed, and before the framing inspection.

Framing Inspection

- Inspections must be scheduled after all of the framing, fireblocking, draftstopping, firestopping, and bracing are in place and all rough-in plumbing, heating and electrical inspections have been approved, but before the wall framing is covered. Roof sheathing and roofing may be installed before the framing inspection.
- If siding is to be installed prior to a framing inspection a sheathing inspection is required.
- Fireblocking and draftstopping may be inspected at the same time as the insulation and vapor barrier.

Insulation/Vapor Barrier Inspection

- Inspections must be scheduled after all insulation and vapor barrier is installed, and vapor barrier is sealed.
- Two insulations inspections are needed when there is exterior insulation on the foundation.

Final Plumbing, Mechanical Inspections

- Inspections must be scheduled after all plumbing, heating and electrical work is done and fixtures and appliances are set or installed, and should be before the final building inspection.

Final Building Inspection

- Inspections must be scheduled after all work for which the permit has been issued is complete.
- This inspection should be made after all plumbing, heating and electrical permits for the project have been inspected and approved.
- The address numbers must be installed and visible from the street.
- Final grading must be completed, including the driveway.
- Other requirements and conditions may apply based on the scope of work.

Certificate of Occupancy

- When a new building or change of use is complete and final inspections are approved, this office will issue a Certificate of Occupancy. The Certificate of Occupancy authorizes the use of the building or space.

Re-roofing, Re-siding, and Window Replacement Inspections

- A final inspection is required.
- An underlayment inspection is not required.
- Photos of ice/water barrier and/or underlayment may be taken, but are not required to be posted for the final inspection.