

**SCOPE:**

The purpose of this document is to set forth policies and procedures that the Miami County Building Inspections Department personnel will follow as a guideline in providing services related to inspections and enforcement of the codes and resolutions pertaining to construction. The procedures contained in this document apply to buildings of all uses, however buildings with commercial or industrial uses may require inspections that are not contained in this document based upon the complexity of the work being performed.

**INSPECTION REQUESTS AND  
BUILDING INSPECTION DEPARTMENT RESPONSE:**

**GENERAL GUIDELINES:**

Inspection requests may be made by calling (913) 294-4145 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. Inspection requests that are received by 4:00 p.m. will be scheduled for inspection on the next workday. Inspection requests that are received after 4:00 p.m. will be scheduled for the workday following the next workday.

If there is a preference that an inspection be performed in the morning or afternoon, please inform the member of our staff that is scheduling the request and we will attempt to accommodate the request, however due to the size of the county and the number of inspections that we are responsible for performing it may not be possible to accommodate all such requests. **Appointments for a specific time of an inspection will not be made.** Our field staff will route their daily workload in the most efficient manner possible, and they will not bypass a job to accommodate a morning or afternoon request.

**CONCRETE AND OPEN TRENCH INSPECTION REQUESTS:**

Inspection requests for a concrete related inspection are required to be received by 8:30 a.m. to be performed "same day". We will make every effort to perform concrete inspections as close as possible to the time specified that work will be ready, however, we will consider the inspection to be on time if we arrive on the site up to two (2) hours of the time specified as being ready.

When it is specified that work will be ready after 2:00 p.m. the inspection will be performed at any time that an inspector is in the area after 2:00 p.m. If the work is not ready for inspection the job will be disapproved and be required to be rescheduled for the next working day.

**PERMIT HOLDERS AND LICENSED CONTRACTORS RESPONSIBILITIES:**

It is the responsibility of the permit holder to;

- ◆ coordinate all inspections;
- ◆ request all required inspections;
- ◆ ensure that work is ready for inspection when an inspection request is made;
- ◆ ensure that work requiring inspection is not concealed until approval is obtained from an inspector;
- ◆ to provide access to the work requiring inspection;

**POLICY BI00—001**

Effective: March 1, 2000

Revised: July 18, 2001

- ◆ to provide the approved plans are on the job site for inspection purposes.

Please note that if approved plans are required and are not available to the inspector when they arrive, or if work is determined to not be ready for inspection, the inspector will prepare a report disapproving the inspection and leave the job site and the inspection will be required to be rescheduled by the permit holder. When approved plans are not provided to the inspector more than once during a project re-inspection fees may be assessed.

### **REQUIRED INFORMATION FOR INSPECTION REQUESTS:**

When a request for an inspection is being made the following information shall be provided;

1. Permit Number;
2. Address of location that inspection is to be performed;
3. Name and Telephone Number of person making request;
4. Type of inspection that is being requested; and
5. Indicate if the requested inspection is a re-inspection.

### **APPROVED PLANS REQUIRED ON JOB-SITE FOR INSPECTIONS:**

A set of plans that have been reviewed by the Building Inspections Department and have been stamped "APPROVED" will be returned to the permit applicant when the building permit is issued and shall be made available to the inspector when they are performing required inspections. These plans are considered to be the official construction documents and the construction of the building should comply with the stamped "APPROVED" plans.

It is the responsibility of the permit holder to make these plans available to the building inspectors at the time of the inspection. If plans that have been stamped "APPROVED" by the Building Inspections Department are not made available to the inspector when they arrive, the inspection will be disapproved and the inspector will leave the job-site. It will be the responsibility of the permit holder to schedule a re-inspection when the "APPROVED" plans are available. County ordinances require that a re-inspection fee be charged when "APPROVED" plans are not made available to inspectors when inspections have been requested by the permit holder or their designated agent.

Changes to plans that have been stamped "APPROVED" must be submitted to the building inspections office so that they may be reviewed for compliance with the applicable codes and standards. Changes will not be reviewed and approved in the field.

### **REQUIRED INSPECTIONS:**

The following inspections will be required on typical agricultural buildings, single family dwellings or accessory buildings associated with single family dwellings. It is the responsibility of the permit holder to request and provide access for these inspections before the work is concealed. All of the inspections that are listed below may not be required on every building depending on the extent of work that is being performed. A list of required inspections will be given to the permit holder when the permit is issued.

- ◆ **Footings:** This inspection is required to be performed after the excavation has been completed and the form-work and any required reinforcing for all footings and piers is in place ready for the placement of concrete. Foundation construction and pier placement are required to be done in conformance with the approved plans for the project.

For post framed structures the post foundation holes are required to be dug or drilled to the diameter and depth required, and the concrete or gravel that is required for the footing may or may not be placed in the post hole but the post holes shall not be back-filled prior to being inspected.

