

Building Code Compliance Inspections

<ol style="list-style-type: none">1. How can I schedule an inspection?2. How many inspections will my project need?3. How do I contact my inspector?4. How do I get code questions answered?5. Can I occupy or move equipment into the building before construction is completed?6. Can I get a special inspection?	
1. How can I schedule an inspection?	You may schedule an inspection by calling our Ohio only toll free number (800) 822-3208 between 7:30 A.M. and 2:00 P.M. Monday through Friday. When you hear the recording, DO NOT HANG UP! Your call will be 1 of 3 on hold and will be answered in the order in which it was received. The dispatcher will ask you to confirm the CPA (permit) number, the exact address of the project, what type of inspection (structural, electrical, plumbing) and the name and phone number of the contact person for the project.
2. How many inspections will my project need?	The exact number will vary depending on the complexity of the project. You may discuss the progression of inspections with the inspector during the first inspection - either for temporary electric service or footer/foundation.
3. How do I contact my inspector?	Inspectors work out of their home office and are in the field during the working day. You may contact the Dispatcher and ask for a phone call or on-site consultation with your inspector.
4. How do I get code questions answered?	Call the Dispatcher and schedule a code consultation with the corresponding supervisor (electrical, structural, plumbing).
5. Can I occupy or move equipment into the building before construction is completed?	After conferring with your plans examiner and/ or inspectors, a Temporary Certificate of Occupancy may be applied for. Life safety features must be in place and temporary occupancy inspections made before a Certificate is issued.
6. Can I get a Special Inspection?	Yes. A Special Inspection without the submission of plans is permitted for a limited number of small projects. An example of a Special Inspection would be a temporary pole mounted electrical service. Each Special Inspection costs \$103.25 and requires the successful completion of an inspection. Please click here to review more detailed instructions regarding Special Inspections.