



INSPECTION REQUIREMENTS

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- **JOB SITE ADDRESS** posted during entire construction project.
- **APPROVED JOB COPY CONSTRUCTION DOCUMENTS MUST BE AVAILABLE ON ALL JOBS FOR ALL INSPECTIONS.** If approved construction documents are not on the job site, a re-inspection must be scheduled – **PLEASE NOTE A RE-INSPECTION FEE WILL BE ASSESSED.**
- **RE-INSPECTION FEES** – A Re-inspection Fee will be charged when the inspector must return to work that was not ready, building was locked and inspector could not gain access, approved construction documents not on site, and / or had failed a previous inspection. Fee must be paid prior to scheduling final inspection, or if two (2) fees are assessed on a project, fees are due before the next inspection is scheduled.
- **SCHEDULING INSPECTIONS** - **Please call the Moreland Hills Building Department** Monday – Friday between the hours of 8:30am- 4:00pm. (Office will be closed between 1:30-2:30 for lunch). **24 hour minimum notice for ALL inspections**
Please be prepared to give the following information when scheduling your inspection:
Permit number
Contractor
Contractor contact name
Phone number
Type of inspection
- **TO SCHEDULE CALL 440-248-1188**
- **FOOTING / PADS / PILING / POST HOLE INSPECTIONS:**
 - Upon completion of Footing Forms, Reinforcement, etc. but **BEFORE PLACING CONCRETE** schedule a pre-pour inspection.
 - A Minimum of a **ONE HOUR** window is required when scheduling for inspection.
- **PRE-FORM CONCRETE FOUNDATION WALLS:**
 - Upon completion of Wall Forms, Reinforcement, etc. but **BEFORE PLACING CONCRETE** schedule a pre-pour inspection.
 - A Minimum of a **ONE HOUR** window is required when scheduling for inspection.
- **FOUNDATION INSPECTION:**
 - Upon completion of water proofing, drain tile with stone in place, and prior to backfilling.
- **STORM DRAINAGE SYSTEM INSPECTION:**
 - **After complete installation of all underground storm system drainage components.**
Note: Exposure of entire storm drain system and branches must be visible and have full continuous support upon a bed of clean fill (i.e.: stone, gravel or sand).
- **UNDER SLAB UTILITIES INSPECTION:**
 - After all service equipment, conduit, piping accessories and other ancillary equipment items are in place, but **BEFORE PLACING ANY CONCRETE OR INSTALLING ANY FLOOR SHEATHING, INCLUDING THE SUB FLOOR** schedule a pre-pour and / or pre-sheathing inspection.
 - A Minimum of a **ONE HOUR** window is required when scheduling for inspection.
- **CONCRETE SLAB / DRIVEWAY / PATIO PRE-POUR INSPECTION:**
 - Upon completion of Insulation, Vapor Barriers, Mesh, Reinforcement, etc. but **BEFORE INSTALLING CONCRETE** schedule a pre-pour inspection.
- **UNDERGROUND ELECTRIC, MECHANICAL, GAS PIPING, Etc. INSPECTION:**
 - After complete underground installations of all electrical conduit, ductwork, hydronic piping, fuel gas piping. *Note: for electrical conduit and gas piping installations it is only necessary to leave three feet of each end of the trench open for inspection; on connections over 100 feet in length the middle portion of the trench will also need to be left open for inspection.*

