

Residential Building Department Resource Package

**Required Inspections Check List  
And Guide for Inspector Use  
BBS Form 4-1  
RCO 108.2**

July 2019



# Required Inspections Check List and Guide for Inspector Use

A list of inspection(s) shall be provided at the time the plan approval is issued per **RCO 108.2**. The list indicates which inspections are required for the project and the items an inspector should be verifying at a minimum to ensure work constructed is in compliance with the Approved Construction Documents. The following are those inspections listed in Chapter 1. Applicable inspections from this list shall be identified as required, be included on the list for the project and ***must*** occur. This check list may be abbreviated when given with the Certificate of Plan Approval. Inspections are performed in part or in whole. An On-Site Inspection Record (RCO 108.5) is also required to accompany the approval and can be combined or used as the Required Inspection Check List.

Required for this Approval	Inspection description	Inspector's notes	OK to proceed
Y / N	<b>Lot Line Marking (RCO 108.2.1)</b>		✓
	Request before excavation begins of any new foundations		
	<ol style="list-style-type: none"> <li>1. Verify permanent markers at boundary intersections</li> <li>2. Confirm location of building(s) (possibly utilities)</li> <li>3. Confirm distance to lot lines</li> <li>4. May check distance to easements, ROW, etc.</li> <li>5. Other</li> </ol>		
Y / N	<b>Excavation for footings and underground utilities (RCO 108.2.2)</b>		
	Request after excavation is complete; forms, reinforcing and rough-ins are in place; and before concrete is poured for footings and foundations or backfill operations commence for utilities.		
	<ol style="list-style-type: none"> <li>1. Verify soil classification and bearing capacity.</li> <li>2. Confirm dimensions: depth (frost), width, thickness, and steps of footings.</li> <li>3. Confirm reinforcing steel, ties, spacing and coverage (when used).</li> <li>4. Confirm pipe size and slope (when installed).</li> <li>5. Confirm bedding and backfill materials.</li> <li>6. Confirm concrete mix design and slump (if on-site).</li> <li>7. Other</li> </ol>		
Y / N	<b>Foundation (RCO 108.2.2)</b>		
	If separate from excavation inspection, request after forms, reinforcing and rough-ins are in place and before concrete placement or backfill operations commence		
	<ol style="list-style-type: none"> <li>1. Verify relationship to footings, piers, caissons, etc.</li> <li>2. Confirm structural assembly materials (wood,</li> </ol>		

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	CMU, concrete, reinforcing, grout, mortar, etc) 3. Confirm dimensions: height, width, steps, cantilevers 4. Confirm reinforcing steel, ties, spacing and coverage 5. Confirm drainage 6. Confirm damp proofing/waterproofing 7. Confirm backfill materials 8. Other _____		
Y / N	<b>Concrete slab &amp; under-floor inspection (RCO 108.2.3)</b>		
	Request after all in slab or under floor equipment, piping, insulation, vapor retarders, conduit and pathways are installed but before concrete poured or sheathing installed		
	1. Confirm equipment and piping is properly supported and insulated as required. 2. Confirm gravel base and concrete slab thickness. 3. Confirm vapor barrier is placed, seams and penetrations are sealed. 4. Confirm concrete mix design. 5. Confirm wood structure protected from water, termite and fire damage. 6. Other _____		
Y / N	<b>Lowest floor elevation verification (RCO 108.2.4)</b>		
	If the approved construction documents identify the building's location in a flood hazard area per Table 301.2(1), request after lowest floor is constructed.		
	1. Verify the specified elevation of the lowest floor. 2. Other _____		
Y / N	<b>Frame Inspection (RCO 108.2.5)</b>		
	Request after the following inspections are satisfactorily completed: <ol style="list-style-type: none"> <li>1. Rough mechanical (piping/ducts/heating cables)</li> <li>2. Rough electrical (boxes, conduits, pathways, cabling and protections)</li> <li>3. Rough plumbing (water/sanitary/storm)</li> </ol> And after the following work is complete: <ol style="list-style-type: none"> <li>4. Chimneys &amp; vents installed</li> <li>5. Structural framing is complete through roof sheathing</li> <li>6. Fire blocking/stopping is in place</li> <li>7. Other _____</li> </ol> But before insulation, lath and gypsum is installed		
	<b>Verify:</b> 1. General construction including materials,		

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	<p>assemblies, methods, fastening.</p> <ol style="list-style-type: none"> <li>2. Confirm location of braced wall lines and construction of braced wall panels (exterior and interior as required).</li> <li>3. Verify location of bearing and non-bearing walls in relationship to footings, piers, caissons, etc.</li> <li>4. Confirm grade &amp; species of wood; gage &amp; type of metal.</li> <li>5. In masonry assemblies, confirm compression strength, reinforcement (including grout) and type of mortar used.</li> <li>6. In concrete assemblies, confirm reinforcement, ties, coverage and mix design before concrete is poured.</li> <li>7. Dimensions (size, height and spacing) of structural &amp; non-structural members</li> <li>8. Bearing/fastening of materials and connections (size and spacing nails, screws, bolts, welds, etc.)</li> <li>9. Square footage and height of spaces and ridge/building height</li> <li>10. If provided, stair and ramp framing.</li> <li>11. Protection from termites and weather</li> <li>12. Other _____</li> </ol>		
Y / N	<b>Lath, Gypsum Board Inspection (RCO 108.2.6)</b>		
	Request after lath and/or gypsum board is installed and before plastering, joint filling and finishing occurs.		
	<ol style="list-style-type: none"> <li>1. Verify materials</li> <li>2. Size: thickness,</li> <li>3. Type: interior, exterior, cement, gypsum, water resistant, fire resistant, etc.</li> <li>4. Type of fasteners, size, spacing and depth, etc.</li> <li>5. Orientation of Board: vertical, horizontal, overlap of joints (spacing)</li> </ol>		
Y / N	<b>Fire-resistive assemblies and penetration inspection (RCO 108.2.7)</b>		
	Request before concealment.		
	<ol style="list-style-type: none"> <li>1. Verify labeling of materials</li> <li>2. Confirm assembly components and construction with referenced design # for dwelling unit separations.</li> </ol>		

