

Inspections

Introduction

The issuance of a building permit gives the permit holder the right to proceed with the construction project. Construction is limited to the scope of the project delineated on the approved plans, a permit or both. At various stages of construction inspections are required. What is required to be inspected, when an item would be required to be inspected, and the timeliness of an inspection are dependent on the project.

Building and Site Development, Fire Department, and Health Department team members perform inspections.

Building and Site Development will not issue a Certificate of Occupancy (CO) until all departments have approved their inspections as required. It is the contractor's/permit holders responsibility to know what inspections are required and to call for inspections at the appropriate times.

Following are examples of activities that the city will inspect and contact numbers:

Important Numbers:

Building and Site Development (573-874-7474)

Erosion and Sediment Control

Public streets

Tree preservation

Building or structure clearing and grubbing

Drive approaches and sidewalks

Grading and engineered fill

Stormwater best management practices

Foundation systems

Framing-including above ceiling-before concealment

Fire resistive rated walls, ceilings, beams, columns and floors

All electrical, plumbing or mechanical systems and components (prior to concealment)

Electric and Gas tags

Exhaust hoods and grease duct systems

Final Building inspection

Final Site inspection

Landscaping

Fire Department-Contact the Fire Department for these Inspections (573-874-7556)

Fire/smoke alarm and detection system

Fire protection system (sprinklers)

Fire apparatus access route

Fire pump

Fire command center

Hood suppression

Health Depart.-Contact the Health Department for these Inspections (573-874-7346)

New or remodeled food service establishments
Food preparation equipment
Ware washing equipment
Refrigeration equipment
Refrigeration temperature
Food storage
Swimming pools
Tattoo parlors

Scheduling Building and Site Development Inspections

If calling for a Building and Site Development inspection the number is (573)874-7474. Calls received by noon may be scheduled for the same day PM inspection or later. Calls received by 5:00 PM may be scheduled for the following business morning inspection or later. The following information is required:

- Permit number and address
- Type of inspection(s) you are requesting
- Date and half- day increment desired--AM or PM (assumption will otherwise be the following business half-day).
- Contact name and phone number for the inspector, and if a “call on the way” is necessary.

Inspections may also be scheduled online through Citizen self service. The same information as above is required. NOTE: Although the online system allows the current day to be chosen, the inspection will be performed in the next half-day increment from the time it is scheduled.

Use this link for [step-by-step instructions on creating your account.](#)
Use this link for [step-by-step instructions on scheduling inspections.](#)

Responding to Inspection Requests

Building Inspectors sort their work at the beginning of each day according to travel time, appointment times and the complexity of the job.

When the inspector arrives at the job site, the following expectations apply:

- The site will be clearly identified by an address
- The permit is posted in plain view
- The site is readily accessible
- The work is ready to be inspected

Failure to provide for these items could result in the inspection not being made, and you could be charged a \$35 failed inspection fee. A second failed inspection results in a \$75 fee. If the inspection is approved the inspector will sign off on the permit posted onsite (It

is required to have the permit posted onsite). If the inspection is disapproved an inspection report noting deficiencies will be left onsite. A failed inspection requires re-inspection before concealment and before moving on to the next stage of construction.

Inspection reports are also entered into the City information system and can generally be viewed online within a day of the inspection using Citizen Self Service.

Special Inspections

The building code mandates that the owner, or registered design professional in responsible charge acting as the owner's agent, employ qualified third party agencies to inspect certain construction processes. These are identified as "special inspections" by the code. Soil, excavation, steel, masonry, concrete, retaining walls, and sprayed fire-resistive materials are examples of construction processes that require special inspection by a qualified third party. In addition special inspections must be performed for the accessible route, lighting, boiler, and elevator certifications.

The building official is responsible for approving the special inspection program submitted by the design professional and may require a preconstruction conference to review the program with the construction team. Throughout the course of the project special inspections shall be performed and reports prepared. Work that is not in conformance shall be immediately brought to the contractor's attention for correction. If they are not corrected, the discrepancies shall be brought to the attention of the building official and the registered design professional.

A final special inspection report, indicating that all prior special inspection issues are complete, is required prior to performing the building final inspection.

Inspection of Fire Related Issues

Fire Systems must be inspected by the Fire Department. Fire System inspections may be scheduled in Citizen Self Service or call (573) 874-7556 to schedule an inspection. The Building Safety Division works closely with the Fire Department to ensure compliance with local fire protection ordinances.

Inspection of Restaurants, Bars, and Swimming Pools

The inspection of restaurants, bars and swimming pools for licensing is handled by the Health Department. Call (573) 874-7346 to schedule an inspection.

Inspection of Sewer Taps

When a tap is being made on the sewer main, an inspection by both the Sanitary Sewer Utility (573-445-9427) and the Building and Site Development Division (573-874-7474) is required. These inspections are required before concealment. The connection of

lateral's to existing wye's in the sewer main do not require camera inspection by the Sanitary Sewer Utility.

Building Water Connection Inspection

The Water & Light department will also perform a building water connection final inspection to verify meters and proper backflow prevention. This inspection is automatically requested if a final inspection is requested by phone or the request can be made through Citizen Self Service. Approval of this inspection is required before a Certificate of Occupancy is issued.

Final Inspection

When the building or structure is complete, it is necessary to schedule a final inspection. What the final inspection entails is dependent on the scope of the project. In many instances, a number of tests and certifications need to be performed as part of the final inspection. The Fire Department needs to have approved all of the fire safety systems prior to conducting the final inspection. Certifications such as accessible route and lighting may be required prior to issuance of a Certificate of Occupancy. A landscaping final **and** a yard final must be scheduled if any site work was part of the project.

Obtaining a Temporary Certificate of Occupancy

A Temporary Certificate of Occupancy (TCO) allows the structure or building to be used or occupied on a temporary basis, prior to the project being completed, and is at the discretion of the Building Official. Typically, a TCO will not be issued on a single or a two family structure or on an individual commercial suite. If a TCO is sought please advise staff when scheduling final inspections. In order to obtain a TCO, you must obtain all final inspections, including yard and landscaping, as a condition of the building permit. After these inspections have been completed, a decision will be made as to whether a TCO can be issued. Note, before a TCO can be issued, the Inspectors will ensure that all life safety items, public improvements and site requirements have been addressed and that stipulations pertaining to the issuance of a TCO have been completed.

Life safety items can be numerous. Generally they include the following:

- Fire alarm system is fully functional
- Fire sprinkler system is fully functional
- All smoke detectors are tested and fully functional
- All exits are free and clear
- All exit doors are working properly
- Site is safe for pedestrian and vehicular traffic
- Site has no open excavations
- Site has no incomplete electrical systems

Often a bond must be provided to receive a TCO. The building official will establish a bond amount based on the work remaining for completion of the structure and the site.

Once the building official has approved a TCO you may print it from Citizen Self Service.

If desired a pre-occupancy meeting can be scheduled with BSD and the Fire Department to ensure all parties understand what is required before final inspections and occupancy. Prior to the meeting, the permittee shall provide a drawing and schedule identifying the locations and dates they intend to occupy each portion of the building.

Renewal of Temporary Certificates of Occupancy

TCO's are granted for a limited time. The intent is to allow you to use the building while the project is being completed. We expect you to be moving towards completion of the project and to call for another final inspection when you are ready. If for some reason you cannot complete the project by the stated expiration date, you need to apply for a renewal of the certificate. Talk with the Building Regulations Supervisor to begin your renewal process.

Obtaining a Certificate of Occupancy

Once you have received a "satisfactory" final inspection, the project file will be closed out and a Certificate of Occupancy may be printed from Citizen Self Service.