- ◆ **Foundation Walls:** This inspection is required after forms and any required reinforcing are in place and walls are prepared for placement of concrete.
- ◆ **Under-slab:** This inspection is required after any piping, ductwork, electrical conduit, foundation drains or other building service equipment has been installed and has been supported and secured as required by the applicable codes. All building service equipment is required to be inspected before being concealed by gravel or concrete. If any of this type of work is concealed the inspector will disapprove the inspection and leave the job site and a re-inspection fee may be assessed and it is the responsibility of the permit holder to expose the work for the required inspection.
- ◆ **Foundation Drainage:** This inspection is required after the drain tile or perforated piping and the gravel and filter membrane has been installed and the foundation is ready for backfill.

Note: The top of drainage tile or perforated piping used for foundation drains shall be placed at or below the top of the footings and shall be placed on a minimum of two (2) inches of gravel or crushed stone and shall be covered with at least six (6) inches of gravel or crushed stone. The gravel or crushed stone shall be covered by a filter membrane to prevent clogging of the drainage system. A sump shall be provided for any foundation that is completely below grade and the drain tile or perforated piping is unable to be taken to daylight.

- ◆ **Structural Slabs:** Structural slab inspections are required for any concrete slab that is installed over accessible spaces. These spaces may include but are not limited to basement space under porches or garages. A garage floor slab that is being placed on backfill such as an over-dig area adjacent to foundation walls is also considered to be a structural slab if the fill depth exceeds 24 inches or the fill material is other than clean sand or gravel that has been properly compacted. A standard is currently being developed to cover these types of slabs and will be distributed to permit applicants when it is ready.
- ◆ **Rough In:** The rough in inspection will include the rough framing, and the electrical, plumbing, mechanical and any other systems that require inspection prior to concealment by building finish materials. Separate inspections will not be performed on each trade unless the permit holder is willing to pay for additional inspection fees in accordance with the Miami County Fee Schedule.
- ◆ **Electrical Service:** The electrical service inspection is required to be performed before the utility provider connects the service to an electrical energy source. The inspection will include the installation of the service panel, installation of the service entrance conductors

and the grounding electrode conductors and electrode system. Circuit conductors are not required to be installed in the panel on this inspection.

- ◆ **Inside Gas Piping and Pressure Test:** The gas piping and pressure test is required to be performed after the installation of all piping up to appliance shut-off valves. Gas piping shall be installed and be supported in accordance with the applicable codes and the piping system shall be pressurized to at least 10 psi air pressure or be capable of supporting a 6 inch column of mercury on a manometer gauge. It is the responsibility of the permit holder or their representative to provide the gauges and necessary equipment to conduct the required test. The lines shall be pressurized when the inspector arrives on site. The inspector will not wait for the necessary gauges to be set up or for the piping to be pressurized.
- ◆ **Drywall:** Inspection of drywall is limited to the installation of drywall required to form the 1 hour fire-resistive separation between the dwelling and the garage and for the moisture-resistant drywall board required for bathrooms.
- ◆ **Outside Underground Electrical:** This inspection is required to be performed after the trench has been opened and any cable or conduit has been laid and supported in the trench. The required burial depth of electrical conductors shall be not less than that required by NEC Article 300-5 (minimum 24 inches burial depth is required in most instances for single family applications).
- ◆ **Outside Underground Gas Piping:** The underground gas piping inspection is required to be performed after trenches have been opened and the gas piping and any required transition fittings have been installed and supported as required by the applicable codes. Metallic gas piping requires a 12 inch burial depth. If plastic piping is used for gas, it shall be of an approved material and a tracer wire shall be installed in the trench with the piping. Plastic piping requires a minimum 18 inches burial depth.
- ◆ **Outside Underground Water Piping:** The underground water piping inspection is required to be performed after the trench has been opened and the water piping has been installed and supported in accordance with the applicable code. The water pipe shall be copper or other approved rigid metallic piping for the first fifteen (15) feet out from the building foundation. Piping shall be installed so that it rests and is supported on solid and continuous bearing. Outside underground water piping shall be protected from freezing by burial depth of at least 36 inches or other approved methods.
- ◆ **Private Sewage Disposal System Construction:** This inspection is to be performed by the Miami County Environmental Health Department. Inspection requests may be made for private sewage disposal systems by calling (913) 294-4117 between 8:00 a.m. and 4:30 p.m.
- ◆ **Private Sewage Disposal Final Grade:** This inspection is to be performed by the Miami County Environmental Health Department. Inspections requests may be made for private sewage disposal systems by calling (913) 294-4117 between 8:00 a.m. and 4:30 p.m.

See the attachment at the end of this document for additional information regarding inspections related to private sewage system inspections.

- ◆ **Zoning:** A zoning related inspection may be required. The specific requirements will be noted on the required inspection or plan review comment list that will be given to the permit applicant at the time that a permit is issued.
- ◆ **Final Occupancy:** A final inspection is required after all building construction has been completed and before a building is used or occupied. A final inspection of the private sewage disposal system is required before a final occupancy inspection will be scheduled.
- ◆ **Consultation Inspections:** The building inspections department will make itself available to perform a limited number of consultation inspections to answer any questions regarding the codes or issues that a permit holder may have. Consultation inspections will be informal and the inspector, except to document any specific agreements that are made will not prepare correction reports.