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- **UNDERGROUND PLUMBING, SANITARY INSPECTION:**
 - After complete installation of all underground plumbing & sanitary systems components.
Note: Exposure of pipe sleeve and entire building drain and branches must be visible inside and outside of the exterior wall and have full continuous support upon a bed of clean fill (i.e. : stone, gravel or sand). The entire underground system must be under test with 5 psi of air for 15 min. or 10' head of water if water tested.
- **MASONRY FIREPLACE INSPECTION:**
 - To be inspected at the top of smoke chamber when first flue tile is set and smoke chamber purged.
- **ROUGH-IN INSPECTIONS:**
 - All Additional Permits must be on file (electrical, plumbing, mechanical, gas piping, etc.
 - Rough-in inspection compliance approval for Framing / Structure, Electrical, Plumbing, Mechanical, Gas Piping, Pre-Fabricated Fireplaces and any other essential components relevant to the overall construction in any area, is required before concealment.
- **ENERGY EFFICIENCY – INSULATION INSPECTION:**
 - After all rough inspections and any other work that may be concealed have been inspected for compliance.
 - Insulation is completely installed but prior to placement of any drywall or other covering.
 - Inspections shall include, but not limited to, inspections for envelope insulation R and U value, fenestration U value, duct system R value, and HVAC and water heating equipment efficiency.
- **FIRE RESISTANCE RATED CONSTRUCTION INSPECTIONS:**
 - Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected for compliance.
 - After all wallboard is installed and before wallboard joints and fasteners are taped and finished.
- **ROOF INSPECTION:**
 - **Ice Guard Inspection:** After Ice Guard is applied but before any roof coverings (shingles) are installed.
 - **Final Inspection:** For re-roof projects a final inspection is required. For all other projects a final roof inspection can be performed at the time of the final building inspection.
- **ELECTRICAL SERVICE INSPECTION:** (Temporary or Permanent)
 - **Temporary Power Pole** – prior to utility company hook up.
 - **Permanent Electrical Service** – When main panel is installed and grounding is complete with cover off prior to utility company hook up.
 - **Service Underground** – When Wire / Feeder, direct burial warning ribbon and conduit (if required) has been installed. *Note: it is only necessary to leave three feet of each end of the trench open for inspection; on runs over 100 feet in length the middle portion of the trench will also need to be left open for inspection.*
- **DEMOLITION INSPECTION:**
 - **Clean hole inspection** – If a structure being demolished has a foundation an inspection is required after all concrete, stone, masonry ect. Has been removed from the hole and before any clean backfill is placed.
 - **Final inspection** – A final inspection is required after all demolition debris, driveway (if applicable) and any other materials from the structure have been removed and all areas disturbed by the demolition are reseeded and prepared for new grass growth.
- **FINAL INSPECTION:**
 - Upon completion of all phases of any construction. Final inspection approval is required upon completion and compliance with all phases of any construction **prior to occupancy.**
 - After payment of any re-inspection fees.



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- **CERTIFICATE OF OCCUPANCY:**

- Certificate of Occupancy will be issued after the following is completed and confirmed.
 - Final Inspection has been performed and construction is confirmed to be in compliance with the Approved Construction Document / Certificate of Plan Approval.
 - Final Grade / Drainage approval from the Village Engineer.

- **MISCELLANIES INSPECTIONS:**

- **Fence post holes:**

- Upon completion of Footing Forms, Reinforcement, etc. but **BEFORE PLACING CONCRETE** schedule a pre-pour inspection.
- A Minimum of a **ONE HOUR** window is required when scheduling for inspection.

- **Setback / Job Completion Confirmation:**

- All construction projects exempt from building code but requiring a zoning permit require a verification of lot location and confirmation of project completion.
 - *It is the owner's responsibility to comply with and verify all setback requirements set forth in the village ordinances.*

- **Point of sale:**

- A point-of-sale inspection is required when the sale, transfer, or conveying of all or part of a dwelling, or the land upon which such dwelling is located, when the actual ownership, operation or control of the dwelling, or the land upon which such dwelling is located, is sold, transferred, or conveyed to a different individual or individuals, or to a different entity or entities regardless of whether or not the dwelling, or the land upon which such dwelling is located, is managed or owned, in whole or in part, by the same person or persons or entity.
- The point-of-sale inspection shall determine compliance with the residential smoke detector and carbon monoxide detector requirements set forth in Chapter 1359 of the Village of Moreland Hills Codified Ordinances, when a septic system is located on the premises of a dwelling, compliance with CCGHD household sewage treatment system and, when a private water system is located on the premises of a dwelling, compliance with CCGHD private water system requirements.

- **Diseased Tree Removal:**

- Trees that appear to be diseased and wish to be removed must first be confirmed with the Building Commissioner or a qualified representative before being cut down.