

Commercial Inspection Procedures

Contractor presence is encouraged but not required at building inspections.

Approval status will be indicated by a sticker, tag and/or deficiencies report left on site.

- **Concrete footing, foundation wall and pier inspections:**

- * 2-hour notice is required.

- * Inspections **MUST** be scheduled for the day concrete is to be poured when ground temperatures are hovering around freezing. Ground temperature will be checked.

- **Ground rough plumbing inspections:**

- * 24-hour notice is required.

- **Sewer and water line inspection:**

- * These inspections will be performed by our Public Works Department. When you call, our staff will direct your request to them for service.

- **On-grade concrete slab inspections (other than driveway approaches and sidewalks):**

- * You no longer need to call in for these inspections, however, work will be subject to spot inspection.

- * A min. 6 mil. Poly vapor barrier is required under slab on grade at occupancy areas.

- * Steel reinforcement is required in all on-grade concrete slabs.

- * Steel reinforcing bar is required to be mounted on approved chairs.

- **Gas Service inspection:**

- * 24-hour notice is required.

- * Gas pressure test is performed to the 2012 ICC specifications.

- **Electrical service inspections:**

- * Separate electrical service inspections are no longer being performed. This inspection will be performed during the all trade rough-in inspection.

- **All trade rough-in inspections:**

- * 24-hour notice is required.

- **Sidewalk and driveway approach inspections:**

- * Our Building Department will perform these inspections. When you call, our staff will direct your request to them for service.

- * Steel reinforcement on approved chairs is required in all concrete sidewalk slabs.

- **Drywall inspections (other than occupancy separation firewalls):**

- * You will no longer need to call in for these inspections, however, work will be subject to spot inspection.

- **Occupancy separation drywall inspections:**

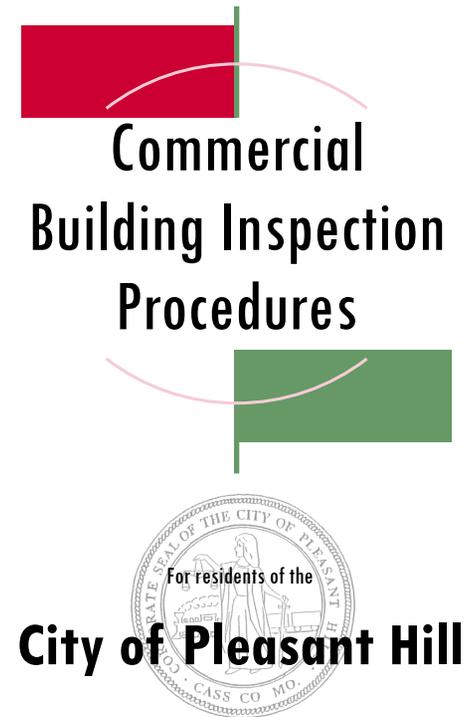
- * 24-hour notice is required.

- **Final Occupancy inspections:**

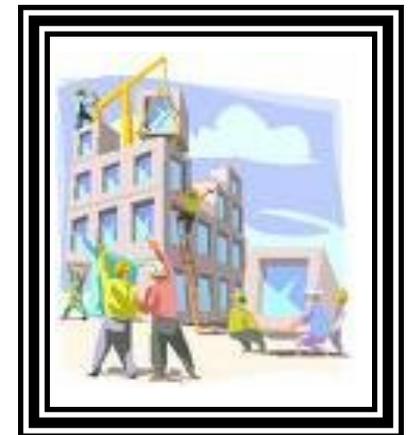
- * 24-hour notice is required.

- * ALL "Special Inspection" reports and Certifications are filed with the City of Pleasant Hill.

- * Certificate of Occupancy (temporary or final) will typically be issued within two business days.



City of Pleasant Hill



*Community Development Department
Randy Miller, Director
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Tel: 816-540-3135

Procedures

Builders and Contractors:

Here in Pleasant Hill, we are concerned foremost with one thing - **Life Safety**. Not only for the ultimate owners and tenants of buildings, but for you the Builders and Contractors, as well as City Staff.

We are a service organization and view ourselves as a partner on your construction project. Our goal is to provide you services in a timely and efficient manner and to assist you in learning to prepare for successful inspections.

Here is a good rule of thumb to remember to remember in Pleasant Hill:

◆ Ready and Right.

Make sure you are **READY** and that everything is **RIGHT** before scheduling your inspection. We expect you, the Builders and Contractors, to pre-inspect your work before calling for an inspection. By doing so, your City inspection will be predictable and go smoothly and quickly.

We look forward to working together with all of you and we are here to answer your questions. Should you have any questions or encounter a situation where you're not sure how to proceed, simply contact us. We will do everything possible to assist you.

General Construction Procedures



****Certain projects may require special inspections by a third party. Please contact the Community Development Department for more detail.****

Property Identification:

All new construction projects require a temporary property identification marker be placed in front of the building line on the property. This marker must show both the lot number and street address of the property in eight inch (8") minimum Orange lettering. This temporary property identification must remain in place until such time permanent property identification is in place. Commercial projects may display this information at the job site trailer.

Building Permit:

You will be issued an 8-1/2" x 11" Orange Building Permit placard in a plastic sleeve. This placard must be displayed on the job site at all times during construction. During the initial phases of construction, it should be affixed to the temporary property identification marker described above. Commercial projects may display the placard from inside a front window of the building or the jobsite trailer.

Inspection Record:

The official inspection record is maintained on computer at City Hall.

Construction Inspections:

*All inspection requests **MUST** be called in to the main city hall number, 816-540-3135. Our internal procedures require a written work order be generated for each inspection request. Please do not contact inspectors directly to request or schedule inspections.

*Public Works and Building Inspections will be performed daily between 8am-12pm & 1pm-4pm Monday through Friday except City observed holidays.

Wind Braced Walls:

Due to the various designs for **Wind Braced Walls**, we will be doing a spot check of these walls for proper nailing at exterior and interior locations as described on the "Approved" plans submitted to the City.

Temporary Ladders:

For the safety of City Staff, we require temporary ladders be installed to provide access to any level not otherwise accessible where the adjacent level exceeds twenty-four inches (24") in height. These temporary ladders must be in place at the time of your scheduled inspection.

Temporary Guardrails and Handrails:

Also for the safety of City Staff, we require temporary guardrails and handrails be installed to provide fall protection anywhere construction would require such rails. These temporary guardrails and handrails must be in place at the time of your scheduled inspection.