



## Inspection Policy for Goochland County

To assist our customers in understanding the inspection process, the following policies of the Goochland County Department of Building Inspection have been created to make the most efficient use of the County's resources and at the same time provide the best customer service.

### **How to request an inspection:**

Call 804-556-5815 and select option number 1. Leave a voice message. Please speak slowly and clearly and have the following information ready:

1. Permit number is mandatory. Fail to provide this information and the inspection will not be scheduled.
2. Construction site street address.
3. Type of inspection requested. For commercial projects, be specific as to location (i.e. second floor, above ceiling, room #123)
4. Contact name and a phone number (including area code).

Inspections will be scheduled for the next workday provided they are received by 3:00 p.m. the previous business day. All requests received after 3:00 p.m. will be scheduled for the second business day.

We cannot schedule a time for your inspection. You may call after 9:00 a.m. the day of the inspection to obtain a window for when the inspection will take place. Staff will only provide an "AM" or "PM" time designation. Please do not ask for anything more specific.

### **Inspections Defined:**

**Initial & Intermediate Erosion Inspection:** This is required for all SFD and all projects that disturb more than ¼ acre. If you had to provide a Responsible Land Disturber (RLD) for your project, you need an approved erosion inspection before a footing inspection will be scheduled. Additionally, an erosion and sediment intermediate inspection will automatically be scheduled when the insulation inspection is requested.

**Footing Inspection:** Required after digging and before the concrete is placed.

- Footing inspections may be performed by a professional engineer (PE). The PE's report must be delivered to the inspection office one day after the inspection, and must contain the permit number and the PE's seal and signature. After PE report is received, the County will schedule an initial erosion for the next business day. The setback inspection will be performed with the projection inspection.
- If a footing inspection is performed by the County, a setback and initial erosion will be scheduled at the same time

**Setback Inspection:** The Building Inspector will verify compliance with the Zoning Department's approved site plan at the initial inspection. If this fails for any reason, it will be automatically rescheduled for the next inspection. If the setback inspection fails a second time, all work will be stopped. You must provide a copy of the approved site plan and, **you must clearly mark the location of your property lines so that the inspector can verify the location of the work.** Any structure within ten (10) feet of the minimum setback distance may be required to be surveyed by a professional land surveyor to verify the building's location. **Commercial – setback inspection must be scheduled with the first inspection requested.**

**Projection Inspector or Brick-point Inspection:** This inspection involves verification of the foundation wall's position on the footing. If this is not requested as a separate inspection, it will be conducted at the foundation inspection by the inspector. If a PE performed the footing inspection, a setback inspection will also be performed at this time.

**Foundation Inspection:** After the foundation is complete and before any framing is started. The interior grade of the crawlspace must be established and the exterior side of the wall must be left open to verify the projection (unless this inspection has already been approved).

**Foundation Damp-proofing Inspection:** For basement walls and conditioned crawlspaces, this inspection covers the method used to waterproof the foundation wall below grade. The drain tile inspection usually accompanies this inspection.

**Drain Tile Inspection:** Drain tile is required for basements, conditioned crawlspaces and anytime the exterior ground level is higher than the interior crawlspace grade. This inspection is usually done in conjunction with the damp-proofing inspection.

**Groundworks Inspection:** Covers any plumbing, mechanical or electrical work that will be concealed under the basement or first floor slab. Typically for drainage, waste, and vent piping (DWV) this inspection includes a test of the piping involved. Mechanical may involve hydroponic piping, underground duct, etc. For electrical this may involve underground conduit, service entrance sleeves, floor mounted receptacles, duct banks, etc.

**Electrical Trench Inspection:** Covers electrical work installed in underground ditches not under the building slab.

**Water Line, Sewer Line, Well Line, Septic Line:** inspection of plumbing piping in trenches prior to concealment.

**Framing and Rough-in Inspections:** All framing and trades rough-ins will be scheduled at the same time. County Inspectors are certified as combination inspectors and will not inspect the framing or individual trades until all are ready.