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	<ol style="list-style-type: none"> <li>3. Size, type, and orientation of board in assembly</li> <li>4. Type of fasteners, size, spacing and depth, etc.</li> <li>5. Internal additional parts, particularly important for rated assemblies: resilient metal furring channel, U, Z &amp; N spacing metal, stud type and spacing, cavity fill material(s)</li> <li>6. Check for back to back penetrations: outlets; boxes; cabinets, etc.</li> <li>7. Floor framing protection</li> <li>8. Other _____</li> </ol>		
Y / N	<b>Energy Efficiency / Envelope Inspection. (RCO 108.2.8)</b>		
	Request before concealment.		
	<ol style="list-style-type: none"> <li>1. Verify material's labeling <ol style="list-style-type: none"> <li>a. Type</li> <li>b. Size: thickness</li> <li>c. U &amp; R values</li> </ol> </li> <li>2. Infiltration protection method: putties; weather-stripping; door &amp; window specifications and manufacturer's instructions; ductwork wrap and sealing; air barrier, infiltration wraps and vapor retarders</li> <li>3. Equipment efficiency: furnace/AC unit; water heater; humidifier; dehumidifier; etc. manufacturer's plate to match spec &amp; installation in accordance with manufacturer's installation instruction (check against listing)</li> <li>4. Verify "blower door" test; per referenced standard, written report, responsible party and result</li> <li>5. Verify "duct blaster" test (when necessary)</li> <li>6. Confirm certificate of energy performance</li> </ol>		
Y / N	<b>Building Services Equipment Systems inspections: (RCO 108.2.9)</b>		
	Request after completion of rough-in, before framing and energy inspections		
	<ol style="list-style-type: none"> <li>1. Mechanical <ol style="list-style-type: none"> <li>a. Heating (appliance, ducting, and venting)</li> <li>b. Ventilation (whole house and local)</li> <li>c. Exhaust (local exhaust)</li> <li>d. Cooling (appliance, ducting and piping)</li> </ol> </li> <li>2. Plumbing <ol style="list-style-type: none"> <li>a. Potable water (supply and distribution)</li> <li>b. Sanitary waste and vent (drain and discharge)</li> <li>c. Storm water (drain and discharge)</li> <li>d. Automatic fire sprinkler system (option)</li> </ol> </li> <li>3. Fire Protection Systems <ol style="list-style-type: none"> <li>a. Fire alarms</li> <li>b. Carbon monoxide alarms</li> <li>c. Alarm systems with detectors (option)</li> </ol> </li> </ol>		

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	4. Electrical <ul style="list-style-type: none"> <li>a. Pathways, conduit, boxes (maybe wiring).</li> <li>b. Overcurrent protection</li> <li>c. Grounding and bonding</li> <li>d. Cabling and protections</li> </ul>		
Request after completion of system for final inspection			
	5. Mechanical <ul style="list-style-type: none"> <li>e. Confirm installation and connection of controls</li> <li>f. Verify insulation location, R-value and label</li> </ul> 6. Plumbing <ul style="list-style-type: none"> <li>e. Confirm setting and connection of fixtures</li> <li>f. Verify insulation location. R-value and label</li> </ul> 7. Electrical <ul style="list-style-type: none"> <li>e. Power – Devices, covers, AFCI, GFCI, wiring, grounding and bonding</li> <li>f. Lighting – lamping</li> <li>g. Low voltage – under 25 volts and over 50 watts</li> </ul>		
	8. Final/operative inspections to verify that are installed in accordance with the approved construction documents, listings, manufacturer's installation instructions and that all tests required have been conducted		
Y / N	<b>Other inspections based on project scope. (RCO 108.2.10)</b>		
	At the building official's discretion, additional inspections may be included in the list of required inspections provided to the owner with the certificate of plan approval. Request the inspection at the time and the direction of the inspection listing.		
	1. <b>Accessibility</b> - exterior & interior  2. <b>Special Inspections</b> - reports & records of findings and sequence of corrections, etc  3. <b>Structural steel</b> –  4. <b>Roof assemblies</b> – design details, installation of underlayment/sub-base & exposed surface, fastening, wind exposed edge detail...installed in accordance with manufacturer's installation instructions and approved construction docs  5. <b>Weather</b> - exposed outer surfaces; windows, rain screens, weather resistive barrier, flashings  6. <b>Egress systems</b> – width and height clearances, door swings, and adequacy of elements in means of egress system.  7. Final inspections		

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Y / N	<b>Industrialized Unit (IU) inspections. (RCO 108.2.12)</b>		
	Request at the time of delivery of IU.		
	<ol style="list-style-type: none"> <li>1. Verify the unit is marked with an insignia from the Board of Building Standards</li> <li>2. Verify the unit has same floor plan, elevation and exterior detail as shown on approved construction documents associated with the insignia.</li> <li>3. Verify the unit is undamaged from transportation or weather.</li> </ol>		
	Request at appropriate times after on-site construction is complete		
	<ol style="list-style-type: none"> <li>4. Verify on-site construction, attachment to foundation, interconnection of modules, and connection to utilities</li> </ol>		