



# City of Roanoke Inspections Request Procedure

To request an inspection for the next working day call **853-1142** before 4:00pm Monday thru Friday.

Please have the following information ready before calling to request an inspection:

1. The activity number (example B0900\*\*).
2. The type of inspection you are requesting.
3. Daytime telephone number you can be reached at.

Inspections called before 4:00pm will usually be made the next working day.

Example: If you call for an inspection on Monday before 4:00pm, your inspection will be scheduled for Tuesday. If you called in your inspection *after 4:00pm* your inspection will be scheduled for Wednesday (excluding holidays, inspections will be scheduled for the next working day)

Permit placard must be posted and visible from the street at the time of inspection(s) and approved set of drawing (red stamped by the City of Roanoke) must be on site.

To avoid re-inspection fees, trades must be ready prior to inspectors visit, and/or corrections completed from previous inspections.

## Inspection Descriptions

Inspection	Description
Footing/Foundation	Inspection of footing trench size, rebar placement and set back requirements. Prior to placing concrete.
Under slab electrical	Inspection of conduit and receptacles placed underground, prior to covering.
Under slab plumbing	Inspection of building waste and drain piping and water piping (with pressure test) prior to covering.
Slab preparation	Inspection of insulation (if applicable) rebar, 6 mil. plastic and gravel if required.
Rough-in electrical	Inspection for all wiring, boxes, grounding and panels prior to covering.
Rough-in plumbing	Inspection of all water, waste and vent stacks (with pressure test) prior to covering.
Rough-in HVAC	Inspection of all duct work, vents and mechanical equipment prior to covering.
Rough-in gas	Inspection of gas piping and pressure test of gas line prior to connection.
Rough-in framing	Inspection of all framing prior to covering. (All trades must be complete prior to framing inspection).
Insulation/Energy installation	Inspection of U-factors on windows, doors, skylights and certification for R-values and energy efficiency of appliances.

Inspection	Description
Water service lateral	Inspection of water line in trench prior to covering.
Sewer service lateral	Inspection of sewer service line and cleanout locations prior to covering.
Electrical service	Inspection of electric utility trench and conduit prior to covering.
Temporary power	Inspection of temporary power pole, grounding and height of service cable prior to granting construction power.
Final plumbing	Inspection of the completed plumbing system with the fixtures operational.
Final HVAC	Inspection of completed HVAC system in operation.
Final electrical	Inspection of the completed electrical system with all devices in place and operational.
	<b>Prior to any building finals if applicable all site, historic, neighborhood design district and any other required inspections.</b>
Final building	Inspection of overall project, ready for occupancy. All trades must be complete prior to final building.