



# THE CITY OF HILLSBORO, OHIO

Drew Hastings, Mayor · Todd Wilkin, Safety & Service Director · Gary Lewis, Auditor

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130 NORTH HIGH STREET · HILLSBORO, OHIO 45133-1152

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## CITY OF HILLSBORO BUILDING DEPARTMENT REQUIRED INSPECTIONS

**TYPES OF INSPECTIONS:** For on-site construction, from time to time, the Building Official, upon notification from the permit holder or his agent, shall make or cause to be made any necessary inspections and shall either approve that portion of the construction as completed or shall notify the permit holder or his agent wherein the same fails to comply with this code. To schedule an inspection, the permit holder or his agent shall notify the building department not less than 24 hours in advance of the time when the work will be ready for inspection.

“JOB COPY” prints must be on site for all inspections along with truss drawings.

1. **ZONING SETBACK INSPECTION:** Made to determine that the location of structure on lot is in compliance with the required setbacks per the Zoning Resolution. Lot corners and structure outside corners must be staked and visible. This inspection should occur before footing excavation. The lot address must be posted and a copy of the approved site plan on the job site for inspection.

2. **FOOTER/FOUNDATION INSPECTION:** Made before poles or piers are set and after trenches or basement areas are excavated, forms erected, grade stakes in place and any required reinforcing steel is in place and **PRIOR TO THE PLACING OF CONCRETE**. The foundation inspection shall include excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports or equipment, and special requirements for wood foundations.

3. **SLAB INSPECTION:** Made before the slab is poured but after installation of the reinforcing and vapor barrier.

4. **FRAMING INSPECTION: FLOOR FRAMING INSPECTION OVER CRAWL SPACE:** Prior to sub floor being applied.

5. **FRAMING, MECHANICAL AND ELECTRICAL ROUGH INSPECTION:** Made prior to concealment. All rough wiring and boxes must be installed. All circuits must be made up, i.e., the grounds, neutrals, and hots must be tied together.

Inspections will be made before devices and fixtures are set. All ductwork, pre-charged lines, register boots and plenums must be installed. **ROUGH FRAMING:** Made after the roof, masonry, all fire-stopping, draft-stopping, and bracing are in place and after the plumbing, mechanical and electrical roughs are completed. (Rough mechanical, electric, and framing are generally inspected at the same time.)

**ROUGH PLUMBING:** Through Health Department.

6. **INSULATION AND VAPOR BARRIER:** Made after insulation and vapor barriers have been completely installed.

7. **SERVICE RELEASE:** Service entrance cable must be installed and connected. Grounding and bonding must be connected. There must be one circuit (GFCI Protected) with a receptacle installed. May be made with rough inspections.

**OTHER INSPECTIONS:** In addition to the called inspections above, the Building Department may make or require any other inspections to ascertain compliance with the code and other laws enforced by the Building Department.

**SEPTIC:** Through the Health Department

8. **FINAL INSPECTION:** Made after building is completed and ready for occupancy.

**APPROVAL REQUIRED:** Work shall not be done on any part of the building or structure beyond the point indicated in each successive inspection without first obtaining the written approval of the Building Official. Such written approval shall be given only after an inspection has been made of each successive step in the construction as indicated by each of the inspections required above.

In addition to any other penalty provided for in this Code, the permit holder shall expose, at his expense any work that is covered without approval of the Building Official. The Building Official may request, and if requested, the permit holder shall provide, evidence of lot boundaries.