**Wall Rough-in:** For commercial projects when all work to be concealed inside walls is ready for inspection, a rough-in inspection shall be scheduled. This includes electrical, mechanical, plumbing and fire systems.

**Above Ceiling Rough-in:** For commercial projects when all work to be concealed above drop ceilings is ready for inspection, an above ceiling inspection shall be scheduled. This includes electrical, mechanical, plumbing and fire systems.

**Rough-in Inspection:** For trades work, such as plumbing, electrical, and mechanical. If not tied to multiple permits (see framing inspection), can be scheduled when the rough-in work is completed prior to being concealed. For gas permits, this may be broken down into inside gas or outside gas rough-ins.

**Electrical Service Inspection:** This covers the inspection of the electrical service equipment installed for either permanent or temporary electrical power. If the inspection is approved, the County will release the power company to energize the electrical equipment. This inspection is unique and will not be automatically scheduled with the framing and rough-ins unless specifically requested. This inspection can be requested at anytime during the construction process. For service changes to existing occupied buildings, we will try to accommodate the contractor and the power company to reduce the time the building is without power during the change-over. Have the electrician contact us several days ahead of time to coordinate this inspection. Emergencies will be handled case-by-case.

**Insulation Inspection:** for walls and cathedral ceilings (and sometimes floors) that cannot be visually inspected at final inspection. This inspection request will also automatically trigger an erosion and sediment intermediate inspection for all new SFD or any other project requiring an RLD.

**Final Inspection (residential only):** before the final inspection will be scheduled, a release from the State Health Department for the well and septic permit (if required for construction) must be obtained. The State prohibits the County from conducting the final inspection without operating permits for the well and septic system. The erosion and sediment final inspection will be conducted to verify that the site final grading is complete and the disturbed soil has been seeded and straw placed. When a final inspection is scheduled all items of your construction documents must be completed. If deficiencies are found, the inspector will fail the inspection. The inspection may be cancelled by the Building Inspector if the work is obviously not ready for final inspection. The County will not perform final inspections for the purpose of creating a punch list of defects.

**Final Inspection (commercial only):** Based on the scope of work for each project, a release from each agency that approved the original permit must be obtained prior to the final building inspection being released. This includes the State Health Department for well, septic, and food service permits, the Erosion and Land Development Administrator for Plan of Development, stormwater, and erosion, the Zoning Department for approval of required landscaping, lighting, or other issues created by a Conditional Use Permit, the Fire Marshal, and any

other agencies that may be involved. Due to the time required to complete inspections by affected agencies, all requests for final inspections must be received at least (5) five business days in advance of the anticipated Certificate of Occupancy date.

**Stop Work Orders:** Whenever work is proceeding in violation of the requirements of the Uniform Statewide Building Code, a stop work order may be issued. A stop work order is simply a form of communication that temporarily halts work until the non-compliant code issues can be resolved.

**Plan Revisions:** Changes to the work different than what was shown on the County approved drawings require revised plans to be submitted for County review and approval. Work done prior to approval is done at the applicant's risk. Revised plan reviews may take up to 10 business days. No inspections will be done until the revisions are approved. If an inspection is called for and changes have been made without prior approval, the inspection may be cancelled.

**Certificate of Occupancy:** A Certificate of Occupancy (or CO) is issued once all work is complete and all reviewing agencies have given final inspection approval. This closes out the permit and allows for occupancy. The certificate is the record of the approved use for the structure and limits the occupancy condition. The CO is issued to the structure, not an owner. Occupancy without approval is a violation of the building code. Processing time for a Certificate of Occupancy is two (2) business days after final inspection approval. As noted above, depending on the scope of the permit, final inspections could take up to five (5) business days to complete. Please consider this when scheduling final inspection/closing.

For existing building where there is no change in occupancy use involved in the scope of construction work, or where minor additions to existing buildings are completed without a change in occupancy use; a Certificate of Occupancy will not be issued unless a significant change in occupant load has occurred as a result of the new construction work. Typically, the final building inspection is the equivalent to a CO in these situations.

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