

Adams County Building Inspection Procedures

Instructions for Obtaining Inspections

Inspection Request Policy

Expectations of the requestor:

It is the responsibility of the permit holder or requestor to ensure the work is ready and complete for the inspection prior to scheduling the inspection. All scheduled inspections are subject to be rescheduled, cancelled, and include advancement if there is an opening in schedules at our discretion.

All inspection requests must be made by **8:00am the day prior to the anticipated inspection** by the permit holder or requestor. Inspection requests made after 8:00am will automatically be scheduled for the next available business day. Please note, due to fluctuations in the volume of requests, next business day inspection service is not always be guaranteed, but the inspection will be completed on the day it is scheduled.

Inspection Schedule Advancements:

For advancements, you will be notified by an Inspector confirming the work is ready and available for inspection prior to being advanced. If the work or access is not available, you will remain on the schedule for the original day requested.

Inspection Cancellations and Rescheduling

All cancellations of inspections must be received in the Building Safety Division system **48 hours prior to the day of the scheduled inspection** through the automated phone system (IVR) or Accela Citizen Access system (ACA). Any inspection that is cancelled after the cancellation cut off is subject to a \$75.00 re-inspection fee and must be paid prior to scheduling another inspection.

All rescheduled inspections must be received in the Building Safety Division system **48 hours prior to the day of the original requested inspection** through the automated phone system (IVR) or Accela Citizen Access (ACA). Any inspection that is rescheduled after the cut off shall be subject to a \$75.00 re-inspection fee and must be paid prior to scheduling another inspection.

How to Schedule Inspections

E-Permit Center

Inspections may be requested 24 hours a day, 7 days a week using the online scheduling available through the E-Permit Center <https://permits.adcogov.org/citizenaccess>. You must have an account and authorized access to utilize this system. You will need the permit number and the inspection code for the request. Inspections will be scheduled for the next available business day.

Automated Phone System

Inspections may be requested 24 hours a day, 7 days a week by calling **720-523-6320**. You will need the permit number and the inspection code for the request system. Inspections will be scheduled for the next available business day.

What to expect on the day of your inspection:

The permit card and the County approved plans must be on the job site at the time of the inspection or the inspection can be denied. The job address must be posted in a prominent location so it can be easily read from the street. There will be a \$75.00 re-inspection fee assessed for any inspection requested prior to completion of work. **This re-inspection fee must be paid prior to scheduling a re-inspection.**

Required Inspections

(Residential only) Footing or Caissons/Setback Inspection (#100): Inspected prior to placement of concrete. An Engineer's signed letter, attesting these items meet the approved plans and specifications, will be accepted in lieu of an inspection.

Concrete Encased Electrode (#105): At time of inspection, a listed connector for concrete encasement shall be visible and the grounding electrode conductor present. The connection shall be attached to a minimum of ½" rebar for a distance of at least 20 ft. This length shall be continuous or tied together with steel tie wire, exothermic welding, or welding. The CEE shall also be connected to a continuous length of 20 ft of bare copper wire not smaller than #4 AWG. Refer to NEC 2017 250.52 A3 for further requirements.

(Residential only) Wall Reinforcing Steel Inspection (#110): Inspected prior to placement of concrete. An Engineer's signed letter, attesting these items meet the approved plans and specifications, will be accepted in lieu of an inspection.

Temporary Power|Construction Meter (#115): At time of inspection the Temp Service shall be built upon a post and secured per the guidelines set forth by the power company.

(Residential only) Foundation Damproofing Inspection (#120): Prior to backfilling, if required.

Underground Plumbing (#130): When all pipe is in place and bedded and ready with a 10' head of water* or 5 pound air test, minimum fifteen minutes before inspection starts. (Must have a ladder setup\available.)

* When using water for testing, all sections of piping must be full of water. Air locks will not be permitted.

Underground Electrical (#135): Inspection for the trench to correct depth. Conductors/ Cable Assemblies/ Conduits must be in trench.

Exterior Sheathing (#150): Shear wall inspection of both interior and exterior shear walls. This inspection is also used for fire rated exterior soffits.

Rough Fire District:

(Commercial) This inspection is for rough fire alarm and rough fire sprinkler inspections:

(Residential) This is inspection is applicable for rough NFPA fire sprinklers systems if installed.

NOTE: (Residential): All of the rough inspections may be scheduled for the same day (preferred) or by scheduling the individual trades on different days. However, if scheduling trades for different days, the following sequential order of inspections must be followed. Rough Electrical then Rough Gas Pipe and Rough Plumbing, then Rough Mechanical, and then Rough Frame.

Rough Electrical (#165): Roof complete and unit is weather tight including all windows and doors installed. All rough wires ran and supported, and all boxes installed and supported. The conductors in the boxes shall be stripped and made up ready to have the devices installed.

For new Residential Dwellings, the Electric Service is included in a 165.
The Neutrals and Grounds shall be made up to the new panel if applicable.

- Roof complete and unit is weather tight.
- All windows and doors installed.

Rough Gas piping (#170): Gas piping (threaded piping) – Minimum 20 pounds air pressure for fifteen minutes. Welders certification required for welded piping and test pressure per International Fuel Gas Code.

Rough Gas Pipe (#180): Inspection of the complete drain, waste, and vent (DWV) system and water distribution piping.

- Drain, waste, and vent system (air test) - 5 PSI for no less than fifteen minutes during inspection or (water test) - no less than *10' head of water through roof.
* When using water for testing, all sections of piping must be full of water. Air locks will not be permitted.
- Water piping - working pressure is to be used or 50 pounds air pressure for no less than fifteen minutes during inspection.
- P2904 Fire Sprinkler systems.

Rough Mechanical #(190): Inspection of all duct work, mechanical exhaust vents and flues. Furnaces, fireplaces, and all equipment must be installed.

Rough Framing (#200): Inspection of all framing components, firestop, fire blocking, and draft stopping.

Insulation (#205): Inspection of insulation in accordance with the design and energy code requirements.

Drywall Inspection (#210): To be made prior to taping and filling all drywall

Lath/Wire (#220): This inspection is for wire mesh for stucco or stone.

(Commercial only) Ceiling Grid (#230): All ceiling grid hung and supported. This inspection will observe the grid installation, tie wires, and duct work, fire-stopping and fire-blocking above grid. No tiles shall be installed until this inspection is completed. Above grid electrical must be inspected and signed off prior to scheduling.

(Commercial only) Above grid electrical (#235): All support wires shall be connected at both ends and independent from the ceiling grid wires. No other trades to be on with the electrical trades support wires. This shall include low voltage installations. Low voltage wiring must have own support.

Final Electrical Inspection (#265): The project shall have all devices, receptacles, light fixtures, control pads, installed and in working order.

Final Building Inspection (#300): Prior to occupancy or moving anything into the structure:

- All work is 100% completed in accordance with the approved plans or scope of work.
- All water, final gas and electrical meters must be installed and working.
- Final electric must be complete and signed by the Electrical Inspector
- All required sign offs must be present.
- Exterior raw wood must be painted.
- Final grading completed
- Engineer's letters uploaded to the permit record

Certificate of Occupancy

A Certificate of Occupancy may be obtained at the Building Safety Division the day following the completion of the final inspection if the conditions listed below have been met.

- A. Stamped and signed Engineer's letters must be on file for the caissons, footings, grade beam or stem wall, void, drain, damp proof and any other letters requested by the inspector due to modifications or repairs.
- B. All required inspections must be signed off on the inspection card.
- C. Landscaping must be installed in accordance with the Development Review Department. A bond certificate may be accepted due to inclement weather. (November-May)