

# MONTMORENCY COUNTY

## Department of Building Inspection

### Permit Holder Responsibilities

Part of the building process is identifying the job location and having inspections done at specific stages of construction. Before the Inspector can begin inspecting the job the following must be done by the permit holder

1. The lot and the building location must be staked so the inspector can verify the location of the forms and footings relative to the lot lines.
2. The permit must be posted and visible from the road.
3. The location must be identified by a street number or a sign indicating the owner's or contractor's name (hand painted numbers or signs are fine).

### Inspections

There are a number of inspections required. Therefore you must call us when you are ready for each type of inspection. Work must not proceed before the job is inspected and approved to continue. The required visual inspections are:

#### Footing

Between the time the forms for the footings are set and before any sills are attached. We would like to inspect prior to any concrete being poured. Because if the forms are in the wrong place it is **MUCH** cheaper to move forms than concrete. If you do not have an approval of the forms. You pour at **your own risk.**

#### Foundation.

Before back filling when the walls are complete, damped proofed or water proofed and the foundation drains are completely installed.

#### Rough In

When framing in completed. Before insulating and drywalling and after Electrical, Plumbing and Mechanical Rough inspections.

#### Final

When project is complete and ready for Occupancy. After Electrical, Plumbing and Mechanical Finals.

Please remember each job is different and goes at a different pace. Therefore, we have no idea when you are ready for any inspections unless you call us and let us know. Also, please make sure that you are actually ready for inspection. If an inspection is called for and the job is not ready, a re-inspection fee will be charged.