



# State of Utah

## Division of Facilities Construction & Management

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### **DFCM Inspection Request, Inspection & Certificate of Occupancy Policy**

#### **Inspection Request Policy**

1. Construction or work shall be subject to inspection by the Building Official or his representative. Such work **shall** remain accessible and exposed for inspection purposes until the work is approved.
2. Inspections requests shall be made one regular working day in advance by 3:00 PM. The contractor is responsible for the coordination of called inspection for himself and the subcontractors on the job. A reasonable effort must be made to coordinate required inspections and limit the number of inspections requested for a given day. The State contracts with inspection agencies that provide four way inspectors eliminating the need to perform separate inspection for different disciplines. It would be reasonable for the general to coordinate with the subs when calling for an inspection so that a concrete inspection is not scheduled for 11:00, a plumbing inspection for 2:30 and an electrical inspection for 4:30. All should be scheduled at the same time.
3. Inspections requested after 3:00 PM will not be scheduled for inspection the next day nor will same day inspections be made.
4. Inspection requests for other than concrete placement and the building final will be scheduled for AM or PM. Exact times may be requested but cannot be guaranteed.
5. Inspection requests for special inspection and testing are to be made through the building inspection consultants. Requests for special inspection and testing need to include, the type of inspection or test, the amount of concrete or grout to be placed, and the approximate duration of the concrete placement or testing needed.
6. When requesting a concrete or masonry grout inspection the contractor needs to provide the exact time of the pour. Concrete forms must be in place with ALL reinforcement, electrical, plumbing, mechanical and structural equipment installed and fastened in place a minimum of two (2) hours prior to the scheduled pour to allow for the inspection. Work that is not ready by 2 hrs. in advance of the scheduled pour, needs to be rescheduled at a later time and /or date.
7. When more than one re-inspection is required, or where work is not complete and ready for inspection, the contractor will be charged the expense associated with the re-inspection.
8. The contractor shall keep an inspection request log on site. The log shall include code inspections, materials tests, and special inspections. The log shall include the following information: the date that the inspection was requested; the date the inspection will occur; the

person requesting the inspection and the type of inspection requested. Forms can be obtained from the Building Official or the code firm or at

[http://dfcm.utah.gov/downloads/bldg\\_official/Inspection%20Site%20Log.pdf](http://dfcm.utah.gov/downloads/bldg_official/Inspection%20Site%20Log.pdf) .

9. Request for final inspection shall be scheduled a minimum of 5 days in advance. It is the responsibility of the contractor to notify the DFCM Building official of the date and time of all final inspections and to coordinate the inspection with the building inspection consultant and the fire marshal etc.

## **Inspection Policy**

The following inspections are required and it is the responsibility of the general contractor to schedule all inspections in advance:

### **BUILDING CODE**

- Footing and foundation inspection are to be made after the forms are in place and reinforcing steel is tied in place.
- Concrete slab and under-floor inspection to be made after any required reinforcement, building service equipment, piping (Including sprinkler main), conduits and other ancillary equipment items are in place.
- Lowest floor elevation inspection when the building is located in a flood hazard area. The elevation certification required in IBC Section 1612.5 shall be submitted to the building official.
- Frame inspection to take place after the roof deck or sheathing, all framing, fire blocking and bracing are in place and plumbing, mechanical, and electrical systems are in place and have been approved. Partial framing inspections are acceptable in large projects.
- Lathe and gypsum board inspection for fire resistive assemblies or shear assembly are to take place after lathing and gypsum board, interior and exterior, is in place, but before plastering is applied or gypsum board joints and fasteners are taped and finished.
- Fire resistant penetrations. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.
- Energy efficiency inspection.
- Other inspections including stucco, roofing, brick veneer, masonry etc.
- Final inspection. At the time of the final the contractor shall provide documentation of approval of the state elevator inspector, state boiler inspector, the "installation certificate" for the stucco system, and the Steel Fabricators certificate of compliance where applicable.

### **PLUMBING**

- Underground inspections shall be made after trenches or ditches are excavated and bedded, piping installed, and before any backfill is put in place.
- Rough-in inspection shall be made after the roof, framing, fire-blocking, fire-stopping, draft-stopping and bracing is in place and all sanitary, storm, and water distribution piping is roughed-in, and prior to the installation of wall or ceiling membranes.
- Final inspection shall be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy. At the time of the final the contractor shall provide verification that the domestic water lines have been tested and are free from contamination.

