This policy establishes when a rejected inspection is considered Not Ready for Inspection. If a rejected inspection is considered Not Ready for Inspection, a re-inspection fee will be applied. However, if there are extenuating circumstances, the inspector has the authority to not apply the re-inspection fee in conjunction with the rejection.

The following guideline is to be used to determine when to apply a Not Ready for Inspection fee.

### All Inspections:
- Required construction documents not on job site, to include, but not limited to:
  - Approved plans with all revisions approved manufacturer’s installation instructions
  - Certified load calculations
  - Gas drawings
  - Shop drawings
  - Insulation certifications
  - Required third party certifications not on file and approved
- Lot #/address not posted
- Permits not posted on site
- Unsafe access at house
- Unpermitted work in progress or installed
- Work incomplete/still being done

### Footing inspections:
- Footings not dug
- Water in footings – not mucked out
- Step down bulkheads not in place
- Grade stakes not in place

### Poured wall:
- Forms incomplete
- Required insulation not installed

### Back fill:
- Walls not damp/waterproofed
- Slab/floor or wall bracing not in place
- Drain tiles not installed

### Slab:
- Site not prepared
- Base material/wire mesh not installed
- Vapor barrier not installed (where required)
- Insulation not installed (when required)

### Plumbing groundwork – Sewer and water:
- Incomplete/improper bedding material
- No test

### Close in combination inspection:
- Doors locked
- Required tests (i.e. water, gas, dwv, not ready)
- Electrical Service not scheduled or approved

### Close in commercial:
- Doors locked
- Plumbing and electrical not inspected before building and mechanical
- Required tests (i.e.: water, dwv, gas not ready)

### Electrical Service:
- Grounding electrodes/conductor not in service/not built

### Combination/Commercial Final:
- Doors locked
- Electric wiring not properly terminated/supported.
- Furnace/hot water heater not working
- Electric meter not installed
- No gas meter
- House appliance/fixtures not cleaned
- Spray painting
- No furniture storage permit/furniture not away from walls

### First time inspection – no fee – no inspections made:
- Erosion devices (required) not in place

Issued by:
Eric M. Mays, P.E.
Building Official