



## **GUIDE TO INSPECTIONS FOR ADU'S AND ONE- AND TWO-FAMILY DWELLINGS**

### **PREPARING FOR AN INSPECTION**

- The field copy of the **approved plans** and the **inspection card** must be available on the job site at the time of the inspection.
- If the plans call for a **structural observation** or a **special inspection**, a **copy of the signed reports** must also be available at the time of the inspection.
- Any **required tests** shall be performed before requesting an inspection, and **the test report** must be made available at the time of the inspection.
- If corrections were issued at the previous inspection, **all corrections** must be complete before requesting a re-inspection and the correction notices must be available at the time of the re-inspection.
- The inspector will not enter a property unless someone over the age of 18 is present, unless prior authorization is given with the specific inspection request.
- **Dogs and other animals** must be removed from the inspection area.
- Access to the inspection area must be provided, including an approved safety ladder or other means of access, as necessary.

Time delays and re-inspection fees can be avoided if the work is complete, clean and ready for inspection when the inspector arrives. Minor deviations from the approved plans may be approved by the Inspector; however, these changes must be discussed with the Inspector before construction to avoid the possibility of having to remove non-complying construction. Major changes may require plan check approval.

**If installing a new, or relocating an existing, electrical meter or service contact Edison at (805) 654-7444 for the location of the new meter/service prior to beginning the work on the electrical service**

### **REQUESTING AN INSPECTION**

Building Inspection Requests are accepted between 8:30 a.m. and 4:00 p.m. Monday through Friday, excluding holidays. When requesting an inspection, provide the **permit/application number (located at the top of the permit), job address, type of inspection(s) needed, your contact name, your phone number and any special instructions** (entry gate combinations, unmarked roads, etc.).

Inspections can be scheduled using one of the following methods:

- Automated phone system (IVR): (805) 247-8980 (must be called in or cancelled by 4:00 p.m. the business day prior).
- Online: at [www.oxnard.org/build](http://www.oxnard.org/build), select "Building Inspection Requests" from the left-hand column and follow instructions (must be scheduled by 4:00 p.m. the business day prior, Monday through Friday).
- With Building staff: By phone at (805) 385-7936 or in person at the Building and Engineering permit counter at 214 South C Street. These requests must be made by 4:00 p.m. one business day in advance. Please note, the Building counter is closed every other Friday, however inspections are available on the closed Fridays.

**Important:** If scheduling inspections using the IVR, requests for a Monday inspection must be made by Friday at 4:00 p.m. If scheduling inspections online, requests for a Monday inspection must be made by Friday at 4:00 p.m. Any requests for a Monday inspection received after these hours, or over the weekend, will be scheduled for the following Tuesday.

**Note: If you would like to inquire on the timeframe the inspector is scheduled to arrive at your project, please call (805) 385-7936 between 8:00 a.m. and 8:45 a.m., the morning of your scheduled inspection. Morning or afternoon preference can be requested but not guaranteed.**

**REQUIRED INSPECTIONS**

Review the list below with your inspector to determine which inspections will be required for each phase of your project. The inspections are grouped into phases that are generally done at the same time. Depending on the project, additional inspections may be required; or the order in which the inspections are made may change.

Note that this handout describes only inspections that may be made by the building inspector. Other inspections may be required by other agencies. For example, Public Works (805)385-7925 will inspect all work within street right-of-way.

