

CITY OF BROADVIEW HEIGHTS, OHIO BUILDING DEPARTMENT

MANDATORY INSPECTIONS

APPROVED PLANS SHALL BE  
ON BUILDING SITE AT TIME OF  
INSPECTION OR NO  
INSPECTION & THERE WILL  
BE A REINSPECTION FEE

**Temporary Electric Service.** Prior to connection.

**Grade Inspection.** Prior to footing placement (by City Engineer).

**Footing Inspection.** Prior to backfill and wall construction – all footings.

**Sewer(s) Inspection.** Prior to sewer line backfill (by City Engineer starting 10' from house).

**Utility Service Trench.** Prior to backfill of gas, electric, cable or telephone line trench.

**Foundation and Waterproofing or Dampproofing Inspection.** Before backfill. (Drain tile & clean- outs)

**Elevation of Foundation Walls Inspection.** Tar grade inspection (by City Engineer).

**Rough Grade & Seed** Must be approved prior to issuance of 2<sup>nd</sup> Stage Permit.

**Plumbing, Mechanical and Electrical Inspection.** Rough inspection prior to framing inspection.

**Framing Inspection.** Includes fire-stopping/blocking. After rough inspection of plumbing, mechanical and electrical work.

**Roofing and Venting Inspection.** After underlayment & during roof covering installation.

**Insulation Inspection.** All insulation and firestopping that will be concealed or covered.

**Wallboard and/or Lath Inspection.** Prior to taping.

**Base for sidewalks and driveways.** Prior to paving.

**Gutters and downspouts.** Including sewer connections or splash blocks.

**Final Inspection (includes final grade/pins/driveway check).** Finished building and site improvements after work is complete and ready for occupancy including *all* permitted work, finish floor covering in kitchen and bath, grading, landscaping and paving.

The City Engineer shall inspect and certify the **final grade and paved drive** for conformance to the grades as shown on the approved plan. All **survey pins** shall be in place, exposed, and clearly marked for this inspection.

If the **final grade/concrete/drainage/** is incomplete, the builder or permit holder shall post a bond (1% of permit value + concrete, etc. costs). When work is approved, the bond less 10% and reinspection costs shall be returned. If work is not completed within 30 days of written notification by City Engineer, the bond amount shall be forfeited.

**Landscaping and seeding** of all disturbed, unimproved, areas of the property shall be **completed** prior to transfer of the property or within the following time period provided a written time limit acknowledgement is signed by the prospective owner (buyer):

1. Completed prior to the following July first for occupancy certificates issued from September 15th to April 30th;
2. Completed prior to the following November fifteenth for occupancy certificates issued from May 1<sup>st</sup> to September 15<sup>th</sup>.

**Access.** Permit holder or **representative shall be present** to provide an access ladder, perform final plumbing test after traps & fixtures are set, remove electrical covers or assist inspector in order to do a complete and thorough inspection as well as take responsibility for making any necessary corrections.

**CERTIFICATE OF OCCUPANCY IN BUYER'S NAME REQUIRED PRIOR TO OCCUPANCY**  
*HAVE BUYER(S) COMPLETE APPLICATION FORM AT BUILDING DEPARTMENT*

24 HOUR INSPECTION NOTICE REQUIRED  
BUILDING INSPECTIONS SHALL BE WITHIN 48 HOURS – ENGINEERING INSPECTION WITHIN 5 DAYS  
BUILDING DEPARTMENT 440-526-6864  
ENGINEERING DEPARTMENT 440-838-4705

**CALL BETWEEN 8:30 A.M. AND 4: P.M. FOR INSPECTIONS**  
**REINSPECTION FEE. \$25 FOR BUILDING OR ZONING RELATED: \$50 FOR ENGINEERING RELATED**