



City of Ashland Building Safety Division

51 Winburn Way • Ashland, OR 97520

Phone (541) 488-5305 • Fax (541) 488-6066

Email: Building@ashland.or.us

Building Inspection Process Checklist

ADDRESS SIGN MUST BE POSTED AT MAIN ROAD ACCESS AND ENTRANCE TO PROPERTY

CALL FOR INSPECTION: The contractor, owner, or authorized agent should call for inspection when the work is completed, but prior to covering any work which is to be inspected. Inspection requests may be made at any time by calling the inspection line at 1-888-299-2821. If structure is occupied, someone 18 years or older must be present.

POST JOB CARD: The Job Card must be posted at the construction site. The approved building plans must be at the building site. Inspectors will sign off the Job Card when work is approved or indicate the necessary corrections in order for construction to continue.

Typical Inspections for New Single Family Dwelling

This is only a general list of typical inspections for a new single family dwelling. The required inspections for each individual project can vary depending on the complexity, design, and materials used. If you have specific questions regarding your project, please speak to the inspector.

Footing Inspection Zoning Setbacks	Call for inspection after the forms are set up and rebar installed and BEFORE any concrete is poured. Property lines must be identified with a string line and property pins exposed.
Concrete Stem Wall or CMU Stem Wall	After forms are set up, all rebar, vents and hold downs are installed and prior to placing concrete or grout.
Rain Drains	Before covering.
Water Service	Before covering.
Sanitary Sewer	Before covering. <i>(if the house is connected to Rogue Valley Sewer Services (RVSS), the permit is issued by and inspections are done by them.)</i>
Underfloor Plumbing	After underfloor plumbing is installed.
Underfloor Mechanical	After underfloor mechanical is installed.
Underfloor Structural	After the floor system is framed in; plumbing and mechanical is installed, and BEFORE any subfloor or insulation is installed.
Rough Plumbing (Top Out)	DWV and Supply piping are installed, tub and showers installed and all piping are under test. Call before covering.
Electrical Service	Meter base, service entrance conductors, service panel, and grounding & bonding are installed. (Frequently requested at the same time as the Electrical Rough-in inspection.)
Electrical Rough-In	Call before covering. Service in, boxes installed, circuits run with conductors made up (without receptacles or switches).
Brace Panel / Shearwall (for non-prescriptive engineered plans)	After hold downs and/or straps are installed, exterior sheathing is installed and nailed properly, the roof sheathing is installed and nailed to any required blocking and BEFORE any house wrap or siding is installed.
Gas Piping/Test	Gas piping and air pressure gauge are installed and the line has been pressurized to at least 10 psi. (Frequently requested at the same time as the Rough Mechanical inspection.)
Rough Mechanical	Call before covering. All ducts and vents are installed and supported. (Frequently requested at same time as framing inspection).
Framing	Call when weather tight, all backing, fire blocking, stairs, soffits in place; plumbing, electrical, and mechanical work completed and approved for cover; truss details posted on the job.
Insulation	Walls are insulated; ceilings that will not be blown-in are insulated.
Drywall/Interior Brace Panels	Call before tape is applied. Required inspection only for plans with interior brace walls and plans with living space over garages.
Electrical Final	After all the electrical work has been completed.



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Plumbing Final	Call after all the plumbing work has been completed. Septic permit, installation, and final septic inspection has been completed and approved, if applicable.
Mechanical Final	After all mechanical work has been completed. Installation instructions for mechanical equipment (furnace, water heater, gas fireplace, etc.) must be on site for the inspector. This inspection will be done at time of structural final.
Structural Final	Call after all the work has been completed and prior to occupying the home. Final inspections generally deal with such items as decks, guardrails, handrails, smoke detectors, vent fans, wood stove installation and similar items which occur after wall finish is applied in addition to outstanding items which were not complete in earlier inspections such as blown-in attic insulation, under floor insulation or crawlspace vapor barriers.

Additional inspections may be required depending upon the location and scope of the project. For example:

- If the structure is to be constructed on steep or expansive soils, or the fill is greater than 12 inches, a soils or compaction report from a qualified engineer may be required.
- If the home is not connected to sewer, a separate septic permit from the Department of Environmental Quality (DEQ) will be required. Any new septic work will need to be inspected and approved prior to final plumbing or structural final.
- If the home is in a wildfire hazard area, a fire safety inspection may be required.
- If there are any zoning “prior to final” conditions that need to be inspected.

RESIDENTIAL CERTIFICATE OF OCCUPANCY: The general contractor or owner who was issued structural permit for construction must provide the contact information and relevant license information for the general contractor, as well as any electrical, plumbing and HVAC contractors that performed work on the residential dwelling. [OAR918-480-0140]

**FINAL INSPECTIONS MUST BE SIGNED BY ALL INSPECTORS
(BUILDING, MECHANICAL, PLUMBING, AND ELECTRICAL)
PRIOR TO OCCUPANCY OF THE BUILDING**