



CITY OF DELTA BUILDING DEPARTMENT INSPECTION GUIDELINES

~~~The following clarification of requirements and procedures in building inspections is offered in the hope that a better understanding between the contractor and the Building Department will result, that the contractor may avoid delays, and that the inspector may perform his work more efficiently in the less time and with fewer call-backs. The following rules apply to all jobs: ~~~

1. **INSPECTION CARD MUST BE POSTED ON THE JOB.** The Green Permit Card should be easily visible for the inspector to add his inspection comments to it. A stake in the ground with a piece of plywood and the card tacked there on will suffice until the construction advances to a point providing a more suitable location for posting.
2. **JOB ADDRESS MUST BE POSTED AND LEGIBLE FROM THE STREET.** During new construction on vacant lots and other lots not having a visible address one should be provided so that the inspector can easily locate the property for the permit that has been issued.
3. **24 – HOUR NOTICE REQUIRED FOR SCHEDULING INSPECTIONS.** The 24-hour period may virtually assure the contractor that the inspection will be made when needed, however, inspections requested before 9:00 a.m. can usually be made the same day and every effort will be made to do so. Cooperation on the part of the contractor and the proper scheduling of his work will certainly help avoid delays. Inspections may be called in from 8:00 a.m. to 4:30 p.m. at 970-874-7909.
4. **INSPECTIONS SHOULD BE REQUESTED BY THE CONTRACTOR TO WHOM THE PERMIT WAS ISSUED.** (or a person authorized by the contractor)
5. **STREET ADDRESSES ARE REQUIRED WHEN REQUESTING INSPECTIONS.** When calling for inspections, provide the following information in the following order: street address, kind of inspection, your name, and a contact phone number. If concrete or other work is closely scheduled, state time the inspection is desired, either a.m. or p.m.
6. **INSPECTION SEQUENCE:** Inspections are listed on the card in approximately the order that they should be called in. This is particularly important regarding the framing inspection. Generally, the framing inspection cannot be made until after all the plumbing, mechanical, and electrical rough-ins are completed and signed off.

**7. CERTIFICATE OF OCCUPANCY REQUIRED BEFORE OCCUPYING THE BUILDING.** If your project or job site requires additional engineering and/or zoning requirements, they must be signed off before the final building inspection. After **ALL** final inspections are made then the Certificate of Occupancy will be issued automatically. If immediate occupancy upon completion is necessary or desirable, the builder should notify the Building Department as soon as it is known and every effort will be made to avoid any hardship.

**8. REQUIRED INSPECTIONS:**

- **Footing Trenches:** This inspection is required for footing, trenches, formed footings and drilled piers (caissons) with reinforcing steel in place when called for. Rebar ground for electrical (concrete encased electrode).
- **Foundations:** This is an inspection of the forms with reinforcing steel in place ready for concrete before the concrete is placed.
- **Damp-proofing:** This inspection is required only for basements. Generally, damp-proofing of crawl spaces or foundations for slabs on grade construction is not required.
- **Rough Mechanical (underground):** This inspection is required only when it is necessary or desirable to pour concrete or otherwise cover part of the mechanical installation before the entire rough-in is completed. This inspection can be combined with rough mechanical if all parts of the system are still open and visible to the inspector at that time.
- **Rough Electrical (underground):** This inspection is required only when it is necessary or desirable to pour concrete or otherwise cover part of the electrical installation before the entire rough-in is completed. **The City of Delta handles all Electrical Permitting and Inspections.**
- **Roof and Wall Sheathing:** (Before Dry-In or House Wrap)
- **House Wrap, Window Flashing and Flashing at Concrete Porches**
- **Stucco or masonry veneer preparation (e.g. wire, paper, weeps).**
- **Rough Plumbing:** This inspection is to be made when the plumbing installation rough-in is completed and water or air is in the lines for testing per code. **Contact State of Colorado Plumbing Inspector.**
- **Rough Mechanical (duct, pipe, flue, and vents):** This inspection is to be made when all the duct work and/or piping is completely roughed in, ready for drywall.
- **Rough Electrical:** This inspection is requested when the electrical rough-in is complete, including all circuits made up, boxes and plaster rings installed, panel set, neutral and ground made up and all grounding complete with the installation ready for drywall, but without insulation in place. **The City of Delta handles all Electrical Permitting and Inspections.**
- **Fireplace (fireplaces require 2 inspections):**
  1. This inspection shall be called for when the firebox is completed and the first flue liner in place and construction work around them visible.
  2. This inspection shall be called for when the chimney is completed except for capping in order that the inspector may see that the flue liners are properly supported and of required height above the roof.
- **Framing:** This inspection should not be requested until all framing is complete, the roof is on, all plumbing, heating, and electrical rough-ins are completed and approved.
- **Insulation (walls):** Baffles should be in place as needed and depth markers in place if attic will be blown in later.

- **Lathing or Drywall:** This inspection is to be made prior to taping and finishing to assure adequacy of fasteners and proper type and thickness of materials for fire resistive walls.
- **Final Inspections:**
  1. Electrical, Mechanical, and Building Final Inspections are to be signed off by the City of Delta.
  2. Plumbing Final Inspections are to be signed off by the State of Colorado.
  3. If your project requires a landscape plan, parking requirements, drainage, and/or public improvements, these requirements shall be completed and inspected or collateral posted (when necessary) before the Final Building Inspection can be made.

### **ADDITIONAL NOTES:**

No inspection procedure can be perfect for all types of jobs and not all jobs require all the inspections. The permit holder is requested to examine the inspections listed on the card above. The inspections that are not applicable to a particular job do not need to be called in. If the permit holder is unsure which inspections are required, a phone call to our Building Department at 970-874-7909 will readily provide the information.

It is the intent of the Building Department to provide prompt service and the greatest possible cooperation with the builder within the framework of the building ordinances. Similar cooperation on part of the builder/contractor will improve their operation, aid the inspector in his duty thereby contributing to our common objective: **the economical production of safe, efficient and durable buildings.**

### **IMPORTANT NOTICE TO OWNERS**

Pursuant to House Bill No. 1516: You could lose your home! Under Colorado law, suppliers, subcontractors, or other persons providing labor or materials for work on your residential property may collect their money from you by filing a lien against your property. A lien can be filed against your residence when a supplier, subcontractor, or other person is not paid by your contractor for their labor or materials, even though you have already paid the contractor for these items. You may want to discuss with your contractor, your attorney, or your lender possible precautions for avoiding double payments. These precautions might include a bond guaranteeing payment for this job by your contractor, the use of lien waivers, or setting aside a portion of your contractor's price until you are satisfied that all claims for labor or materials have been paid. You can require that every check issued by or on your behalf is made payable to both the contractor and subcontractors. You are responsible for seeing that the suppliers, subcontractors, and other persons providing labor and materials for the improvement of your residence are actually paid. You should take whatever steps you believe necessary to protect your property.