

UCC INSPECTION PROCEDURES STATEMENT

I hereby certify that I will comply with all applicable inspection procedures specified below:

1. **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 72 hours in advance of desired inspection date.**
2. **FOUNDATION INSPECTION:** is to be performed before framing work begins or backfill is installed. Grease traps (if applicable), cleanouts, foundation and building drains must be in place; foundation coating must be applied, anchor bolts and top plate shall be installed. 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. **The permit applicant is required to call 72 hours in advance of desired inspection date.**
3. **FRAMING INSPECTION:** is to be performed before insulation is installed and after all rough-in work is complete on plumbing, electrical and mechanical systems. Note: the framing may not be approved until the plumbing, electrical and mechanical rough-in work has been approved by the Department. **The permit applicant is required to call requesting an inspection two weeks in advance of desired inspection date.**
4. **FIRE PROTECTION SYSTEMS:** 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. Please note that, if they were not submitted with the initial application, shop drawings must be submitted for Department review and approval at least two weeks before the projected installation date. **The permit applicant is required to call requesting an inspection two weeks in advance of desired inspection date.**
5. **FINAL BUILDING INSPECTION:** is to be performed after all items pertaining to the issued building permit have been completed. These items include, but are not limited to:
 - a. Electrical work
 - b. Plumbing work
 - c. Mechanical (HVAC) work
 - d. Emergency lighting system
 - e. Fire extinguishers
 - f. Egress
 - g. Fire protection systems (including required fire-rated construction components)
 - h. Grading
 - i. Site plan compliance
 - j. Accessibility
 - k. Energy conservation

The permit applicant is required to call requesting an inspection two weeks in advance of desired final inspection date.

Please note that accessibility provisions and verification of compliance with the International Energy Conservation Code shall be inspected as part of other identified inspections.

Accessibility inspections for buildings in municipalities that have opted to self-enforce the Uniform Construction Code but that do not have an inspector certified by the Commonwealth in Accessibility 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 municipality or third-party agency may not issue the certificate of occupancy until the Department approves the building's accessible elements and features. **The permit applicant is required to call requesting an inspection two weeks in advance of desired inspection date.**

6. Projects that have applied for a permit based on **accelerated construction** may only proceed with construction up to, but not including the erection of foundation walls. Projects reviewed as "accelerated construction" are subject to inspection of the footing environment, foundation, underground plumbing, underground electrical (if applicable) and underground mechanical (if applicable), before any additional work is performed. **The permit applicant is required to call requesting an inspection 72 hours in advance of desired inspection date.**

7. The timing and number of inspections required for **renovation work** to buildings that were legally in existence prior to the adoption of the Uniform Construction Code will depend upon the nature and the scope of the renovation work being performed. **The permit applicant is required to obtain all inspections listed on the "Required Inspections" sheet provided with each renovation building permit and to meet the advance notice timeframes specified for each required inspection.**

8. **Signs** (other than those exempted in Section H101.2 of the International Building Code) are required to be inspected regarding their location, design and construction and must meet all applicable UCC requirements. **The permit applicant is required to call requesting an inspection when the sign has been erected. A final inspection of the sign will be made as soon as possible. If the sign erected is a ground sign, the permit holder must provide a written assurance that all structural work (including that which is invisible) conforms to all UCC requirements.**

9. **Demolition work:** Contractors responsible for demolition work where an entire structure is razed will be required to submit signed documentation that certifies that the vacant lot is filled to existing grade and that all service connections have been discontinued and lines have been capped. Demolition work being performed on existing buildings as part of renovation work or the erection of an addition may be subject to inspection by the Department. Contractors must ensure that pedestrian protection measures have been installed prior to commencing demolition. Contractors may not negatively impact existing means of egress until alternative egress routes have been provided. **The permit applicant is required to call requesting an inspection when demolition work has concluded and the lot has been restored to existing grade. An inspection will be made as soon as possible.**

NO WORK MAY BE CONCEALED FROM VIEW UNTIL IT HAS BEEN APPROVED BY THE DEPARTMENT.

I fully understand that it is my responsibility to call for inspections and that, if inspections are not made according to this procedure, I may be in violation of the UCC and may be subject to prosecution. I also understand that no one may occupy the structure (or portion thereof) until a Certificate of Occupancy is obtained.

Name of permit applicant: (printed or typed)		Date:	
Signature:			
Building Name:			
Building Street Address:			
City:		Zip Code:	