



Town of Oro Valley
Community and Economic Development Department

Inspections and Compliance Division, Building Code Field Inspection Bulletin

Subject: Jobsite Inspection Readiness

(International Building Code Sec 104 & Sec 110)

(International Residential Code Sec R104 & R109)

The Town of Oro Valley Community and Economic Development Department enforces regulations related to the International Building Code, Sec 104 & Sec 110 and International Residential Code Sec R104 & R109.

The following information was developed to assist our customers with understanding the requirements for the building inspection process, project readiness and continuity in providing for seamless inspection process and to *eliminate delays*. The goal of this operational policy is to ensure your construction project moves forward without unnecessary delays and/or additional financial impacts. Failure to meet the below requirements may result in an inspector cancelling an inspection.

Requirements for inspection access and readiness:

- The site address must be posted or displayed, must be visible from the right of way, and must match the address on the issued permit.
- A locked gate or gated community access code must be provided to staff at time of inspection.
- The job must be ready for inspection when the Town Building Inspector arrives.
- Hazards must be removed from the inspection site, including the access area. The inspector may cancel an inspection due to unsafe inspection conditions.
- Dogs/pets must be restrained during time of inspection.
- **Approved** plan set in **color** and documents **matching** the field inspection permit card/s and the permit number requested for inspection must be on the jobsite and available for the inspector at time of inspection.
- The owner, contractor or owner's agent must be present at the site for inspections when a structure is occupied. Town staff will not enter an occupied building with an unattended minor.
- The work to be inspected must be complete and accessible for inspection, including any ladder or other device needed to ensure access to the inspection. Any access equipment must be installed/used in a safe manner, including ladders being secured and of sufficient length and strength.
- Previous corrections from a previous correction notice must be completed unless specifically approved in writing by the inspector.
- Required "special inspections" must be up to date and completed and/or the reports must be available at time of Town Building Inspector's arrival, unless other arrangements are made in writing in advance.

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- Substantial deviation from the approved set of plans must be first approved by Community and Economic Development Department, and approved revisions are to be on site before inspection is called.

Requested inspections scheduled and not ready:

The inspector will write a correction notice stating the inspection called for is not ready. If it is still not ready at the second request for inspection of the same item(s), a second correction notice will be written and a note stating, “if inspection is not ready at next inspection request, a re-inspection fee may be issued.” If it is still not ready at the third request for inspection of the same item(s), a correction notice will be written, the permit will be placed on hold, a re-inspection fee of \$120 will be assessed, and no future inspections will be granted until the fee is paid. The inspector reserves the right to apply this fee at earlier inspections when repeat offenders abuse the service.

Note: A scheduled pre-construction meeting/inspection with your assigned building inspector is required on all commercial, commercial tenant improvement (TI) projects, multi-family, complex and custom residential projects. Additionally, it is recommended that property owners who are unfamiliar with methods of construction meet with their Town inspector prior to the start of construction for an on-site consultation. Please call our office between 8:00 a.m. and 3:00 p.m. to schedule a pre-construction meeting under your building permit number.

Final Inspection:

Shall occur after construction is complete and before the building is occupied. The building must be unlocked, or arrangements made for the Town building inspector to access the building. All appliances, electrical fixtures, convenience outlets, switches and plates must be in place. Access to attic and under floor is to be provided. **All other agencies and Town departments are to be approved and signed off prior to building inspector’s final approval for Certificate of Occupancy.**

Final documents must be available by final inspection:

If permit requires, the following report(s) may be necessary at final inspection (not all inclusive):

- Structural Observation Final Summary Report
- Special Inspection Final Summary Reports
- Geo-Technical Final Summary Reports
- Elevation Certs
- Air Balance Reports/Commissioning Reports
- Fire Final report
 - Chapter 11 of 2018 IRC documentation requirements N1101.14 (R401.3) documents, commissioning reports.
- All “conditions” of the permit must be verified by final inspection

Please contact Inspections and Compliance at (520) 229-4815 for any questions. Thank you.

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