



# Building Inspection

**Inspection Requests: (804) 843-3330**

Office Hours: Monday thru Friday 8:30 a.m. – 5:00 p.m.

**The plans approved by The Town Of West Point must be available on the job site. The building permit, building permit number, and site address must be posted within public view.**

**To request an inspection you must provide: 1. Permit Number**

**2. Type of Inspection**

**All inspections must be requested prior to 4:30 p.m. to be scheduled for the next business day.** While we will make every effort to perform the inspection on the scheduled date, please allow 2 business days for completion of each inspection requested. **Please note:** Arrival can be requested footings (1 hr timeframe), floor joist inspections (a.m. or p.m.), and inspections that require entry into an occupied structure (a.m. or p.m.) all other request may not be accommodated.

## Required Inspections:

1. **Footing** – Required after trenches have been excavated, forms and grade stakes have been erected, before concrete is placed. **Note:** 18” to bottom of footing, 8” min. concrete thickness. Wooden grade stakes are not permitted in bottom of footings. On mid to high shrink swell soil conditions or where ground water is encountered a soil engineer shall do inspection and forward inspection results to building office.
2. **Ground Bond** – Required to insure that ground bond for Electric system has been installed to footing steel.
3. **Slab** – Required after reinforcing and vapor retarder have been set and before any concrete is placed. Min. slope to the overhead door is 2”.
4. **Projection** – Required after the block has been laid and before backfilled on either side.
5. **Foundation** – To be made after foundation walls have been completed and back fill complete.

6. **Floor System**- Required after floor joists or trusses are installed but before decking is installed. This inspection may be requested as AM or PM . If engineered floor members are used, a professional layout design is required.
7. **Veneer** – Required after exterior sheathing, flashings, and weather resistant membranes have been installed.  
**Framing** – Required to be made with the rough-in plumbing, mechanical and electrical inspections. Truss drawings bearing the engineer’s stamp must be provided on-site for the inspector’s review. **This office prior to requesting this inspection must also receive a stamped copy.**  
**Rough-In Plumbing** – Required after all drain, waste, vent and water distribution piping has been installed. Drain, waste and vent shall be filled with water or provided with 5 psi of positive air pressure at the time of the inspection. Water piping shall be provided with water test at working pressure of the system but not less than 50 pis.  
**Rough-In Mechanical** – Required after duct work has been installed including: boots, returns, refrigerant lines and condensate lines. Supply and return opening must be covered.  
**Rough-In Electrical** – Required after all wiring has been pulled for ceiling fans, smoke detectors, switches, receptacles and all other appliances.  
**Rough-In Gas** - Gas inspection with pressure test shall be by means of a 30 psi gauge with a test pressure of 15 psi showing on the gauge.
8. **Permanent Power** - Required after the meter base and panel box have been set and the system has been properly grounded. At least one receptacle outlet on a ground fault protected circuit shall be installed and the circuit wiring terminated. The building roof covering shall be installed. (This means final covering.) Two driven ground rods are required.
9. **Insulation** – Required after insulation has been installed in sidewalls and other areas that will be concealed but prior to the installation of wall coverings.
10. **Final Gas** – Conducted in conjunction with the final building inspection. Requires the appliance to be set and connected and the shutoff valve installed.
11. **Final** – Required after insulation has been completed, yard has been graded, address has been permanently posted as required, and building is ready to be occupied. To insure timely issuance of the Certificate of Occupancy, a Virginia Department of Health Sewage Disposal System Operation Permit **must be issued** by the King William Health Department (KWHD) **prior to** requesting a final building inspection. Allow 5 working days for KWHD to issue operation permit after all required inspections are performed and all required paperwork has been received. Please call (804) 843-3422 ext.4988 for any questions regarding your Operation Permit.

Separate permits are required for plumbing, mechanical, and electrical work. Applications for these permits are included in your building permit package – general contractor is responsible for distribution of the applications.

For all inspections that fail twice or fail due to incomplete work, a \$35.00 reinspection fee is required. Payment must be received prior to requesting a reinspection to be scheduled.

Revised 8/2009