Phase	IVR Code	Inspection Description	Letter Code	Phase	IVR Code	Inspection Description	Letter Code	
1	<input type="checkbox"/>	215	<i>Groundwork Electrical</i>	9	<input type="checkbox"/>	140	<i>Rough Framing</i>	
	<input type="checkbox"/>	305	<i>Plumbing Ground Work</i>		<input type="checkbox"/>	230	<i>Rough Electrical</i>	
	<input type="checkbox"/>	335	<i>Sewer Connection</i>		<input type="checkbox"/>	325	<i>Plumbing Top Out</i>	
	<input type="checkbox"/>	340	<i>Water Service</i>		<input type="checkbox"/>	330	<i>Rough Plumbing</i>	
2	<input type="checkbox"/>	101	<i>Setback Inspection</i>	10	<input type="checkbox"/>	153	<i>Exterior Lath</i>	
	<input type="checkbox"/>	102	<i>Foundation</i>		<input type="checkbox"/>	145	<i>Insulation</i>	
	<input type="checkbox"/>	210	<i>UFER / Ground Rod</i>		<input type="checkbox"/>	430	<i>Rough Mechanical</i>	
3a	<b>Slab on Grade</b>		SLAB	12	<input type="checkbox"/>	152	<i>Drywall</i>	
	<input type="checkbox"/>	110			<i>Slab Reinforcement / Vapor Barrier</i>	<input type="checkbox"/>	140	<i>Rough Framing</i>
3b	<b>Raised Floor</b>			13	<input type="checkbox"/>	260	<i>Electrical Service Change</i>	
	Raised Floor 3b, Step 1				<input type="checkbox"/>	265	<i>Electrical Service Clearance</i>	
	<input type="checkbox"/>	120			<i>Floor Frame/Joist</i>	<input type="checkbox"/>	345	<i>Final Gas Test</i>
	<input type="checkbox"/>	230			<i>Rough Electrical</i>	<input type="checkbox"/>	385	<i>Gas Service Clearance</i>
4	<input type="checkbox"/>	121	<i>Floor Nail</i>	14				
	<input type="checkbox"/>	330	<i>Rough Plumbing</i>		<input type="checkbox"/>			
	<input type="checkbox"/>	430	<i>Rough Mechanical</i>		<input type="checkbox"/>			
5	Raised Floor 3b, Step 2			15	<input type="checkbox"/>		<i>Revisions</i>	
	<input type="checkbox"/>	145			<i>Insulation</i>	<input type="checkbox"/>		<i>Fees</i>
6	<input type="checkbox"/>	125	<i>Roof Nail</i>	17	<b>Department Finals</b>			
7	<input type="checkbox"/>	126	<i>Roof Tear Off</i>		<input type="checkbox"/>	<i>Backflow &amp; Cross-connection Protection (805)385-8136</i>		
	<input type="checkbox"/>	127	<i>Pre-Roofing</i>		<input type="checkbox"/>	<i>Fire Department (805)385-7722</i>		
	<input type="checkbox"/>	130	<i>Pre-Wrap / Exterior Shear Panel Nailing / Windows</i>		<input type="checkbox"/>	<i>Planning (805)385-7858</i>		
8	<input type="checkbox"/>	131	<i>Shear Panel Nailing</i>	<input type="checkbox"/>	<i>Public Works (805)385-7925</i>			
				<input type="checkbox"/>	<i>Parks (805)385-7950</i>			
				<input type="checkbox"/>	<i>City Business License (805)385-7817</i>			
				18	<input type="checkbox"/>	295	<i>Final Electrical</i>	
					<input type="checkbox"/>	395	<i>Final Plumbing</i>	
					<input type="checkbox"/>	495	<i>Final Mechanical</i>	
					<input type="checkbox"/>	195	<i>Final Building</i>	

## **DEFINITIONS OF REQUIRED INSPECTIONS FOR DWELLINGS**

### **Phase 1**

***Under Slab Electrical Conduit (UCON) (IVR Code No. 215)*** - All conduit for electrical systems (electrical, phone, cable television, etc...) to be run under the structure shall be inspected at this time prior to covering with earth or concrete. Conduits for utility cabling are inspected by the respective utility companies.

***Plumbing Ground Work (PGW) (IVR Code No. 305)*** The drain, waste, and vent (DWV) system shall be subjected to a water test (10 foot head) or air test (5 psi.). **Testing with air is not allowed for plastic pipe.** Any other piping systems would also be inspected at this time, check with your inspector.

***Sewer Connection (SEWR) (IVR Code No. 335)*** – The sewer pipe serving the construction shall be connected to its final connection point. Pipe should be fully bedded, but not covered, at the proper slope, and under a water test.

***Water Service (PWSP) (IVR Code No. 340)*** – The domestic water pipe serving the construction shall be connected to the water meter. Pipe should be fully bedded, but not covered, and under test at the actual water pressure provided by the City.

### **Phase 2**

***Setback Inspection (BSBK) (IVR Code No.101)*** - Setbacks to property lines are checked at this time, so property lines must be strung or otherwise marked. If the location of property line is uncertain, a property survey may be required.

***UFER / Ground Rod (UFER) (IVR Code No. 210)*** – Edison must approve the proposed location of any new or relocated electrical meter or service (Edison phone (805) 654-7444). Any new grounding electrode in new footings will be inspected at this time.

