



# CITY OF BROADVIEW HEIGHTS BUILDING DEPARTMENT MANDATORY INSPECTIONS

**APPROVED PLANS SHALL BE ON BUILDING SITE AT TIME OF INSPECTION OR NO INSPECTION WILL BE MADE AND A REINSPECTION FEE WILL BE CHARGED**

- Temporary Electric Service:** Prior to connection
- Sewer:** Prior to footer placement. Perimeter Erosion Control devices should be in place at this time. (by City Engineer)
- Footer:** Prior to pouring footers - all footers. Footer inspection will not be approved nor will you be approved to continue until all erosion control devices are properly installed and maintained. The project will be "red flagged" at this time if erosion control devices are not in place. (by City Engineer)
- Utility Service Trench:** Prior to backfill of gas, electric, cable, or telephone trenches.
- Foundation and Water Proofing or Damp Proofing:** Before backfilling, includes drain tile and cleanout inspections.
- Elevation of Foundation Walls:** Tar Grade Inspection (by City Engineer).
- Plumbing, Mechanical and Electrical:** Rough inspection prior to framing inspection.
- Mechanical/ HVAC/Plumbing:** Detector is required when a new or replacement gas fired appliance is installed.
- Framing:** Includes fire stopping/blocking. After rough inspection of plumbing, mechanical and electrical work.
- Roofing and Venting:** Ice guard, underlayment & during installation of roof covering.
- Insulation:** All insulation and fire stopping that will be concealed or covered.
- Wallboard and/or Lath:** Prior to taping
- Pre Pour/ Base for Sidewalks, Driveways, Patios (concrete work):** Prior to pouring or paving.
- Gutters and Downspouts:** Including sewer connections or splash blocks.
- Final Inspection (includes final grade/pins/driveway check):**

Finished building and site improvements after work is complete and ready for occupancy including all permitted work, finish floor covering in kitchen and bath, grading, landscaping and paving.

The City Engineer shall inspect and certify that final and paved drive grades conform to the grades shown on the approved plan. All survey pins shall be in place, exposed and clearly marked for this inspection. All sewer clean outs shall be cut to grade and ferrous metal caps or caps with ferrous metal inserts affixed.

If the final grade/concrete/drainage is incomplete the builder or permit holder shall post a cash bond totaling 1% of permit value+ concrete, etc. costs in order to occupy the premises. Once work is approved, the bond (**minus a 10% administrative fee and any re-inspections charges**) shall be returned. If work is not completed within 30 days of written notification by the City Engineer, the bond amount shall be forfeited.

- Landscaping and Seeding:**

All disturbed, unimproved areas of property shall be completed prior to transfer of the property. If conditions do not permit completion of landscaping and seeding at the time of transfer, said landscaping and seeding must be accomplished within the following time period:

  1. Completed prior to the following July 1<sup>st</sup> for occupancy certificates issued between September 15<sup>th</sup> and April 30<sup>th</sup>.
  2. Completed prior to the following October 30<sup>th</sup> for occupancy certificates issued between May 1<sup>st</sup> and September 1<sup>st</sup>.

To assure the above dates are met, a written time limit acknowledgement must be signed by the prospective owner (buyer) and a cash bond of \$0.50 per square foot of lawn area must be posted with the City of Broadview Heights Engineering Department. Once the above dates are met, the landscape deposit will be refunded. Should the above dates be missed, the funds deposited will be used to complete the lawn installation, all excess funds will be promptly returned.
- Access:** Permit holder or a **representative must be present** to provide an access ladder, perform final plumbing tests after traps & fixtures are set, remove electrical covers or to assist inspector in order to do a complete and thorough inspection as well as to take responsibility for making any necessary corrections.

A Cash Bond will be collected at the beginning of the project to cover the Final Grade calculated at 1% of Construction Cost, a Concrete Bond calculated at \$4.50 sq. ft. and a Lawn Bond calculated at \$0.50 per square foot of lawn area must be posted with the City of Broadview Heights Building Department. Once all inspections are final, the cash bond deposit will be refunded after deducting any Administrative Fees pertaining to the Project.

**CERTIFICATE OF OCCUPANCY IN BUYER'S NAME IS REQUIRED PRIOR TO OCCUPANCY  
BUYER MUST COMPLETE AN APPLICATION FORM AT THE BUILDING DEPARTMENT**

**24 HOUR INSPECTION NOTICE REQUIRED  
BUILDING INSPECTIONS SHALL BE WITHIN 48 HRS - ENGINEERING INSPECTION WITHIN 5 DAYS  
BUILDING DEPT 440-526-686 • ENGINEERING DEPT 440-838-4705  
CALL BETWEEN 8:30 A.M. AND 4:00 P.M. FOR INSPECTIONS  
REINSPECTION FEE: \$25 FOR BUILDING OR ZONING RELATED; \$50 FOR ENGINEERING RELATED**