



Custom Home Inspection Process Guidelines and Acknowledgement

Single Family Custom home permits often include a Grading Permit and sometimes a Floodplain Use Permit which. Contractors are required to follow the steps outlined below for scheduling inspections on each permit type associated with Custom Home construction.

Step 1

- The following permits are ISSUED **after** project approval and payment of fees:
 - BUILDING PERMIT** - *for the construction of the house*
 - TYPE 1 GRADING PERMIT** - *for the site work*
 - FLOODPLAIN USE PERMIT** (when applicable).

Step 2

- The Contractor must schedule the following inspections from each permit when ready **BEFORE** the building permit inspections listed in Step 5 below:
 - GRADING PERMIT:** *STORMWATER INITIAL SWPPP, ZONING LIMITS OF GRADING and PLANT SALVAGE Inspections*
 - FLOODPLAIN USE PERMIT:** *STORMWATER INITIAL FLOODPLAIN Inspection*

Step 3

- Contractor prepares the Building Pad and secures a *Pad Elevation Certification* from a Surveyor

Step 4

- Contractor schedules the following inspection when ready:
 - GRADING PERMIT:** *ENGINEERING ROUGH GRADE/PAD ELEV CERT* inspection
 - NOTE:** After this inspection has been approved by the inspector, the *GRADING PERMIT* will close automatically, and no further action is required on it.

Step 5

- Contractor to schedule the following inspections when ready:
 - BUILDING PERMIT:** *BUILDING PRECON AFTER GRADING PAD CERT* inspection

Step 6

- Contractor to schedule all remaining inspections when appropriate/ready:
 - BUILDING PERMIT***:** All inspections listed on the permit's online portal
 - FLOODPLAIN USE PERMIT:** *STORMWATER FINAL FLOODPLAIN INSPECTION*

Information on how to schedule inspections via the self-service online portal can be found here:

<https://www.orovalleyaz.gov/Government/Departments/Community-and-Economic-Development/Services/Schedule-Inspections-for-Permits>

The Grading and Floodplain Use permits (*which are created by staff and not a separate submittal by the applicant*) can be accessed through the customer portal on the primary permit under "Related Permits" and are also listed within "My Applications" when logged into the portal.

Please sign below, as the person in charge of scheduling inspections, indicating you have read these instructions.

General contractor

Date

BE AWARE: INSPECTIONS ON THE BUILDING PERMIT WILL BE DENIED BY THE INSPECTOR IF ALL GRADING PERMIT INSPECTIONS HAVE NOT BEEN SUCCESSFULLY COMPLETED FIRST