



MIAMI COUNTY, KANSAS
BUILDING INSPECTION DEPARTMENT

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INSPECTION POLICY

SCOPE.

The purpose of this policy is to set forth the policies and procedures that the Miami County Building Inspections Department staff will utilize as a guide to provide services related to inspections and enforcement of 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.

Although our staff is as diligent as possible in performing their inspections, it is impossible for them to observe every aspect of the construction. It remains the responsibility of the person(s) performing the work and the person(s) acting as the general contractor to insure that work is performed in accordance with the approved plans and all applicable codes and regulations.

TYPICAL REQUIRED INSPECTIONS.

Below is a list of inspections that are required to be performed on a single family dwelling. All listed inspections may not be required on every project based upon the type of work that is being performed. A full list of inspections that are required on a specific project will be provided to a permit applicant at the time that a building permit is issued. For specific requirements for each inspection discipline see commentary in this document.

TYPE OF INSPECTION

INSPECTION REQUEST NOTIFICATION

Inspection requests for footings and foundation walls must be received by 8:30 a.m. for same day inspection.

1. Footing
2. Foundation Walls

Inspection requests for all other inspections must be received by 4:30 on the day before inspection is needed

3. Foundation Drains
4. Underslab Plumbing / Mechanical
5. Basement Floor Slab
6. Underground Electrical
7. Underground Water
8. Underground Gas
9. Structural Slab
10. Rough In — Building/Structural
11. Rough In — Electrical, Plumbing and Mechanical
12. Drywall
13. Electrical Service
14. Gas Piping and Pressure Test
15. Final

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 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 4:30 p.m. will be scheduled for inspection on the next workday.

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

1. Permit Number;
2. Address or 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.

Appointments for inspections will not be accepted. Appointments specifying a time for an inspection will not be accepted by the Building Inspection Department. Due to the geographic area of the county and the number of inspections that our field inspectors must perform we are unable to accommodate appointments with the exception of footings and foundation wall inspections.

SPECIAL PROVISIONS FOR FOOTING AND FOUNDATION WALL INSPECTION REQUESTS.

Inspection requests for footing and foundation wall inspections shall be received no later than 8:30 a.m. to be performed on the same day that the request is received by our office. Every effort will be made to perform footing and foundation wall inspections as close as possible to the time specified that work will be ready. We will consider the inspection to be on time if we arrive on the site within two (2) hours of the time specified as being ready when the request is received by our office.

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 the inspection will be required to be rescheduled for the next working day.

Special Procedures for Inspection by Independent Third Party.

Inspections of footings, foundation walls and structural slabs may be performed by independent third party inspectors retained by the permit holder. Third party inspectors shall be an Engineer or Architect Licensed by the State of Kansas.

The Building Inspection office shall be notified prior to an inspection being performed, with the name and phone number of the third party inspector prior to the inspection being performed.

Inspections by third party inspectors shall be performed in accordance with approved plans. The third party inspector shall be a licensed design professional. If plans are altered, reports approving work shall be submitted to the Miami County Building Inspection department and shall include the design changes. The report shall certify that changes comply with the applicable codes and standards.

Reports by third party inspectors reporting conditions found during inspection of footings, foundation walls or structural slabs shall be submitted to the Building Inspection Office within three working days of the inspection being performed. If corrections are required by the Special

Inspector the Building Inspection Department will not respond to a reinspection request when the initial inspection was performed by a third party inspector and the inspection report has not been filed with our office.

PERMIT HOLDER AND LICENSED CONTRACTOR RESPONSIBILITIES.

It is the responsibility of the permit holder and licensed contractors 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;
- ◆ provide access to the work requiring inspection;
- ◆ provide the approved plans on the job site for inspection purposes.

APPROVED PLANS REQUIRED ON JOB-SITE FOR INSPECTIONS.

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

If plans that have been stamped "APPROVED" by the Building Inspections Department are not made available to the inspector when they arrive for an inspection, 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 of \$50.00 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 to plans will not be reviewed or 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.

- ◆ **Building Location:** This inspection is to be performed by the Miami County Building Inspection Department and will normally be performed in conjunction with the footing inspection. Should a third party inspection of the footings be approved, an inspection of the building location shall be scheduled before the construction of the foundation walls is commenced. A stamped approved copy of the site plan shall be on site for the footing or building location inspection. Failure to provide a copy of the approved site plan to the inspector for this inspection will result in a reinspection fee being assessed prior to any further inspections being scheduled.

