

Rollin Township Inspection Schedule

Inspections are to be called in 48 hours in advance. A tag will be left on site with the permit as to the status and/or comments on the inspection results. A copy of the permits shall be posted on site at all times during construction. The following is a list of the building inspections and their respective time during the construction process:

Plan Review: A structural and non-structural review of the submitted construction drawings is done. Drawings and information must be clear to read and in sufficient detail to lead the reviewer that compliance to all the respective codes and floodplain elevations will be achieved. Any changes must be clearly documented on the submitted plans. All construction information must be submitted for approval.

Site Review: This can be an inspection done before excavation or it can be done just before the footing inspection. Property lines must be clearly identified. Remember, if the setbacks do not comply with what was applied for and approved on the Zoning Compliance Permit, the footings will not be approved and delays will occur. Floodplain and lowest floor elevations will be reviewed for compliance. Review of existing and final grading is also done at this time for proposed water runoff.

Footing Inspection: This is done just before you are ready to pour or install the footings. All footings are to be railed unless the soil provides a stable, square form; grainy, soft sand is not acceptable. The sides of all footings are to be vertically flush; no over-pour condition will be approved. Deep footings on walkout areas must allow for a reasonable grade transition on the backfill. All water is to be removed and no question of soil stability. A soils evaluation may be submitted to show soil-bearing capacity is in compliance with the structure loading. If a site review was not completed include those items in the footing inspection.

Backfill Inspection: This is done just before the foundation walls are backfilled. The backfill height must be identified on the walls. The walls must be properly coated to code and ready for backfill. All footing tiles, stone and filter fabric must be installed to code. Review of grading limitations for water run-off continues at this time. Foundation anchors and frost depths are reviewed.

Sub-Floor/Radon Inspection: This inspection is done just before the pouring of the concrete floor (basement, slab or crawl space). Provisions must be made for vapor barrier, radon sealing, floor base material compliance and underground inspection approvals.

Rough Inspection: This inspection should be requested after the electrical, plumbing and mechanical are installed. No insulation or drywall is to be installed at this time. Exterior of construction can be completed with siding and roofing.

Insulation Inspection: All insulation is to be installed and fully completed to submitted and code compliance. All required venting and attic scales are to be installed. Where ceilings will be blown later be sure ventilation and soffit-backing provisions are in place. Electrical, plumbing and mechanical roughs and concealed inspections must be completed and approved.

Drywall Inspection: This is a fastener inspection done after the drywall is hung but before it is taped. The fastener, firewall, moisture and related materials and installation techniques are reviewed.

Status Inspection: When no inspection has been requested during a six month period, the Township shall cause the premises to be inspected to ascertain the status. This inspection may cause the permit to be revoked if a reasonable amount of progress has not been made over the previous six (6) month period. Based on the progress and findings, the permit may be extended up to six (6) months. The permit will be assessed an inspection fee to reimburse the cost of such status inspection. After a permit has lapsed, no further construction shall take place until a new permit for the remaining work has been issued in accordance with the Township fee schedule. NOTE: Please see underlined section of the fee Schedule.

Temporary Occupancy Inspection: If a temporary occupancy is requested this inspection will review the safety items and concerns along with the construction needs for the Certificate of Occupancy. Based on the balance of construction a Performance or cash bond is set at the cost of completion. There is a non-refundable fee.

Final Inspection: This inspection is done when all other inspections have been completed and approved. Construction must be completed along with rough grading being completed with runoff away from foundation and to prevent water runoff onto the adjacent properties. If complete and approved, a Certificate of Occupancy may be issued from this inspection. You must request a Certificate of Occupancy as with any inspection.

Please call if you have any questions as to the time or need for an inspection. What cannot be seen will not receive approval. Additional inspections can be requested. Inspections that are not approved require a re-inspection. All additional inspections are billed as per the fee schedule.