

CITY OF GREENFIELD **INSPECTION PROCEDURES**

The City of Greenfield Engineering and Planning Department has an inspection program that is exercised with public safety as the primary goal. These procedures are very important, and help ensure quality work within the City of Greenfield. Any work that requires a permit will have the necessary number of inspections performed to ensure code compliance. The owner, contractor or representative of the same may, and is encouraged to attend all inspections. Access to the project and building or structure is required to complete inspections.

NOTIFICATION OF INSPECTION

1. **Duty to Notify.** It shall be the duty of the licensee, permit holder, contractor, owner and lessee individually, jointly or severally, to notify the Engineering and Planning that the construction work in progress has reached a stage where the Building Official has designated an inspection to be performed. Inspection request must be made one business day in advance. Inspection requests made after that time will be scheduled for the following business day.
2. **Necessary information.** When calling for an inspection, please provide the lot number, subdivision, street address or permit number. This information will ensure accurate and efficient inspections.

INSPECTION TIME FRAME

1. **Erosion Control.** This inspection is made prior to any land disturbing/building activities, but after all erosion control is in place according to the submitted plans. Additional erosion control inspections may be conducted throughout the entire construction process. Erosion control measures are expected to remain in place and be properly maintained throughout the entire construction process.
2. **Footing.** This inspection is made when the footing trenches or basement areas have been excavated, forms in place, grade stakes set (we do not allow the use of wood grade stakes), and any required rebar is placed. **The NEC 2005, Section 250.50, now requires rebar ½" diameter or larger in footings shall be bonded to the electrical grounding system. This means if rebar ½" or larger is used, a section connected to the main bars in the footing is to protrude thru the foundation wall for bonding. Or a 20' section of minimum #4 braided copper, 20' in length in the footing, shall protrude thru the foundation wall for bonding. This is in addition to the main grounding system installed for the electrical service. This inspection can be a timed inspection. A representative of permit holder, contractor, owner or lessee individually, jointly or severally, is strongly encouraged to be present at this inspection.**
3. **Foundation/Wall.** This inspection is made when walls are formed and rebar installed, but prior to pouring concrete, or in the case of block walls after block is laid and anchor bolt/straps are installed. This inspection can be a timed inspection.

4. **Underslab.** This inspection is completed when all underslab lines are installed, but before fill material and concrete.
5. **Slab.** This inspection is made after fill material (sand must be compacted), insulation, and vapor barrier is installed, but before pouring of concrete. This can be a timed inspection
6. **Rough In.** This inspection is done when all framing is completed, and windows, doors, and roof are completely installed. All plumbing lines and plumbing fixtures (tubs and showers only), electrical lines and boxes are installed. Fire blocking, fire caulking and draft stops must also be complete at this time. All HVAC lines must be installed, including flues for fuel burning appliances. Insulation must be installed at this inspection (**batt insulation only, blown insulation must wait until after the rough in inspection**). The panel cover must be removed from the panel box for inspection and replaced after the inspection passes. Permanent electrical service will not be connected until after the panel cover is installed. **Covering walls prior to this inspection may result in the removal of all wall coverings.**
7. **Final.** This is done after all improvements have been made, but prior to occupancy of the structure, and after final grade and open ground stabilization is completed. If structure is occupied prior to the inspection, the Certificate of Occupancy will not be issued until after a mandatory fee of \$300 is paid. **Nothing is to be moved into the structure prior to this inspection.** The Certificate of Occupancy is available for pick up at City Hall at 10 South State Street.

SPECIAL INSPECTIONS

1. **Manufactured Homes.** This type of permit requires a footing, wall, electrical service, and final inspection for the structure prior to occupancy.
2. **Swimming pools.** Any permanently installed pools will require a permit. Inspections include a bonding inspection and a final inspection.
3. **Other Inspections.** The City of Greenfield Engineering and Planning Department and the Building Official may designate any other inspection that they deem necessary to ensure compliance with all applicable codes.

ACCESSORY STRUCTURES

These include, but are not limited to, storage sheds, decks, pergolas, pool houses etc. A permit is required for any accessory structure. Any structure over 200 square feet is required to be on a permanent foundation. Accessory structures less than 200 square feet are allowed to have one 20 amp circuit for power, although water, sanitation, and permanent heat are not allowed. Inspections may vary depending on the structure. Additionally, certain restrictions apply to the placement of the structure on the lot,

check with the City of Greenfield Engineering and Planning Department for these restrictions.

FLOOD ZONE NOTICE

A number of homes in the City of Greenfield are located in flood zones. Certain restrictions apply to construction in these areas. Please check with the Engineering and Planning Department to check location of flood zones and construction requirements in these areas.

DECKING INFORMATION AND INSPECTION REQUIREMENTS

1. A plot plan showing the location of the deck and if deck is attached to the house is required. A drawing of the deck is required to show the size and placement of posts, size and spacing of boards used for girders and floor joists. It must also show the direction of the decking boards and elevation from grade (decks with an elevation from grade of 30" or more are required to have a guard rail).
2. All decks shall be inspected. If the deck is over 200 square feet, a footing inspection is required (footings must be at least 30" deep and will be done prior to setting posts). A rough in inspection will be completed after deck framing is completed, but prior to installation of decking boards. The final inspection will be completed after the completion of the deck.
3. Decks that are intended to support a pool or hot tub of any type will be require engineered design and drawings
4. All lumber is required to be treated. All fasteners and hangers used with ACQ treated lumber must be double dipped galvanized or approved for use with ACQ treated lumber.
5. If the deck is to be attached to the house, lag or carriage bolts must be used and must ½" or larger in diameter.
6. Handrails will be required for stairs on decks with four or more risers.