

CHRIS CARTER
SENIOR BUILDING
INSPECTOR



ROBYN TANNEHILL
MAYOR OF OXFORD

RESIDENTIAL BUILDERS INSPECTION CHECKLIST

The following guide is provided to you as a courtesy of the City of Oxford Development Services Department-Building Division. The intent of this checklist is to serve as a guide for builders, contractors, owner-builders, and inspectors utilizing the *2018 International Residential Code (IRC)*. **IT IS NOT ALL INCLUSIVE AND SHOULD NOT BE USED AS A REPLACEMENT FOR THE IRC!** It is the responsibility of the permit holder to ensure proper compliance with all local, state, and federal laws concerning the residential construction / remodeling process. It will be our intent to update this list as needed. Hard copies of this publication are available upon request at our office, located at 107 Courthouse Square, Oxford, MS, 38655 or you may also locate this document at www.oxfordms.net

INSPECTION PROCEDURE

Below is a list of inspection steps that are **required** by the City of Oxford. **It is the responsibility of the permit holder to contact the inspection request line at 662-232-2324 to schedule the requisite inspections. Inspections will be scheduled on a first come, first served basis. Inspections requested before noon will be scheduled for the afternoon of the same day until such time as the schedule is full. Inspections requested after noon will be scheduled for the following day. Cancellation of inspections will follow the same format. If the scheduled inspection is not ready at the requested time and is not cancelled with confirmation, a \$50 fee must be paid before the inspection will be rescheduled. There will also be a \$50 re-inspection fee assessed for all failed inspections.** This fee must be paid before the inspection will be rescheduled. No work shall be performed beyond what has been approved during inspections. No building shall be occupied until all inspections have been completed and a Certificate of Occupancy has been issued.

107 COURTHOUSE SQUARE, OXFORD, MS 38655

TEL: (662) 232-2324
FAX: (662) 232-2797

WWW.OXFORDMS.NET

- **Temporary Power Inspection:** For power during construction—When temporary power pole w/meter base and panel is set and grounded
- **Site / Staking Inspection:** When all erosion control measures are in place as well as an engineer having staked the property lines, setback lines, and building corners.
- **Footing Inspection:** When the footings are ready for concrete placement but prior to concrete placement.
- **Rough Plumbing:** When DWV and water supply piping in place and under test. All pipe and fittings exposed.
- **Building Slab Inspection:** When slab is ready for concrete placement but prior to concrete placement.
- **Floor Framing Inspection:** for conventional foundations only—When floor framing is complete and prior to placement of any floor sheathing.
- **Framing Inspection:** When building is ready for insulation and sheet rock but prior to installation of insulation and sheet rock. At this inspection, all framing, rough in wiring, top out plumbing, rough mechanical, and gas piping must be completed.
- **Service and Panel Inspection:** When building is ready for the electric utility provider to connect power to the building.
- **Water / Sewer Line Inspection:** When water and/or sewer service lines have installed and prior to cover up.
- **Final Inspection:** When building is completely move-in ready and prior to occupancy. Certificate of Occupancy will be issued on the next business day following approval of this inspection.

Please contact our office and speak with an inspector if you have any questions or concerns prior to performing the task. It is much cheaper to ask questions before the work is done to prevent costly repairs or do-overs and it may also prevent lengthy delays in the building process.

FOR ANY CHALLENGES / DISPUTES, PLEASE COORDINATE FIRST WITH THE INSPECTOR THAT PERFORMED YOUR INSPECTION. IF THERE IS A CONCERN THAT REQUIRES ADDITIONAL ATTENTION, PLEASE CONTACT THE BUILDING OFFICIAL / SENIOR BUILDING INSPECTOR FOR RESOLUTION.

Temporary Power Inspection

1. Address sign installed at a location visible from the street with minimum 4-inch lettering.
2. Temporary pole is located in a location approved by an engineer with Oxford Electric Dept. or North East MS Electric Power Assn. depending on utility provider.
3. No ground rod is to be driven if the connection is to be made to an underground transformer. Leave the grounding electrode conductor long enough for the utility to connect it in the transformer.
4. All receptacles must be GFCI protected.
5. Poles for overhead temporary services must be 6x6 and must be sway braced.
6. All covers and guards must be in place with no field modifications.

Site / Staking Inspection

1. Address sign installed at a location visible from the street with minimum 4-inch lettering.
2. Preliminary grading is complete.
3. ALL erosion control measures are in place. (silt fencing and/or other approved measures, rocked entrance, tree protection)
4. Property corners marked by engineer.
5. Setback lines marked by engineer.
6. Building corners marked by engineer.