***Foundation (BFND) (IVR Code No. 102)*** - This inspection occurs after the footings are excavated, all forms are in place, reinforcement steel is installed, all hold-downs and anchor bolts are secured in place, and before any concrete is placed. Forms and elevations shall be set such that the finished floor is a minimum of 25” above the lowest adjoining flow line in the public way. Deputy Inspection and/or Structural Observation Reports may be required.

### **Phase 3a Slab on Grade Option**

***Slab Reinforcement/Vapor Barrier (SLAB) (IVR Code No. 110)*** - For monolithic pours the foundation inspection and slab inspections are done at the same time. For two-pour systems, the inspection occurs after the under-slab plumbing has been approved and the footings are already poured, but before the concrete is poured for the slab. The vapor barrier (also called a capillary break) and all slab reinforcement must be installed at the time of the inspection.

### **Phase 3b Raised Footing Option**

#### ***Step 1***

***Floor Frame/Joist (BFLJ) (IVR Code No. 120), Rough Electrical (ERG) (IVR Code No. 230), Rough Plumbing (PRG) (IVR Code No. 330), and Rough Mechanical (MRG) (IVR Code No. 430)*** – All under-floor framing, plumbing, electrical and mechanical systems shall be installed. All under-floor hardware and nailing must be complete prior to this inspection. Support for the insulation is inspected at this time. **Insulation and sub-floor sheathing shall not be installed yet.**

#### ***Step 2***

***Insulation (BINS) (IVR Code No. 145)*** - Under-floor insulation is inspected before sub-floor sheathing is installed, but after the inspections in Phase 3b Step1. Insulation must be provided with proper support and allow for proper ventilation for crawl space vents. Insulation must be protected from moisture until the structure is made watertight.

### **Phase 4**

**Floor Nailing (BFLN) (IVR Code No. 121)** - This inspection occurs before walls are stood on the sub-floor and verifies sub-floor nailing and connections of the horizontal diaphragm (floor sheathing) to designated structural elements (shear walls and draglines) below. Any interior drag lines shall be identified by paint or chalk. Dwelling Units more than one story will require additional *Floor Joist / Floor Nailing* inspections.

### **Phase 5**

**Firewall Drywall Prelim (BDW) (IVR Code No. 152)** – Gypsum board for fire-resistant construction shall be installed and inspected in areas that will become inaccessible later due to subsequent construction. The drywall must be protected from moisture until the structure is made watertight.

### **Phase 6**

**Roof Nailing (BRFN) (IVR Code No. 125)** – Roof sheathing shall be installed with proper nails and spacing. The load path to the top plates is complete, and plumbing and mechanical vents shall be in place and through the roof and flashed. An approved safety ladder must be set up and drag lines shall be identified by paint or chalk. The roof trusses and roof framing are inspected as part of the roof nail inspection. **Roof truss plans shall be approved and provided for inspection.** There should be no roofing felt, building paper, vapor barriers, or any other material covering any of the roof. The electrical mast (if overhead electrical service is allowed) shall be installed and any cutouts (for vents or other purposes) made and blocked.

**Roof Tear Off (BRTO) (IVR Code No. 126)** – For roof replacement, all roofing materials shall be removed from the roof material prior to inspection. In addition, all deteriorated or damaged structural member shall be repaired or replaced prior to inspection. An approved safety ladder is required to be set up for the inspection.

**Pre-Roofing (BPRF) (IVR Code No. 127)** – If the existing roof is to remain a pre-roofing inspection is required. An additional layer of roofing is not allowed where the existing roof has two or more applications of any type of roof covering. An approved safety ladder is required to be set up for the inspection.

### **Phase 7**

**Pre Wrap/Exterior Sheathing Nailing (BPW) (IVR Code No. 130), Shear Panel Nailing (BSWN) (IVR Code No. 131)** - All sheathing, nailing straps, hold downs, and the entire exterior wall bracing system is complete. Windows, door jambs, and flashing shall be installed but no building paper, vapor barriers, or any other material covering walls shall be installed until after this inspection is approved. Window Title 24 Energy Code conformance is checked.

### **Phase 8**

**Rough Fire Sprinkler System** – Inspected by the Fire Department. Call (805) 385-7722.

### **Phase 9**

**Plumbing Top Out (PTO) (IVR Code No. 325), Rough Plumbing (PRG) (IVR Code No. 330)** - This inspection occurs after all plumbing pipes have been installed.

