

Portage County Building Department
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Required Residential Inspections – by sequence

[] Decks / Porches / Ramps / Gazebos – post type construction (with & w/o roof):

- POST HOLES – before concrete is poured
- FRAME – after all posts, beams, joists, trusses or rafters, roof coverings, etc are erected; but before flooring and railings are installed. Trusses or rafters must be visible.
- FINAL – project complete per approved drawings.

[] Accessory Buildings (post-frame construction / pole barns)

- POST HOLES – before concrete is poured
- >>> *Underground Electric – if applicable (a)*
- >>> *Rough Electric – if applicable (b)*
- >>> *Rough Plumbing – if applicable (d)*
- FRAME – after all posts, girts, girders, trusses or rafters, roof coverings, etc are erected.
- >>> *Final Electric – if applicable (c)*
- >>> *Final Plumbing – if applicable (d)*
- FINAL – project complete per approved drawings

[] Accessory Buildings (continuous foundation)

- FOOTING – before concrete is poured.
- FOUNDATION – after all walls are constructed, complete with any exterior parging, sealing & insulation + installation of anchor bolts and foundation drain pipes (before covering) – as per approved drawings.
- >>> *Underground Electric – if applicable (a)*
- >>> *Rough Electric – if applicable (b)*
- >>> *Rough Plumbing – if applicable (d)*
- FRAME – after all studded walls, trusses or rafters, roof coverings, etc are erected.
- >>> *Insulation – if applicable*
- >>> *Final Electric – if applicable (c)*
- >>> *Final Plumbing – if applicable (d)*
- FINAL – project complete per approved drawings.

[] **New Dwelling, Additions, Attached Garages (continuous foundation)**

- FOOTING – before concrete is poured.
- FOUNDATION – after all walls are constructed, complete with any exterior parging, sealing & insulation + installation of anchor bolts and foundation drain pipes (before covering) – as per approved drawings.
- UNDERGROUND ELECTRIC (a)
- ROUGH ELECTRIC (b)
- ROUGH PLUMBING (d)
- FRAME / ROUGH HEAT / ROUGH FIREPLACE INSERT – after all studded walls, trusses or rafters, roof coverings, etc are erected and all fire-stopping and/or fire-blocking is completed.
- INSULATION – after all insulation throughout the building is installed per the IECC *ResCheck*, or equivalent document submitted and approved with the application.
- FINAL ELECTRIC (c)
- FINAL PLUMBING (d)
- FINAL – project is complete per approved drawings.

Notes:

1. The sequence of inspections defined herein are required to be followed. The previous inspection must be conducted and approved, prior to the next inspection being requested.
2. An approved set of construction drawings must be available for the inspector at the time of the inspection. Failure to do so will cause the inspection to fail, and require it to be rescheduled. Please place the drawings in a conspicuous place at or near the project site and for everyone's convenience it is recommended that they be placed in a weatherproof container (i.e. plastic bag or other such implement).

(a) Underground Electric

- Trench is excavated
- Service wire and/or conduit is installed between the power source and point of termination.
- Caution ribbon is installed or on-site ready for installation.

(b) Rough Electric

- All wiring is installed between the service panel and points of termination and wires are stripped and/or pig-tailed as required by circuit design.
- All hardware – outlet boxes, switch boxes and junction boxes are installed – no final connections.

(c) Final Electric

- All devices are installed.
- All wiring connected.
- Service is energized.

(d) Rough & Final Plumbing

- Contact the Portage County Health Department for specific details and requirements.

CERTIFICATE of OCCUPANCY

- No residential building or structure, in whole or part, shall be used or occupied until the Residential Building Official has issued an approval in the form of a Certificate of Occupancy. Any contractor that permits occupancy prior to obtaining the "approved" final inspection report, will be subject to having their contractor registration revoked.
- Exception . . . The Residential Building Official may permit temporary occupancy, based upon receipt of a letter of request from the owner, coupled with the conditions that exist, and require completion.