



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**

1. **The weatherproof placard issued at the time your permit is approved must be displayed at all times during construction.** 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 an 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

- h. **Final mechanical (820 inspection code) and final building inspections (830 inspection code)** must be scheduled for the same day when the building or structure is completed. **Final electrical (800 inspection code), plumbing (810 inspection code)** and inspection(s) completed by the Health Department, **water samples, (860 inspection code)**, must be approved prior to scheduling the final building and mechanical inspections.

**NOTE: In accordance with Health Department requirements, a Use and Occupancy Permit will NOT be issued until a report is received from the Health Department certifying that a satisfactory bacteriological and chemical test was made on the well water, and the septic system has been properly installed. This requirement, of course, does not apply where the property is served by public facilities.**

2. Inspection fee(s) will be assessed for pre-mature inspection requests, incomplete work and work areas not accessible. A \$50.00 inspection fee will be assessed for the 1<sup>st</sup> extra trip, \$75.00 assessed for the 2<sup>nd</sup> extra trip and \$100.00 assessed for the 3<sup>rd</sup> extra trip. Each inspection item will be treated separately. Please make sure your inspections are completed and entry can be made to complete the necessary inspection(s) prior to scheduling your inspection(s). Checks are to be made payable to Washington County Treasurer.
3. This Division has the right to reject any work, which has been concealed or completed without first having been inspected and approved by the Division in accordance with the requirement of the various codes.
4. According to Section R107.3.1 of the International Residential Code "approved building plans are to be kept at the site at all times and shall be open to inspection by the building official or his or her authorized representative". See plans for any additional comments or changes. Any changes or modifications on the approved plans are to be submitted for review to this office.
5. **Permit Expiration:** According to Section 105.5 of the International Residential Code, every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. **Permit Extension:** Per Section 105.5 of the International Residential Code, "A building permit that has expired may be extended by the building official, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. A \$25.00 extension fee will apply. Checks are to be made payable to Washington County Treasurer.
6. Final inspection and Certificate of Occupancy must be obtained before occupying the building. Due to the processing time required to verify supporting documents and collection of all applicable fees, the Certificate of Occupancy will be issued by the end of the second business day following the final building inspection approval provided all required documents have been submitted, received and approved. Failure to submit these documents will delay the Certificate of Occupancy from being issued. The Certificate of Occupancy may be expedited in extenuating circumstances following final building inspection approval for a fee of \$75.00. Request should be

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 (included in permit packet).

**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.**