

DMVA - BUREAU OF DESIGN AND PROJECT MANAGEMENT
INTERNATIONAL BUILDING CODE INSPECTION LOG

Project Name:

Project Location:

Project Manager:

Phone Number:

Email:

REQ.	INSPECTION	NOTICE (Business Days)	DEPARTMENT REPRESENTATIVE (SIGNATURE)	DATE ACCEPTED
	Demolition	72 hours		
	Footer Environment	48 hours		
	Underground Mechanical	72 hours		
	Underground Electrical	72 hours		
	Underground Plumbing	72 hours		
	Foundation	48 hours		
	Under-Slab Mechanical	72 hours		
	Under-Slab Electrical	72 hours		
	Under-Slab Plumbing	72 hours		
	Concrete Under Slab/Floor	48 hours		
	Exterior Wall Construction	48 hours		
	Mechanical Rough-In	72 hours		
	Electrical Rough-In	72 hours		
	Plumbing Rough-In	72 hours		
	Framing (Interior)	48 hours		
	Insulation (Interior)	48 hours		
	Roofing:	-		
	a) Exposed Roof Substrate	72 hours		
	b) Insulation	72 hours		
	c) Membrane	72 hours		
	d) Metal Trim & Flashing	72 hours		
	e) Gutter and Downspout	72 hours		
	f) Final Completion of Roof	72 hours		
	Fire Protection	72 hours		
	Asphalt/Concrete Paving	72 hours		
	Final - Mechanical	5 days		
	Final - Electrical	5 days		
	Final - Plumbing	5 days		
	Final - Building	5 days		
	Final - Site/Grading	5 days		
	Final - E&S Control Features	5 days		
	Final - Site Improvements	5 days		

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

INSPECTION PROCEDURES

1. **Footing Inspection:** Is to be performed after footing is dug with chairs and rods in place before concrete is poured.
2. **Underground/Overhead M.E.P Inspection:** All underground mechanical, electrical and plumbing trenching must be open and all piping, sleeves and/or conduit required for underground utilities shall be in place and provided with rodent-proofing.
3. **Foundation Inspection:** Is to be performed before framing work begins or backfill is placed. Grease traps, cleanouts, foundation and roof drains must be in place. Foundation coating must be applied, anchor bolts and top plates shall be installed. Post-pour footing inspection shall be conducted at this time and shall include verification of the depth of the footing, continuity of the footing, width of the footing and determining if the top of the footing is level.

Note: Foundation inspection will not be approved until the plumbing, electrical and HVAC underground work has been approved by the Department.

4. **Under-Slab M.E.P. Inspection:** Shall be performed after any/all plumbing piping, mechanical piping and electrical conduit has been placed and properly sealed and tested. Required pressure testing of plumbing and HVAC piping shall be completed prior to the Under-Slab Inspection.
5. **Under-Slab Inspection:** Is to be performed prior to the pouring of the concrete and after the base course or sub-base is properly prepared, the vapor barrier (if required) is in place and reinforcing materials such as rebar or wire mesh is properly positioned.
6. **Exterior Wall Inspection:** Is to be performed after exterior perimeter walls (concrete, CMU, steel framing, etc.) have been erected. Top plates, bracing, lintels, spray-applied vapor/moisture barriers (if required) and rigid wall insulation shall all be installed prior to the inspection being conducted. Inspection shall be performed prior to the installation of interior framing and M.E.P. rough-ins.
7. **Electrical Rough-In Inspection:** Is to be performed after the roof, framing, fire blocking and bracing are in place and all wiring and other components to concealed are complete. This inspection is required prior the installation of wall and ceiling finishes.
8. **Plumbing Rough-In Inspection:** Is to be performed after the roof, framing, fire-blocking, fire-stopping, draft stopping, and bracing are in place and all sanitary, storm and domestic water piping is roughed-in. This inspection is required prior to the installation of wall and ceiling finishes.
9. **Mechanical Rough-In Inspection:** Is to be performed after the roof, framing, fire-blocking and bracing are in place and all ducting and other components to be concealed are complete. This inspection is required prior to the installation of wall and ceiling finishes.
10. **Framing Inspection:** Is to be performed before insulation is installed and after all plumbing, electrical and mechanical rough-in work is completed and inspected.

Note: The framing may not be approved until all plumbing, electrical and HVAC rough-in work has been approved by the Department.

11. **Insulation Inspection:** Is to be performed after the framing work is approved by the Department and all insulation materials have been installed. This inspection is required prior to the installation of wall and ceiling finishes.
12. **Fire Protection Systems Inspection:** 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.

13. **Final Electrical Inspection:** Is to be performed after all electrical work in the building has been completed.
14. **Final Mechanical Inspection:** Is to be performed after all HVAC work in the building has been completed.
15. **Final Plumbing Inspection:** Is to be performed after all plumbing work in the building has been completed.
16. **Final Building Inspection:** Is to be performed after all items contained within the project design documents have been completed and all prior inspections have been completed and approved. These items include, but are not limited to:

a. General Building:

- Interior and Exterior Finishes
- Roofing Materials/Flashing
- Egress
- Accessibility (including site)
- Final Grading
- Site Plan Compliance – Erosion & Sediment Control Measures

b. Electrical Work

c. Plumbing Work

d. Mechanical Work

e. Fire Protection Systems

f. Energy Conservation

17. **Department of Military & Veterans' Affairs (DoD) Special Inspections:** Certain facility types and specific components of the facility, may require additional inspections prior to the final acceptance of the facility by the Department. Components such as, but not limited to; weapons vaults, security monitoring, fuel distribution and/or storage, vehicle maintenance exhaust systems and secure communication rooms all may require special inspections. If not outlined within the project documents, the Department will notify contractors of any special inspections prior to the start of construction.
18. **Demolition Inspections:** 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 disconnected and properly capped. Demolition work being performed on an existing as part of renovation work or the erection of an addition may be subject to inspection by the Department. Contractors must ensure that pedestrian protective measures have been installed prior to the commencing of demolition work. Contractor shall not negatively impact existing means of egress until alternative egress routes have been established and approved.

NOTES

1. Contractors may not be subject to all the inspections as outlined herein. Contractors shall refer to the attached DMVA Inspection Form for all required inspections pertaining to a specific project.
2. Contractor shall contact the DMVA Project Manager and Government Design Professional prior to any and all required inspections. The DMVA Inspection Form includes required notification timeframes for each required inspection. These notifications shall be considered business days and not include weekends and/or observed Government Holidays.
3. The DMVA Inspection Procedures along with the DMVA Inspection Log, must be retained at the construction site until the completion of all work and must be made available to all Department Representatives upon request.
4. **At no time shall work of any type be concealed from view, until all required inspections have been conducted and the Department has approved it.**