- The water piping system shall either be under street pressure or be under an air test at a minimum pressure of 50 lbs. per square inch (psi). **Plastic pipe shall not be tested with air unless permitted by manufacturer.**
- The gas piping is visually inspected for support and sizing. (Gas test is performed after drywall).
- The entire waste and vent system shall be tested by either water or by air. When tested by water, the system is typically filled with water with a minimum 10-foot head of water pressure. If tested by air, the system must hold at least 5 psi. **Plastic pipe shall not be tested with air.**

**Rough Electrical (ERG) (IVR Code No. 230)** - All wiring and boxes are installed with wires spliced and pig-tailed.

**Rough Mechanical (MRG) (IVR Code No. 430)** - All flues and HVAC ducting shall be installed, including exhaust fan ducts. Ducts shall be strapped, insulated, and be connected to register boxes per code. All vents shall be adequately anchored. All exhaust ducts shall be piped to the outside. All vent and register openings shall be covered.

**Framing (BFRM) (IVR Code No. 140)** - All framing and all work described above shall be complete (except for second-sided shear walls) and before any insulation is installed in the walls and ceilings. All pipes and wiring shall be protected from damage by drywall nails/screws. **Ageing-in-place/fall prevention backing shall be installed.**

### **Phase 10**

**Exterior Lath (LATH)** (IVR Code No. 153), **Roof Covering** - The wire and paper must be installed, but the plaster not yet placed. Seal all penetrations (i.e. electrical, plumbing penetration, etc.). Large openings such as windows, flush electrical panels, etc. shall be properly flashed. Roofs and walls are required to be watertight at this inspection.

### **Phase 11**

**Insulation (BINS)** (IVR Code No. 145) - This inspection occurs after all the rough inspections and exterior lath have been signed off. All small gaps shall be insulated using foam (Note: some window manufactures do not permit the use of expansive insulation foam adjoining their windows. See and follow manufactures installation instructions). All floor and top plate penetrations must be insulated or otherwise fire-stopped at this inspection.

### **Phase 12**

**Interior Drywall/Lath (BDW)** (IVR Code No. 152) – Gypsum board shall be inspected after installation of fasteners and prior to covering fasteners. Gypsum board used as backing for a tile splash shall be approved for that use.

### **Phase 13**

**Electrical Service Change (ESC)** (IVR Code No. 260) – Review Edison’s requirements with inspector.

**Electrical Clearance (ECL)** (IVR Code No. 265) – Submitted by inspector to Edison when inspection passes.

### **Phase 14**

**Final Gas Test / Gas Clearance (GAST / GCL)** (IVR Code No. 385) - This inspection occurs after the house wall finishes and all cabinetry are completely installed. The test consists of filling the gas piping system with air. (The test shall hold 10 lbs. of pressure for 15 minutes, using a 15-lb. gauge maximum).

### **Phase 15**

**Revisions** – All revisions and deferred submittals shall be issued and approved prior to requesting Final Inspections.

### **Phase 16**

**Fees** – Final Inspections cannot be scheduled if fees are due.

### **Phase 17**

**Final Fire** (805)385-7722

**Backflow Prevention** (805)385-8155

**Final Planning** (805)385-7858

**Final Public Works** (805)385-7925 – Ask to speak with a Construction Inspector

**Final Parks** (805)385-7950

**Final City Business License** (805)385-7817 – Copy of sub-contractor list, with business licenses noted shall be provided to City Business license office prior to their signature.

### **Phase 18**

**Final Electrical (EF)** with power on (IVR Code No. 295), **Final Plumbing (PF)** (IVR Code No. 395), **Mechanical Final** (IVR Code No. 495), and **Final Building (BF)** (IVR Code No. 195) - These inspections occurs after all the above inspections have been signed off and the dwelling is completely finished and ready for occupancy. Cabinets, doors, appliances, fixtures, shower enclosures and required flooring must be installed. Smoke alarms shall be installed and operational. The exterior must be sufficiently graded to drain away from any structures to an approved location. Landings and steps must be complete and required handrails & guardrails installed. The construction must not be occupied without permission from the inspector. Any remaining fees shall be paid prior to requesting inspection and all **Structural Observations, Special Inspection, and FEMA Flood Certification** paperwork shall be assembled and given to the inspector at this time. All construction materials / debris, and containers / tools must

be removed from the jobsite. **The inspector shall check the city's computer files for special requirements prior to granting final inspections and will deny occupancy if any of the above are outstanding.**

### **Final Phase**

Congratulations! Your project is complete. A Certificate of Occupancy will be issued if applicable.