### **MECHANICAL**

- Underground inspection shall be made after trenches or ditches are excavated and bedded, piping installed, and before backfill is put in place. When excavated soil contains rocks, broken concrete, frozen chunks or other rubble that would damage or break the piping or cause corrosive action, clean backfill shall be on the job site.
- Rough-in inspection shall be made after the roof, framing, fire-blocking and bracing are in place and all ducting and other components to be concealed are complete, and prior to the installation of wall or ceiling membranes.
- Prior to connection of gas service an inspection shall be made and a clearance given to the utility company.
- Final inspection shall be made upon completion of the mechanical system.

### **ELECTRICAL**

- Underground inspection shall be made after trenches or ditches are excavated and bedded, the piping and conductors are installed, and before the backfill is put in place.
- Rough-in inspection shall be made after roof, framing, fire-blocking and bracing are in place and all wiring and other components to be concealed are complete, and prior to the installation of wall or ceiling membranes.
- Prior to connection of electrical service an inspection shall be made and a clearance given to the utility company.
- Final inspection after all electrical work is complete.

### **FINAL INSPECTION**

1. All construction projects are required to have a final inspection. Where possible the final inspection needs to be made by both the building inspector assigned to the project and the state fire marshal at the same time. This eliminated duplicating tests and coordination of code requirements.
2. Final inspections are to be scheduled when work is complete and ready for inspection. The building inspectors are not to be used for developing a punch list.
3. Final inspections can be requested for portions, areas, floors etc. of buildings.
4. Where possible the final inspection needs to be made in conjunction with the State Fire Marshal assigned to the project.
5. It is the responsibility of the contractor to notify the DFCM Building official of the date and time of all final inspections and to coordinate the inspection with the building inspection consultant and the fire marshal.
6. Architects, engineers, and commissioning agents can be invited to the final inspection however their inspections and presence are not to interfere with the Fire Marshal or building inspector's inspection.

7. The contractor is required to have available ladders, lights and special tools that are needed to make the final inspection.
8. Subcontractors are to be available at final inspections and are to be ready to open panels and equipment as requested that are a part of the project.
9. At the completion of the final inspection a list of all code violations is to be provided to the contractor.

## **Occupancy and the Certificate of Occupancy Policy**

### **It is a violation of state law to occupy a building without receiving a Certificate of Occupancy as required by the IBC.**

Once a building is completed the Building Official is required to grant occupancy and issue a Certificate of Occupancy. This requirement applies to all new buildings and additions. It also applies to remodels or renovations where the occupancy group is changed for the building or a portion of it.

A Temporary Occupancy can be granted for a building provided the structure is substantially complete and all life safety elements are in place. This includes fully operable fire suppression, fire alarms and all exiting components. Before a temporary occupancy is granted, the building inspector is to provide the Building Official with a report identifying all incomplete areas and all code violations for the work that is not complete. The building inspector shall recommend an expiration date of the Temporary Occupancy. The building or area shall not be occupied until the Temporary Occupancy has been issued.

The approval to occupy a building that is being remodeled or renovated is to be granted by the building inspector assigned to make inspections for that project and an occupancy permit is not required for these projects.

The following as applicable shall be submitted to the Building Official prior to occupancy and the issuance of a Certificate of Occupancy:

1. A final inspection and recommendation from the building inspector assigned to that project to allow occupancy and to issue the Certificate of Occupancy based on the building meeting all applicable laws and codes;
2. A Certificate of Fire Clearance from the Fire Marshal;
3. A final inspection report and approval of the Special Inspection firm assigned to the project;
4. The approval of the state elevator inspector where applicable;
5. The approval of the state boiler inspector where applicable;
6. Verification that the domestic water lines have been tested and are free from contamination;

7. Submittal of the “installation certificate” for the stucco system when required by the evaluation report;
8. A final report from the smoke control Special Inspector as applicable;
9. Steel Fabricators certificate of compliance. (When steel fabrication takes place in an “approved fabrication shop” the fabricator shall submit a certificate of compliance to the Building Official stating that the work was performed in accordance with the approved construction documents per IBC1704.2.2).

**Note:**

**It is a violation of state law to occupy a building without receiving the approval to occupy and the Certificate of Occupancy.**

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