

WHAT IS AN INSPECTION?

A building inspection is a process where a trained professional checks footings, foundations, plumbing, electrical, mechanical, structural frame, insulation, lathe, drywall, and more, to ensure they meet City ordinances and State building codes. Through this process, the City also ensures that new and remodeled buildings are constructed according to plans approved by the Economic & Community Development Department, and that buildings meet all health and safety regulations.

ON-SITE INSPECTIONS

A City Inspector will make one or more inspections of a project while it is under construction, in order to ensure that it is safe and in compliance with all applicable codes and ordinances. After the project has been completed and has received Final Inspection, the building permit will be kept on file with the Building Division as evidence that the work has been completed according to appropriate codes and regulations. The new building or project area cannot be occupied until Occupancy Approval has been given by the Building Division. This is normally given after the building has passed the Final Inspection.

WHEN ARE INSPECTIONS NEEDED?

Inspections must be done at specific stages of projects. Do not proceed to the next stage of construction until the project has passed inspection for the current stage. It will be your responsibility to schedule an inspection. Inspections are required at the following stages of construction:

- 1. FOOTINGS/FOUNDATION:** To be done after trenches or pad openings are excavated and cleared of loose material or mud, forms, reinforcement, and hardware are erected and secured in place, but **before** concrete is poured.
- 2. UNDERGROUND/UNDER SLAB PLUMBING INSPECTION:** To be done after all plumbing, electrical conduit are in place and secured, but **before** back filling. All underground plumbing must be under test before the inspector arrives on the job site.
- 3. UNDER FLOOR FRAMING/PLUMBING:** To be done after all girders, floor joist, hardware, electrical and plumbing is in place, but **before** insulation is installed. All under floor plumbing must be under test before the inspector arrives on the job site.
- 4. UNDER FLOOR INSULATION INSPECTION:** To be done after under floor framing and plumbing has been approved.

5. **FLOOR NAILING:** To be done after all of the above systems have been approved, but **before** walls are framed and raised on floor.
6. **ROOF DECK INSPECTION:** To be done after all walls, ceilings joists, rafters, shear walls and roof sheathing is in place but **before** any roofing material is placed on the roof.
7. **SHEAR WALL INSPECTION:** To be completed prior to the installation of building paper and windows.
8. **ROUGH FRAMING INSPECTION:** To be done after the structure is weather proofed. Roofing, exterior paper and windows must be in place. All plumbing, electrical and mechanical systems must be in place and all structural framing components must be completed and installed according to the approved plan.
9. **INSULATION INSPECTION:** Insulation is not to be installed until the rough framing inspection has been approved. Insulation shall be installed in accordance with the approved plans and the approved Title 24 energy calculations. Exterior joints around windows, doors, and wall sole plates must be sealed. Openings for electrical plumbing and gas lines that penetrate the walls, floors and ceilings must be sealed.
10. **LATH/DRYWALL INSPECTION:** To be done after the installation of the exterior lathe and interior drywall is complete and **before** tape, mud or plaster is applied.
11. **GAS TEST INSPECTION:** To be done after stucco/drywall is complete and all cabinets are installed. The gas line **must** be pressurized with 15 lbs of air and using a gauge with 1/10 lbs increments or less.

FINAL INSPECTIONS

Final electrical, plumbing, mechanical, fire suppression, and alarm inspections will be done **after** all such systems are complete, but **before** the Final Building Inspection and before occupancy of the premises. The Final Building Inspection is done only after the project has passed all other required inspections. The project cannot be occupied until Occupancy Approval has been given.

OTHER INSPECTIONS

Other inspections may be required on particular jobs. These will be indicated on the approved plans and specifications, or the permit holder will be told of the need for them by the Building Inspector.

OCCUPANCY APPROVAL

No building or structure may be occupied until approval is granted by the Building Division. On new buildings, a certificate of occupancy will be issued when it is determined that the building or structure complies with all code provisions.

HOW TO REQUEST AN INSPECTION

When a stage of the construction project is ready for inspection, the contractor or person responsible for the work to be inspected can call (626) 812-5223. If you are requested to leave a message; please clearly leave your contact information and the inspection type. A staff member will return your call. Have the job card ready in order to give the following information to Building Division staff:

- Permit Number
- Type of Inspection Requested
- Your Name and Phone Number
- Job Address Where Inspection is Desired

ADVANCED NOTICE

At least **24 hours** advanced notice is necessary to schedule an inspection. Although requests will be accommodated as best as possible, high demand may result in inspections not being able to be scheduled until a day or so later. Although the City has a 4 day work week; a Friday inspection **may** be available with advance approval and additional fee.

HOW MUCH DO INSPECTIONS COST?

The cost of building inspections are included in the Permit Fees you have paid. However, re-inspection fees may apply if an inspection call is made, but the work is not ready for inspection, or required corrections have not been completed. In addition, re-inspection fees may be charged if the approved plans are not available, or the inspector cannot gain access to the site to perform the inspection.

HELPFUL HINTS

1. Plan your project carefully. It is important that you discuss your project with the City's Planning Staff during the concept stage.
2. Create a complete list of needed materials to purchase for your project. Check the items on your list match the materials specified on the plans.
3. Obtain timely inspections throughout construction.
4. Obtain Final Inspection from the Building Division.
5. Obtain an Occupancy Approval where appropriate.
6. Retain final permits and approved drawings for future reference

Owner/Builders Take Note!

A Word of Caution From The Contractors State License Board

(Source: https://www.cslb.ca.gov/Consumers/Know_Risks_Of_Owner_-_Builder/)

- The Contractors State License Board wants you to know there are a number of important issues to consider before beginning a construction job as an “owner-builder.”
- An owner-builder is what the term indicates: a person owns the property and acts as their own general contractor on the job, and either does the work themselves or has employees (or subcontractors) working on the project.
- The work site must be their principal place of residence that they have occupied for 12 months prior to completion of the work.
- The homeowner cannot construct and then sell more than two structures during any three-year period.
- As an owner-builder, you assume full responsibility for all phases of your project and its integrity.
- Licensed contractors must demonstrate knowledge of their craft, be tested, fingerprinted, bonded, and undergo an FBI background check before they are licensed to work in California.
- Illegal contractors can botch a job or leave with the down payment, leaving the owner-builder to deal with the consequences.
- You must pull all building permits.
- Your project must pass codes and building inspections.
- The owner-builder is responsible for ordering materials and making sure all suppliers are paid.
- An owner-builder also is responsible for supervising, scheduling, and paying subcontractors. If you use anyone other than a licensed subcontractor for work, you may be considered an “employer.”
- Employers must register with the state and federal governments and are obligated to participate in state and federal income tax withholding, federal Social Security taxes, workers' compensation insurance, disability insurance costs, and unemployment compensation contributions.
- Hiring an unlicensed “consultant” to manage the project does not save you money in the long run. By hiring a licensed experienced contractor for your project to hire licensed knowledgeable tradespersons, the contractor becomes responsible for all phases of the construction.

For questions or further information please call:
City of Azusa’s Building Division
(626)812-5234