Consultation inspections will be performed on a time available basis and will not necessarily be performed on a specific day or time. Consultation inspections will be limited to two (2) consultation inspections per project without charges being assessed. Additional consultation inspections will be conducted as required inspections and re-inspection fees will be assessed, if necessary, as outlined in this document.

- ◆ **Re-Inspections:** If deficiencies are found to exist during an inspection, a correction notice listing all items requiring correction will be left at the job site or be given to the permit holder or their representative when present. All items that are delineated on the correction notice are required to be corrected before a request for a re-inspection is made unless a specific item or items will not be concealed and can be re-inspected on a later inspection. Re-inspection requests shall be made in the same manner as other inspections and will be responded to as previously outlined.

### **RE-INSPECTION FEES:**

When a request is made for re-inspection, all items detailed on an inspection report requiring corrections must have the necessary correction made prior to the request being made. If all items on an inspection report are not corrected prior to the re-inspection being requested, and additional re-inspections are required, a \$50.00 re-inspection fee may be assessed for each and every re-inspection required after the first re-inspection. Any deficiency item noted on an inspection report, which requires approval shall not be concealed until approval has been received on an inspection report.

Re-inspection fees may also be assessed for the following reasons:

- ◆ If an inspection request is made and the work is not ready for inspection.
- ◆ If approved plans are not on site for inspection purposes.
- ◆ If work is not ready or corrections are required and the inspector agrees to wait on site to allow time for work to be completed or corrections to be made.

Note: Inspectors will only inspect items noted on the initial inspection correction list when performing re-inspections, unless additional work was performed after the initial inspection or a major deficiency is found which could adversely effect the integrity of the structure or the life-safety or sanitation of its occupants. It will not be the policy of the building inspections department to cause a new list of deficiencies to be prepared or new deficiencies to be added on re-inspections that would require the payment of re-inspection fees.

### **POLICY BI00—001**

Effective: March 1, 2000

Revised: July 18, 2001

**CERTIFICATE OF OCCUPANCY REQUIRED:**

No building or structure shall be used or occupied until a final inspection has been requested by the permit holder and the final inspection has been performed by the building inspections department and a Certificate of Occupancy has been issued. A Temporary Certificate of Occupancy may be granted if it is found that no significant hazard will result from occupancy of a building or portion of a building or structure after a final inspection has been performed.

**TEMPORARY CERTIFICATE OF OCCUPANCY;**  
**MINIMUM REQUIREMENTS:**

If deficiencies are found to exist during a final inspection, and the deficiencies are determined to be non-life safety or sanitation issues, a Temporary Certificate of Occupancy may be issued to allow the building to be used or occupied while the necessary corrections are being completed.

Application for a Temporary Certificate of Occupancy can only be made in the building inspections office and must be made by either a property owner or the permit holder. If an agent of the owner or permit holder is sent to apply for a Temporary Certificate of Occupancy, a notarized affidavit from the property owner or permit holder designating the person sent as an authorized agent must accompany the application.

If a temporary Certificate of Occupancy is granted it will allow a reasonable amount of time to correct any remaining deficiencies (normally a period not to exceed 60 days). All deficiencies should be corrected and a re-inspection scheduled before the expiration date of the Temporary Certificate of Occupancy. If it is necessary to extend a Temporary Certificate of Occupancy after its expiration date, a fee of \$30.00 will be assessed before such extension is granted. No extension of a Temporary Certificate of Occupancy will be granted unless a re-inspection has been performed to document the progress of the corrections being made to bring the building or structure into full compliance with the codes and ordinances adopted by Miami County, Kansas.

1. Required smoke detectors shall be installed and functioning.
2. Required ground fault circuit interrupter protected receptacles and outlets shall be installed and functioning.
3. Electrical conductors shall be terminated in boxes and cover plates shall be installed over boxes.
4. Handrails shall be installed on stairs with three (3) or more risers.
5. Guardrails shall be installed in decks, landings, stairs, platforms, etc., when the walking surface is 30 inches or more above the adjacent grade levels.
6. A minimum of one code complying exit shall be provided from the residence. The required exit shall not have its access through a garage.
7. The required one-hour fire-resistive separation between the garage and dwelling shall be completed.
8. Sewage disposal systems shall have been inspected and final approval obtained from the Miami County Environmental Health Department.
9. The plumbing fixtures required for minimum sanitation as required by UBC Section 2902.6 shall be provided. Minimum requirements include at least one (1) water closet, one (1) lavatory, and either a bathtub or shower and a kitchen equipped with a kitchen sink. Any openings into the sanitary piping system that is intended to have fixtures installed shall either have the fixture with its drainage trap installed or shall have the opening into the

**POLICY BI00—001**

Effective: March 1, 2000

Revised: July 18, 2001

sanitary piping capped or plugged in an approved manner to prevent the discharge of sewage gasses into the residence.

10. All gas appliance vent systems shall be completed.
11. Electrical service shall have final approval.
12. Gas piping pressure test shall have been performed and be approved.
13. Any outstanding fees that have been assessed shall be paid.

Conditions other than those delineated above which effect the life safety or sanitation provisions of the adopted codes may prevent a Temporary Certificate of Occupancy from being issued.

