



**Job Address:** \_\_\_\_\_

**Date** \_\_\_\_\_

City of Columbus, Ohio ▪ Department of Development ▪ Building Services Division 757 Carolyn Avenue,  
Columbus, Ohio 43224 ▪ Phone: 614-645-7433 ▪ Fax: 614-645-7912 ▪ [www.columbus.gov](http://www.columbus.gov)

## **INSPECTIONS REQUIRED - 1, 2 and 3 FAMILY**

**In accordance with Residential Code of Ohio Section 109.3**

**THIS DOCUMENT IS PART OF THE PLAN APPROVAL  
AND MUST BE ATTACHED TO THE APPROVED PLANS OR THE BUILDING PERMIT**

For all work within the City of Columbus where a permit is issued the customer is **responsible** to schedule the **required** inspections. If you are doing mechanical, electrical or plumbing work, you are required to have separate permits for each trade in addition to the building permit.

**The following is a list of required inspections needed to be performed for the work. It is the permit holder's responsibility to determine the number of inspections, the sequence and/or combination of inspections needed.**

### **Mechanical**

- Rough Heating, Ventilating / Air Conditioning / Hydronics (furnace, ductwork, air-conditioner / condensing unit / hot water heating system)
- Rough Gas piping and Gas Piping test
- Fireplace / Stove Rough – prefabricated or factory built
- Insulation / Energy efficiency: Conformation of compliance with Chapter 13 shall include, duct system R value and HVAC and water heating equipment efficiency.
- Gas Piping Final
- Fireplace / Stove Final
- HVAC / Hydronics Final

### **Electrical**

- Electric Underground
- Rough Electric / Service
- Electric floor heating system
- Electric Final

### **Plumbing**

- Sewer connection
- Underground plumbing
- Plumbing rough (Top out)
- Plumbing bathroom (Top out)
- Plumbing Final

### **Structural**

- Lot Line Markers (New construction only)
- Footing: After reinforcing and forms are placed. Concrete need not be on job site.
- Perimeter (interior tile) foundation drainage
- Lowest floor level / Flood Resistant construction
- Basement / Foundation walls: After reinforcing is placed, waterproofing, exterior drainage tile, weep holes and anchor bolts are complete.
- First floor concrete slab-on-grade / under floor: After in slab reinforcing, gravel base and vapor barrier is placed, building services piping, conduit and or piping accessories, under slab or perimeter foundation insulation are installed.
- Framing inspection: After all framing, roof deck, sheathing, fire blocking, bracing are in place. All rough mechanical, electric, plumbing must be approved **prior** to framing inspection.
- Lath or drywall (Gypsum board): After all lath and gypsum board is in place, but before any plastering, board joints, and fasteners are taped and finished. Fire resistive assembly or shear wall.
- Rough Masonry Fireplace
- Insulation / Energy efficiency: Conformation of compliance with Chapter 13 shall include envelope insulation R and U value, fenestration U value.
- Masonry Fireplace Final
- Final Inspection** All final mechanical, electric and plumbing inspections must be approved first. Energy certificate posted at the electric panel. Certificate of Appropriateness (If applicable)

*Noted above is a listing of type of inspection required on your construction project. The number of inspections required for each type depends on the scope and size of your project. You are responsible to make sure that all inspections are paid for in advance of calling for the inspection. No inspection will be performed until payment is received.*

**Failure to identify a required inspection does not relieve the property owner/contractor from obtaining the inspection.**

Next business day inspection requests must be received on the appropriate 24-hour phone line, faxed or e-mailed **NO LATER THAN 4:00 P.M.** the business day before the inspection is desired. Please provide the following information: The appropriate permit number, job site address, and type of inspection needed, any special instructions, name and phone number to contact.

#### **24-Hour Phone Lines**

Electrical Inspection 614-645-8265  
HVAC/REF Inspection 614-645-8138  
Plumbing Inspection 614-645-8355  
Structural/Building Inspections 614-645-8235

#### **Fax the Request:**

614-645-8358

#### **Email the Request:**

[inspectionrequest@columbus.gov](mailto:inspectionrequest@columbus.gov)

#### **To Cancel an Inspection:**

Call: 614-645-7847 Fax: 614-645-8358

**To verify the inspection has been scheduled or to obtain the results of your Inspection log onto the City's web site below:**

<https://citizenaccess.columbus.gov/citizenaccess>

Inspections will be disapproved and will require a re-inspection and additional inspection fees for the following reasons:

- Work is covered before an inspection.
- If the work is not completed or not installed as per approved plans.
- If the approved plans and/or permit are not on the job site.
- If plumbing, mechanical and/or electrical are not approved prior to the structural inspection (where applicable).

**Failure to call for a final inspection on any portion of this project will result in an expired permit and additional fees due.**

Revised September 16, 2009