



WASHINGTON COUNTY BUILDING DEPARTMENT

1331 South Boulevard, Suite 900

Chipley, Florida 32428

Phone (850) 638-6195

Fax (850) 638-6304

BUILDING INSPECTION PROCEDURES

YOU MUST HAVE THE PERMIT NUMBER AND TYPE OF INSPECTION WHEN CALLING FOR INSPECTION.

The following shall be posted on job before any new construction may commence. *Address Posted, Prints, Inspection Card and Notice of Commencement*. Permit board shall be installed so that it may be viewed from the street. Prior to any INSPECTION being made, proper permits are required (Building, Plumbing, Electrical, Mechanical, and Roofing).

INSPECTIONS: The following Inspections are required:

1. Temporary electrical service

2. Footer:

Trenches clean and clear of debris

Steel in place (vertical supports if required).

Any forms in place

All vegetation and organic material shall be removed from floor area

Toilet facilities for Workers

3. Under slab Inspection (Rough/In Plumbing)

Plumbing rough in. Air test to waterlines shall apply.

Any under slab electric conduit

4. Floor Slab:

Product Approval Sheet must be on file in the Building Department prior to inspection

Wire and steel in place

Termite pre-treatment

Vapor barrier

Forming complete

Soil treatment (treatment sticker to be on permit board).

5. Concrete Block Building:

All steel in place and tied

All forms in place and properly braced

Tie beam ready to pour

6. Nailing & Strapping Inspection

Before felt & before t-vak (walls and roof decking)

7. Dry-In:

All permits should be purchased prior to inspection

Framing complete, windows set, nothing covered up, no insulation installed

Plumbing top out (tests for water lines shall apply)

Mechanical rough in

Electrical rough in complete with panel set (breakers do not need to be installed at this inspection)

Roofing completed

Brick Tie (after t-vak)

8. Insulation Inspection

9. Temporary Permanent Power to Certificate of Occupancy

10. Final/Certificate of Occupancy:

Building completed, all trim, paint, etc., Plumbing is complete, fixtures set. Electric is complete, all fixtures set, panel complete and breakers installed. Blower Door Test Results on file, Water and Sewer hooked up and completed, Copy of Final Septic on file, Certificate of Final Termite Treatment on file. Nothing in building with exception of major appliances and floor covering. Building will be released for permanent power. Certificate of Occupancy can be picked up at the Building Department between the hours of 8:00 am and 4:00 pm the next business day.

The contractor, owner, or authorized agents should call the Building Department for inspection when the work is completed, **but prior to covering any work which is to be inspected**, when each inspection phase is ready. **DO NOT PROCEED** with work until inspection is made and approved.

Re-inspection: Any inspection that is not ready when the inspector gets to the site or inspections that fail will be required to pay a \$75.00 re-inspection fee (Building Official will determine when this fee will apply)