

UNDERSTANDING BETWEEN BUILDER AND SUMMIT COUNTY BUILDING DEPARTMENT

The following policies are enforced by the Summit County Building Department and the Summit County Engineering Department. Understanding and following the requirements listed below will be crucial in successfully completing construction in Summit County.

- Requests for inspections shall be made a **minimum of 24 hours** in advance of the actual inspection. Inspections will be taken on a first requested basis. When the daily inspection request allotment becomes full, succeeding requests will be shifted to the next available day's schedule, including concrete inspections. Builders need to anticipate these occurrences and plan accordingly. **It may take longer than 24 hours to schedule an inspection.** The individual doing the work shall call for the inspection when the work to be inspected is **complete**. All inspections are assumed ready for inspection when scheduled.
- The white building permit display card and the lot number and/or address shall be posted in a position where they are easily visible from the road.
- The approved set of construction plans and the yellow inspection card shall be on the job site for all inspections. Any changes to the approved set of construction drawings shall be reviewed and approved by the Building Department prior to requesting an inspection.
- Re-inspection fees are a minimum of \$100.00 and a two day waiting period will be imposed. This fee is imposed when deficiencies from a previous inspection have not been corrected or in inspection is scheduled and the work is not ready for inspection. No inspection will be scheduled or conducted for a minimum of two working days after the fee has been paid. All re-inspection fess shall be paid in person in the office in Coalville.
- The following inspections are mandatory (others may also be needed on your specific job). The first seven are required to be completed in order:
 1. **SWP2 & ECP Inspection/Driveway:** Sediment control measures must be installed. These inspections are required prior to the footing inspection. The driveway must be graded to "near finish". These inspections are performed by the Engineering Office.
 2. **Footings:** Schedule after steel is in place and before the concrete is poured. Setbacks are also checked at this time.
 3. **Foundation:** Schedule after steel is in place in the forms and before the concrete is placed.
 4. **Sub-Rough Plumbing & Heating (if applicable):** Schedule before concrete is poured or plumbing has been backfilled. Lines are to be pressurized with either water or air.
 5. **Certificate of Elevation/Survey:** Performed by a licensed surveyor. Required prior to scheduling a Floor Framing Inspection.
 6. **Under Floor & Foundation Drain:** This inspection ensures proper attachment of the wood floor to the foundation and ensures foundation drainage provisions are in place.
 7. **Shear Wall Nailing:** Required prior to the 4-way inspection.
 8. **Weather Barrier:** This inspection to be completed prior to installation of veneer. Please note that the Stucco/Cultured Stone Contractor's completion certificate is to be submitted to the Building Department prior to a C.O.
 9. **Fire Sprinklers:** Inspection performed by the Fire District and is required prior to the 4-way inspection (when required).
 10. **4-Way Inspection:** (rough plumbing, mechanical, electrical, and framing). A checklist for the 4-way is available from the Building Department.
 11. **Gas Piping & Meter Set:** Required before gas meter clearance is given by Questar. Summit County Building Department Fuel Gas Installation Form must be completely filled out and on site for this inspection.
 12. **Insulation:** Summit County Building Department Pre-Sheetrock Insulation Certificate to be completely filled out and on site.
 13. **Drywall Nailing:** Required before drywall is taped.
 14. **Power to Panel:** This inspection is for permanent electrical meter hook-up. Drywall nailing inspection must be passed before this inspection will be conducted.
 15. **Final:** All appliances are installed, furnace and water heaters are installed and working, and final grade has been completed around building. **ALL** work is finished and copies of all required final approvals (i.e. water, sewer, driveway, Fire District etc.) are on site.

I have read and understand the above: _____ Date: _____