Footing Inspection

1. Address sign installed at a location visible from the street with minimum 4-inch lettering.
2. Erosion control measures are in place and maintained.
3. Footing ditches are clean with no organic material, clods, mud, or water in them.
4. Bottom of footings are level and properly stepped with bulkheads in place when descending slopes.
5. Bottom of footings are a minimum of 12-inches below grade and of adequate width.
6. Rebar is correct size and installed correctly.
7. Grounding bar is tied to rebar and turned up to be accessible later in construction.
8. Proof of chemical termite treatment is on site.

Rough Plumbing Inspection

1. Address sign installed at a location visible from the street with minimum 4-inch lettering.
2. Erosion control measures are in place and maintained.
3. Building sewer is a minimum of 12-inches below grade.
4. DWV piping must be tested with a water test composed of a 10-foot head of water.
5. DWV piping must be properly sized, fitted, and sloped.
6. Proper primer and solvent cement must be used on DWV.
7. DWV piping is properly bedded with clean sandy material.
8. Water distribution piping must be of approved material.
9. Water distribution piping is adequately sized.

Building Slab Inspection

1. Address sign installed at a location visible from the street with minimum 4-inch lettering.
2. Erosion control measures are in place and maintained.
3. All forms are in place.
4. 3 ½-inch minimum slab thickness.
5. Minimum 6 mil thick vapor barrier is in place.
6. Concrete reinforcing wire is supported so that it remains in the center of the slab during concrete placement.
7. Interior footings are dug and rebar is in place at load bearing locations.
8. Soil has been properly termite treated.
9. Sill plate anchors are on site.
10. Foundation wall anchorage is in place.

Floor Framing Inspection

1. Address sign installed at a location visible from the street with minimum 4-inch lettering.
2. Erosion control measures are in place and maintained.
3. Foundation walls and piers are solidly grouted where required.
4. Sill plates are treated lumber.
5. Sill plate anchors are installed correctly.
6. Beams / Girders are sized adequately for span.
7. Joists are sized adequately for span.
8. Beams / Girders / Joists have proper bearing
9. Physical termite barrier is in place.
10. Joist hangers installed correctly and where needed.
11. Beams / Girders closer than 12-inches to the ground are pressure preservative treated.
12. Joists closer than 18-inches to the ground are pressure preservative treated.
13. Crawl space access is sufficiently sized (16"x24").
14. Adequate foundation venting is in place.

Framing Inspection

1. Address sign installed at a location visible from the street with minimum 4-inch lettering.
2. Erosion control measures are in place and maintained.
3. All roof components are in place.
4. Doors and windows are in place.
5. At least one door leading directly outside has minimum clear dimensions of 32"x80".
6. Exterior house wrap is in place.
7. Sole plates are treated lumber and are correctly anchored.
8. Wall studs are correctly sized and spaced.
9. Headers / Beams / Girders are adequately sized and have proper bearing.
10. Emergency escape windows are in each bedroom adequately sized.
11. Windows with openings at or above 6-feet above adjacent grade are provided with fall protection.
12. Safety glazing (tempered glass) is installed in required locations.
13. Stairs and landings are properly sized.
14. Stair treads and risers are within allowable tolerances.
15. Floor / Ceiling Joists are adequately sized.
16. Rafters are adequately sized and braced.
17. Any notches or bored holes are within allowable tolerances.
18. All fire-blocking / draft-stopping is installed correctly.
19. Attic access is provided where required.
20. Roof and wall flashings are correctly installed.
21. Crawl space is adequately vented.
22. Trusses have not been damaged or altered without engineer approval.
23. Collar ties are in place.

Rough Wiring Inspection

1. Address sign installed at a location visible from the street with minimum 4-inch lettering.
2. Erosion control measures are in place and maintained.
3. Receptacle spacing and placement meets requirements.
4. Minimum of 2 small appliance circuits serving kitchen countertops with no other outlets.
5. All other required circuits are in place.
6. Panel is not in prohibited location.
7. #6 bonding wire is tied to rebar, metallic water piping, exposed steel, and gas meter stub out if CSST gas piping is present.
8. Wiring is protected from physical damage.
9. Switch controlled lighting is present in all habitable rooms.
10. All wiring is properly secured.
11. Smoke detectors and carbon monoxide detectors are pre wired in series.
12. Switches to control stairway lighting are located at the top and bottom of stairs.
13. Fire caulking is in place at top and bottom plates as necessary and intervals of not more than 10-feet horizontally.

