



# City of Lawrence

PLANNING & DEVELOPMENT SERVICES

## Inspection Guidelines for One- and Two-Family Dwellings

Inspections for all projects may be scheduled through the Inspection Hotline by calling (785) 832-7710, or online at <https://citizenaccess.lawrenceks.org/citizenaccess/>. Both the Inspection Hotline and the website are available 24/7 for convenience. Specific instructions for the use of these scheduling systems are available online at <http://www.lawrenceks.org/pds/inspections>. Contact the Development Services Division at (785) 832-7700 or by email at [buildinginspections@lawrenceks.org](mailto:buildinginspections@lawrenceks.org) for additional assistance.

Certificates of Occupancy (CO) are required before use occupancy is approved for new one- and two-family dwellings. CO's will be issued automatically and distributed by email to permit holders within two weeks of the successful completion of the Final Building Inspection and receipt of all required energy conservation testing reports. Expedited CO's may be available upon request if all inspections and testing reports are complete and approved.

A listing of all required inspections for new one- and two-family dwellings and a general description of each inspection follows. Plans stamped "Reviewed for Code Compliance" by the Development Services Division are required to be on site and available to the inspector for all inspection types.

### **GENERAL INSPECTION TERMINOLOGY AND GUIDELINES:**

**Footing** – Inspection entails verifying conformance with the approved plot plan for placement on the lot, inspection of soils and bearing conditions, proper width, diameter and depth of footings, and inspection of forms. The footing inspection is performed prior to placement of concrete.

**Foundation Wall** – This entails inspection of foundation wall forms for height above grade and the placement of the forms on footings, reinforcement steel size, spacing and clearances to forms. The location and type of concrete encased electrode is verified. This inspection occurs before placement of concrete.

**Rough Plumbing** – This is an inspection of sanitary and water lines *below grade within a building*. A pressure test of sanitary lines is required. Piping and fittings for radon mitigation will also be inspected. This inspection occurs before the plumbing systems are covered with soil, gravel or concrete.

**Slab** – Inspection of basement slabs and slabs on grade for soils and bearing conditions; size, placement and support of reinforcing steel; condition and type of material of vapor barrier; height of top of slab with reference to grade and height above street and slab edge insulation.

**Sewer** – This includes inspection of the sanitary service line from the building to the connection at the City main. This inspection entails verifying proper grade, support, slope and clean outs.

**Rough Mechanical** – This is an inspection of the mechanical systems including ductwork, heating and air-conditioning equipment and exhaust systems. Duct sizing calculations and plans must be available on site at the time of inspection. This inspection is performed before the building is insulated or rough framing is otherwise covered.

**Rough Electrical** – Inspection of the branch wiring of the structure performed before the building is insulated or otherwise covered. This inspection does not include the service panel and equipment or grounding electrode system.

**Stack Out** – This entails inspection of the sanitary and water lines above grade within a building. Pressure tests of the sanitary and water supply lines are required. This inspection is performed before the building is insulated or otherwise covered.

**Framing** – This is the inspection of the structural components of the building, including wall, floor, ceiling and roof assemblies and non-structural elements such as location of egress windows, fire blocking and draft stopping. Above slab piping and fittings for radon mitigation will also be inspected. The inspection is performed after installation of all mechanical, electrical and plumbing systems is complete and before the building is insulated or rough framing is otherwise covered.

**Gas Line** – Inspection of the gas line for approved materials, proper support and protection of piping. A pressure test is required. This inspection does not include connection to gas fired appliances and does not include approval for gas service.

**Gas Service** – This inspection is for authorization for gas service, the gas utility is notified of inspection approval. For approval of this inspection the gas line inspection must be complete and approved and the piping must be connected to a properly vented gas-fired appliance. The gas line inspection may be scheduled simultaneously with the gas service inspection.

**Electrical Service** – Inspection of the electrical service and grounding electrode system. The electric utility company is notified of inspection approvals.

**Insulation** – Inspection of insulation of walls, ceilings, floors and attic; verification of minimum fenestration standards of glazed areas of windows, doors and skylights; sealing of penetrations of the building envelope; and insulation of piping and ductwork.

**Final Building** – This inspection is required before any use or occupancy of the building is granted. It entails the general inspection of all completed work both interior and exterior. To obtain a Certificate of Occupancy (CO) all permit conditions must be satisfied and all work must be complete. If all work is not complete a Temporary Certificate of Occupancy (TCO) may be granted provided the Building Official finds that such portion or portions of the dwelling shall be safely occupied.