- ◆ **Footings:** This inspection is required to be performed after the excavation has been completed and form-work and required reinforcing for all footings and piers is in place ready for placement of concrete. Foundation construction and pier placement are required to be completed in conformance with the approved plans for the project. The concrete encased grounding electrode shall be installed for the footing inspection. Concrete shall not be placed until approval has been given through an approved report from the Building Inspector or third party inspector.

Post hole footings for post framed structures 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 post holes shall not be back-filled prior to being inspected.

- ◆ **Foundation Walls:** This inspection is required after forms and required reinforcing is in place and walls are ready for placement of concrete. Preparation of foundation walls for placement of concrete shall be completed in accordance with the requirements of the approved plans.

- ◆ **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. The preparation of garage floor slabs for the placement of concrete shall be in accordance with the details and specifications on the approved plans.

Basement floor slabs shall be inspected after the gravel base, vapor barrier and required reinforcing is in place and before concrete is placed.

- ◆ **Under-slab:** This inspection is required after any piping, ductwork, electrical conduit, foundation drains or other building service equipment is installed and is 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. It is the responsibility of the permit holder to expose the work and reschedule the 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 or the interior floor slab is poured. The drain tile shall be drained by gravity or be connected to an approved sump pit for the inspection.

Note: Exterior and interior foundation drains are required. The interior drain shall be a minimum of 3 inches in diameter placed near the perimeter of the foundation. The top of the exterior 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 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 including crawl spaces that

are completely below grade and the drain tile or perforated piping is unable to be taken to daylight.

- ◆ **Structural Rough In:** The structural rough in inspection is to be performed upon completion of the rough framing and before any vapor barriers, house wrap or siding is installed and before the installation of any other trades has been started. Roof coverings can be installed prior to the structural rough in inspection. It will be noted on the inspection report if a reinspection is required before the start of any electrical, plumbing or mechanical installations. If no substantial deficiencies are found the inspector will make note that reinspection can be done on the building services rough in inspection.
- ◆ **Building Services Rough In:** The building services rough in inspection will include 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.
- ◆ **Roof Covering:** A roof covering inspection is required to be performed during the roof covering installation. The inspection shall be scheduled to be performed during the time when crews are working to install the roofing materials.
- ◆ **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 inside of a building up to the 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 testing gauges and equipment shall be set up and the lines shall be pressurized when the inspector arrives on site for the inspection and test. The inspector will not wait for the necessary gauges to be set up or for the piping to be pressurized.
- ◆ **Outside Underground Electrical:** This inspection is required to be performed after the trench has been opened and any cable or conduit between the electric meter and the building 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 outside face of the building foundation. Piping shall be installed so that it rests on and is supported by solid and continuous bearing. Outside underground water piping shall be protected from freezing by a burial depth of at least 36 inches or other approved methods.
- ◆ **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.
- ◆ **Private Sewage Disposal System Construction:** This inspection shall 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 shall 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.
- ◆ **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.
- ◆ **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, when present shall be given to the permit holder or their representative. All items that are noted on the correction report 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 during a later inspection and is noted by the inspector. Re-inspection requests shall be made in the same manner as other inspections and will be responded to as previously outlined.
- ◆ **Consultation Inspections:** The building inspections department will make itself available to perform a limited number of consultation inspections to answer questions regarding 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 scheduled on a time available basis. Consultation inspections will be limited to one (1) consultation inspection 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-INSPECTION FEES.

When a request is made for an inspection or re-inspection, work requiring the inspection or all items detailed on an inspection report requiring correction must be ready for inspection prior to the request being made. If an inspection is not ready for inspection or if all items on an

inspection report are not corrected prior to the re-inspection being requested a re-inspection fee of \$50.00 per hour with a minimum one-hour charge, may be assessed for each and every re-inspection required after the first re-inspection. Any deficiency item noted on an inspection report that 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:

- ◆ when an inspection request is made and the work is not ready for inspection.
- ◆ when approved plans are not on site for inspection purposes.
- ◆ when 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: 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. Inspectors will not establish deficiencies that were not 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.

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.

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 Department 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 presenting the application 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 \$50.00 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 regulations adopted by Miami County, Kansas.

MINIMUM REQUIREMENTS for TEMPORARY CERTIFICATE OF OCCUPANCY.

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 IRC Section 306 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 sanitary piping capped or plugged in an approved manner to prevent the discharge of sewage gasses into the residence.
10. All gas appliance venting systems shall be completed.
11. Electrical service shall have final approval.
12. Gas piping pressure test shall have been performed and 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 as determined by the code official may prevent a Temporary Certificate of Occupancy from being issued.