Top Out Plumbing Inspection

1. Address sign installed at a location visible from the street with minimum 4-inch lettering.
2. Erosion control measures are in place and maintained.
3. Any notches or bored holes are within allowable tolerances.
4. Fire caulking is in place at top and bottom plates as necessary and intervals of not more than 10-feet horizontally.
5. Minimum $\frac{3}{4}$ " water line feeding water heater
6. No PVC is allowed in water distribution system.
7. Air test must be in place on water distribution system.
8. Tub / shower and stand-alone shower traps are properly sized.
9. Vents are within allowable distances from fixture traps and flashed at roof penetrations.
10. Tubs are full of water to test drain plugs.
11. Piping is protected from physical damage.
12. DWV piping must be properly sized, fitted, and sloped.
13. Proper primer and solvent cement must be used on DWV.

Rough Mechanical Inspection

1. Address sign installed at a location visible from the street with minimum 4-inch lettering.
2. Erosion control measures are in place and maintained.
3. Any notches or bored holes are within allowable tolerances.
4. Fire caulking is in place at top and bottom plates as necessary and intervals of not more than 10-feet horizontally.
5. Return plenum is sealed.
6. Ducting is properly supported.
7. Supply duct outside of thermal envelope is insulated to R-8; inside of thermal envelope to R-6
8. Appliances have adequate service space.
9. Gas fired appliances are not located in prohibited locations.
10. Cooling coils must have drain pan installed below them with drain line extending to a conspicuous location or be equipped with a water level detection and shutdown device.
11. Dryer venting is correctly installed.
12. Any vent terminations have correct clearances from openings into the building.

Gas Piping Inspection

1. Address sign installed at a location visible from the street with minimum 4-inch lettering.
2. Erosion control measures are in place and maintained.
3. Any notches or bored holes are within allowable tolerances.
4. Fire caulking is in place at top and bottom plates as necessary and intervals of not more than 10-feet horizontally.
5. Air test must be in place on gas piping system.
6. Gas piping is adequately sized for expected loads.
7. CSST must be separately bonded to building electrical service ground.
8. CSST or copper gas piping is protected from physical damage (nail guards, sleeving through masonry, etc.).
9. Exposed steel gas piping and fittings are painted to resist corrosion.
10. Gas fired equipment venting is installed correctly.

Service and Panel Inspection

1. Address sign installed at a location visible from the street with minimum 4-inch lettering.
2. Erosion control measures are in place and maintained.
3. Meter base with service conduit is in place.
4. Conduit emerging from the ground must be Schedule 80 PVC or rigid metallic.
5. Fused disconnect is in place if meter does not back up to panel.
6. Service feeders are properly sized.
7. Breakers are sized according to wire sizes.
8. Ground rod(s) are fully driven and grounding electrode conductor is connected.
9. Overhead service has adequate clearance.
10. All devices are in place.
11. Exterior doors, including garage door, are installed and have locks in place.
12. Exposed exterior wires terminate in enclosed boxes.

Water and Sewer Line Inspection

1. Address sign installed at a location visible from the street with minimum 4-inch lettering.
2. Erosion control measures are in place and maintained.
3. Exterior water shut off valve is in place.
4. Pressure Reducing Valve is in place if necessary.
5. All piping is of appropriate materials.
6. Sewer cleanouts are in place as required.
7. Sewer piping must be properly sized, fitted, and sloped.
8. Proper primer and solvent cement must be used on PVC sewer piping.
9. Proper fittings are used at sewer tap (no concrete joints).

Final Inspection

**** NO BUILDING MAY BE OCCUPIED PRIOR TO ISSUANCE OF A SIGNED AND DATED CERTIFICATE OF OCCUPANCY BY THE BUILDING OFFICIAL.**

1. Address numbers are installed on the building in minimum 4-inch lettering and contrasting color.
2. Erosion control measures are in place and maintained. (sod, seed and hay, etc.)
3. Grade slopes away from building.
4. Verify GFCI protection where required.
5. Verify AFCI protection where required.
6. Electrical panel is labeled.
7. All guardrails and handrails are in place where required.
8. All electrical covers are in place.
9. Tamper resistant receptacles
10. All permanent appliances (water heater, HVAC, etc.) are in place and operational.
11. Light fixtures operate properly.
12. Plumbing fixtures operate properly.
13. Fixture traps are water tight.
14. Smoke and carbon monoxide detectors operate properly.
15. Emergency escape openings operate properly.
16. Stair treads and risers are within allowable tolerances.
17. Proper headroom clearance is present at stairs.
18. Double cylinder deadbolts are prohibited.
19. Fuel fired appliances have proper combustion air.
20. Disconnecting means are provided for mechanical equipment where required.
21. Light fixtures have required clearance to storage space in clothing closets.
22. Exhaust fan(s) present in bathrooms where required.
23. Adequate attic venting is present.

