



DIVISION OF
PERMITS AND INSPECTIONS

INSPECTION REQUIREMENTS FOR RESIDENTIAL STRUCTURES

(Requirements for Commercial structures may vary. Please contact the office for more details.)

IMPORTANT!
READ THESE INSTRUCTIONS

- 30 All new buildings, additions, and alterations to existing buildings require a minimum of four inspections, and a minimum of 24 hours' notice must be given to this office prior to each inspection. **This list of inspections are the main inspections required. This list is not intended to be the only inspections that may apply.** The Division of Permits and Inspections must be notified and inspections made of each phase of construction as follows:
- a. **Footing forms (300 inspection code) and setbacks (200 inspection code)** prior to pouring. Depth pins are to be installed and bulkheads and rebar if required. Any construction requiring and entrance to be constructed off a county road must also have an **entrance (100"inspection code)** inspection at this time.
 - b. **Foundation** and basement wall (**500 inspection code**) before back filling the wall and before proceeding with the superstructure. Anchor bolts or straps in place, four-feet (4') on center, twelve inches (12") from the corners. Straps are to be installed per manufacturer's installation instructions. Drain tile and damp proofing must be completed if required. **Pre-Pour – Concrete Foundation (501 inspection code)** after steel is installed but prior to pouring concrete.
 - c. All **slabs, garage/structural (510 inspection code) and basement (515 inspection code)** prior to pouring.
 - On jobs involving reinforced concrete work, inspection must be made after steel is in place and before concrete is poured.
 - d. **Thimble connections and fireplace throats (1000 inspection code)** prior to placement of additional linings above connections or smoke shelf.
 - e. **Rough mechanical (620 inspection code) and framing (700 inspection code)** must be scheduled for the same day, prior to insulation and drywall. **Rough plumbing (610" inspection code) and rough electrical (600 inspection code)** shall be inspected and approved before it is concealed and **before** the framing and mechanical inspection is scheduled.
 - f. **Insulation (710 inspection code)** – Verify minimum insulation requirements for walls/attic area, and U-Values on windows and doors as specified on plans

made in writing via email with a reason for hardship. The fee must be paid prior to the release of the express Certificate of Occupancy. Checks should be made payable to Washington County Treasurer.

Please consider these processing regulations when scheduling real estate closings and/or building occupancy dates. Final building inspections that are rescheduled due to corrections must still comply with these processing regulations.

7. Inspection requests can be scheduled through our automated Interactive Voice Response System (IVR System) or through Citizen Access, our on-line permitting system.

IVR System: The telephone number for the Interactive Voice Response System (IVR System) is 240-313-2488 and the system is available to callers' 24-hours a day, seven (7) days a week. When calling in your inspection please have your building activity number and inspection item number available to complete the inspection request. Trade inspections (plumbing, electrical and mechanical), which do not require a building permit, should have their trade activity number available. Project number (numbers starting with P) is not to be used for transactions on the IVR System. For quick step-by-step procedures, see the Interactive Voice Response System User's Guide.

Citizen Access: The web address for our on-line service, Citizen Access, is <https://accela.washco-md.net/CitizenAccess/>. Through this on-line service, inspections can be scheduled, rescheduled, cancelled and inspection results verified among additional other services. All customers must initially register for an account prior to scheduling any inspections.

EMERGENCY INSPECTIONS: Any time an emergency inspection is needed prior to the date assigned by the IVR System, please contact your inspector directly who will try to get the inspection completed as soon as possible.

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CALL THE WASHINGTON COUNTY DIVISION OF PERMITS AND INSPECTIONS AT 240-313-2460.