

City of Philadelphia
Department of Licenses and Inspections
Construction Services Division

PROCEDURES FOR REQUIRED INSPECTIONS

All applicable inspection procedures specified below must be adhered to:

1. **INITIAL INSPECTION:** the applicant is required to notify the Department 48 hours prior to the start of work. Usually used for erosion control and site inspection.
2. **FOOTING INSPECTION:** is to be performed after footing is dug with chairs and rods in place and before concrete is poured. **The permit applicant is required to call requesting an inspection 48 hours in advance of desired inspection date.**
3. **FOUNDATION INSPECTION:** is to be performed before framing work begins or backfill is installed. Grease traps (if applicable), cleanouts, foundation and roof drains must be in place; foundation coating must be applied, anchor bolts and top plate shall be installed. Post-pour footing inspection work shall be conducted at this time and shall include verification of the depth of the footing, continuity of the footing, width of the footing, and determining if the top of the footing is level. **This inspection will also include the underground plumbing, underground electrical and underground mechanical inspections.** All underground plumbing, mechanical and electrical trenching must remain open and all piping, sleeves and/or conduit required for underground utilities shall be in place and provided with rodent-proofing.

Note: the foundation may not be approved **until** the plumbing, electrical and mechanical underground work has been approved by the Department. **The permit holder is required to call 48 hours in advance of desired inspection date.**

4. **UNDER-SLAB INSPECTION:** is to be performed prior to the pouring of concrete and after the base course or sub-base is properly prepared, the vapor barrier (if required) is in place and reinforcing materials such as rebar or wire mesh is properly positioned. **The permit holder is required to call 48 hours in advance of the desired inspection date.**
5. **ELECTRICAL ROUGH-IN INSPECTION:** is to be performed after the roof, framing, fire-blocking and bracing are in place and all wiring and other components to be concealed are complete. This inspection is required before the installation of wall or ceiling membranes. **Third party notification required. Must be approved prior to framing inspection.**
6. **PLUMBING ROUGH-IN INSPECTION:** is to be performed after the roof, framing, fire-blocking, firestopping, draft-stopping and bracing are in place and all sanitary, storm and water distribution piping is roughed-in. This inspection is required before the installation of wall or ceiling membranes. **The permit holder is required to call 48 hours in advance of the desired inspection date. Must be approved prior to framing inspection.**
7. **MECHANICAL ROUGH-IN INSPECTION:** is to be performed after the roof, framing, fire-blocking and bracing are in place and all ducting and other components to be concealed are complete. This inspection is required before the installation of wall or ceiling

membranes. **The permit holder is required to call 48 hours in advance of the desired inspection date. Must be approved prior to framing inspection.**

8. **FRAMING INSPECTION:** is to be performed before insulation is installed and after all rough-in work is complete on plumbing, electrical and mechanical systems. This inspection must be performed prior to the installation of any insulation material. Note: the framing may not be approved **until** the plumbing, electrical and mechanical rough-in work has been approved by the Department. **The permit holder is required to call requesting an inspection 48 hours in advance of desired inspection date. It may also be possible to perform a framing inspection at the time of the last rough-in inspection if the final rough-in work is accepted by the Department.**
9. **INSULATION INSPECTION:** is to be performed after the framing work is approved by the Department and all insulation materials have been installed. This inspection is required before the installation of wall or ceiling membranes. **The permit holder is required to call 48 hours in advance of the desired inspection date.**
10. **FINAL FIRE PROTECTION SYSTEMS INSPECTION:** is to be performed after fire alarm systems and or fire suppression systems are installed and functioning. The Department has the option to accept installation and test certificates from the installing contractor(s) in lieu of witnessing the testing of fire protection systems. **The permit holder is required to call requesting an inspection 48 hours in advance of desired inspection date.**
11. **FINAL ELECTRICAL INSPECTION:** is to be performed after the electrical work in the building is complete. **Third party notification required.**
12. **FINAL MECHANICAL INSPECTION:** is to be performed after the mechanical work in the building is complete. **The permit holder is required to call requesting an inspection 48 hours in advance of desired inspection date.**
13. **FINAL PLUMBING INSPECTION:** is to be performed after the building is complete, all plumbing fixtures are in place and properly connected and the structure is ready for occupancy. This inspection should occur at the time of the Final Building Inspection.
14. **FINAL BUILDING INSPECTION:** is to be performed after all items pertaining to the building permit issued have been completed. These items include, but are not limited to:
 - A. General Building:
 - Interior and exterior finish
 - Egress
 - Final grading
 - Site plan compliance
 - Roofing materials/flashing
 - Emergency lighting system
 - Roofing materials/flashing
 - B. Electrical work
 - C. Plumbing work
 - D. Accessibility (including site)
 - E. Fire protection systems (including required fire-rated construction components)
 - F. Mechanical work

G. Energy conservation

Note: The permit holder is required to call requesting an inspection 48 hours in advance of desired inspection date. The Final Building Inspection may include the Electrical, Plumbing and Mechanical Inspections. Please note that accessibility provisions and verification of compliance with the International Energy Conservation Code shall be inspected as part of other identified inspections.

15. **Accessibility inspections** for buildings must be conducted at the time the building is ready to have a framing inspection performed and continue until all provisions governing accessibility are met. The Department may not issue the certificate of occupancy until the building's accessible elements and features are approved.
16. Projects that have received a permit allowing **rough-in construction** must pass all inspections specified and must conform to the requirement for requesting each inspection. **No work that exceeds the limited construction approved under this permit may be initiated until the building permit has been approved by the Department.**

Note: Calling 48 hours in advance does not guarantee an inspection for the date and time requesting. However the Department makes every effort to accommodate all requests.

Failed inspections will result in a fine and possible suspension of license. Failure to notify the Department will result in a fine and will require the applicant to make any area visible for inspection at their own expense.