

BUILDING AND ZONING DEPARTMENT CITY OF SPRINGFIELD



INSPECTION TIPS FOR REQUIRED INSPECTIONS -RESIDENTIAL 04/18/2016

1. **SETBACK INSPECTION for One and Two - Family Residences**

Please be advised that this department will be conducting a setback inspection of all new one and two - family residences and for any large additions or garages that require an erosion control permit before the building permit will be issued. There are two options that you can choose from that are listed below:

- a. Stakeout the residence prior to installing erosion control measures. The Zoning Inspector can be scheduled to inspect the setbacks on the same day the Building Inspector conducts the pre-job erosion control inspection.
- b. Stakeout the residence when the erosion control measures are installed. The Zoning Inspector can be scheduled to inspect the setbacks on the same day the Building Inspector checks the erosion control measures.

2. **EROSION CONTROL INSPECTIONS for One and Two - Family Residences**

Two erosion control inspections are conducted as listed below:

- a. Pre-job inspection. This inspection is optional. Normally this inspection is scheduled at the permit counter. The Building Inspector will meet with the contractor at the site and discuss the required erosion control measures. After the inspection, the contractor will submit the erosion control plan if not already submitted.
- b. Measures inspection. This inspection is required and will be conducted after the erosion control measures are installed. Note - the building permit will not be issued until after the inspection is conducted and passed.

3. **FOOTINGS**

Footings must be inspected prior to pouring. The Department policy states any footing inspection request made prior to 8:15 a.m. will be inspected that afternoon (1200 p.m. - 4:00 p.m.); any request made after 8:15 a.m. but prior to 3:15 p.m. will be made the following morning (8:00 a.m. - 11:59 a.m.).

4. **PLUMBING GROUND WORK**

Residential groundwork installations must be inspected prior to pouring and will follow the same inspection schedule as footings.

5. **FOUNDATION**

The foundation inspection will be conducted at either the framing inspection or final inspection and is inspected after the walls are poured or blocked.

6. **ROUGH-IN: Plumbing, Electrical & Mechanical**

These inspections will be made after all internal and external electrical, mechanical and plumbing work has been roughed-in. The rough-in work on New Single Family/Two Family Residences must be inspected and passed prior to any framing, insulation or drywall inspection.

7. **FRAMING**

All plumbing, electrical, mechanical and fireplace rough-ins must be completed and inspected before a new single family/two family framing inspection can be scheduled. This Department's Plumbing, Electrical and Mechanical Inspectors will leave green approval sticker on the job site when the rough-ins are approved. When three green rough in stickers are present, the framing inspection can then be scheduled. The inspector checks the framing for code compliance. If the stairs and windows are in, they will be checked at this time. Framing shall be inspected prior to the installation of insulation.

8. **ELECTRICAL SERVICE**

The Electrical Inspector needs to make an inspection as soon as the panel, meter base and conductors to the weatherhead for overhead services or the transformer for underground service have been installed and before CWLP installs the meter.

9. **FINAL/CERTIFICATE OF OCCUPANCY**

Prior to occupancy, all inspectors need to make a final inspection to verify code compliance throughout the structure. The Department requests that the contractor or owner be present at the time of the final inspection. This final inspection is required by Section R109.1.6 International Residential Code, 2012 Edition.

10. **INSPECTION REQUEST**

Contact (217) 789-2171 for inspection request. The following information is required in order for the Department to schedule an inspection:

- a. Exact address
- b. Type of inspection needed.
- c. When it will be ready for inspection.
- d. Name and telephone number of requestor.

NOTE: Please be advised that all inspections with the exception of footings and plumbing groundwork, require two working days notice.