



**CITY OF RICHMOND**  
Department of Codes, Planning, Safety & Risk  
Management

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(859) 625-6404  
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## **Required Commercial Building Inspections**

All inspections must be scheduled at least 24 hours in advance. Inspections will not be scheduled unless the following information is given:

1. The building permit number.
2. The name of the owner or contractor.
3. The address of the building site.
4. The type of inspection requested.
5. Contact phone number.

The approved plans must be onsite for all inspections. Some inspections may not apply.

### 1. Footing Inspection

The footing inspection shall be made after the excavations are complete, the forms are set, the reinforcing is in place and suspended, and any necessary Special Inspection bearing testing has been done. Spot footings may be inspected at a later date. Special inspection reports do not take the place of the City's footing inspection. A construction entrance, along with any necessary erosion control measures, should be in place prior to this inspection.

### 2. Poured Wall/Stem Wall Inspection (includes piers)

The poured wall inspection shall be made when the forms, the reinforcing steel, structural straps, and imbeds are in place.

### 3. Foundation Inspection

Where foundation walls, or portions thereof, retain earth and enclose interior spaces and floors below grade, waterproofing or dampproofing and foundation drainage is required. The foundation inspection shall be made after water proofing has been applied, foundation drainage installed, and before backfill begins.

### 4. Slab Inspection

The slab inspection shall be made after all inslab or underslab service equipment, conduit, piping, etc. has been placed and received passing inspections, and all reinforcing steel and slab insulation has been placed.

### 5. Envelope Inspection

The envelope inspection shall be made when the weather-resistant barrier and any necessary flashing is in place, and before exterior wall coverings are installed.

### 6. Structural Steel/Pre-engineered Metal Building Inspection

The structural steel inspection shall be made while the steel erectors are still onsite and the inspector has access to all necessary connections.

### 7. Framing Inspection

The framing inspection shall be made after all necessary plumbing, electric, and HVAC rough-in inspections have been completed and passed. Spot framing inspections may be inspected as necessary.

#### 8. Insulation Inspection

The ComCheck will need to be on-site for this inspection. The inspection will be required after wall insulation has been installed and prior to placement to any drywall.

#### 9. Final Inspection

The final inspection shall be made when the building has passed all necessary plumbing, electric, HVAC, sprinkler, and fire alarm final inspections and is ready for occupancy. All site work including sidewalks, driveways, and grading should be complete and pass a final Planning inspection prior to this inspection.

#### Progress Inspection

The building permit will expire 180 days after it is issued or 180 days after the last inspection. To keep the permit active, you must show progress every 180 days. A building inspector may conduct a progress inspection at any time.

#### Other Inspections

In addition to the above listed inspections, other inspections may be required to assure compliance with the Kentucky Building Code and City of Richmond Building Inspection Department. If you have any questions concerning an inspection, please contact our office prior to proceeding. Generally, if it is covered or concealed, it must be inspected prior to covering.