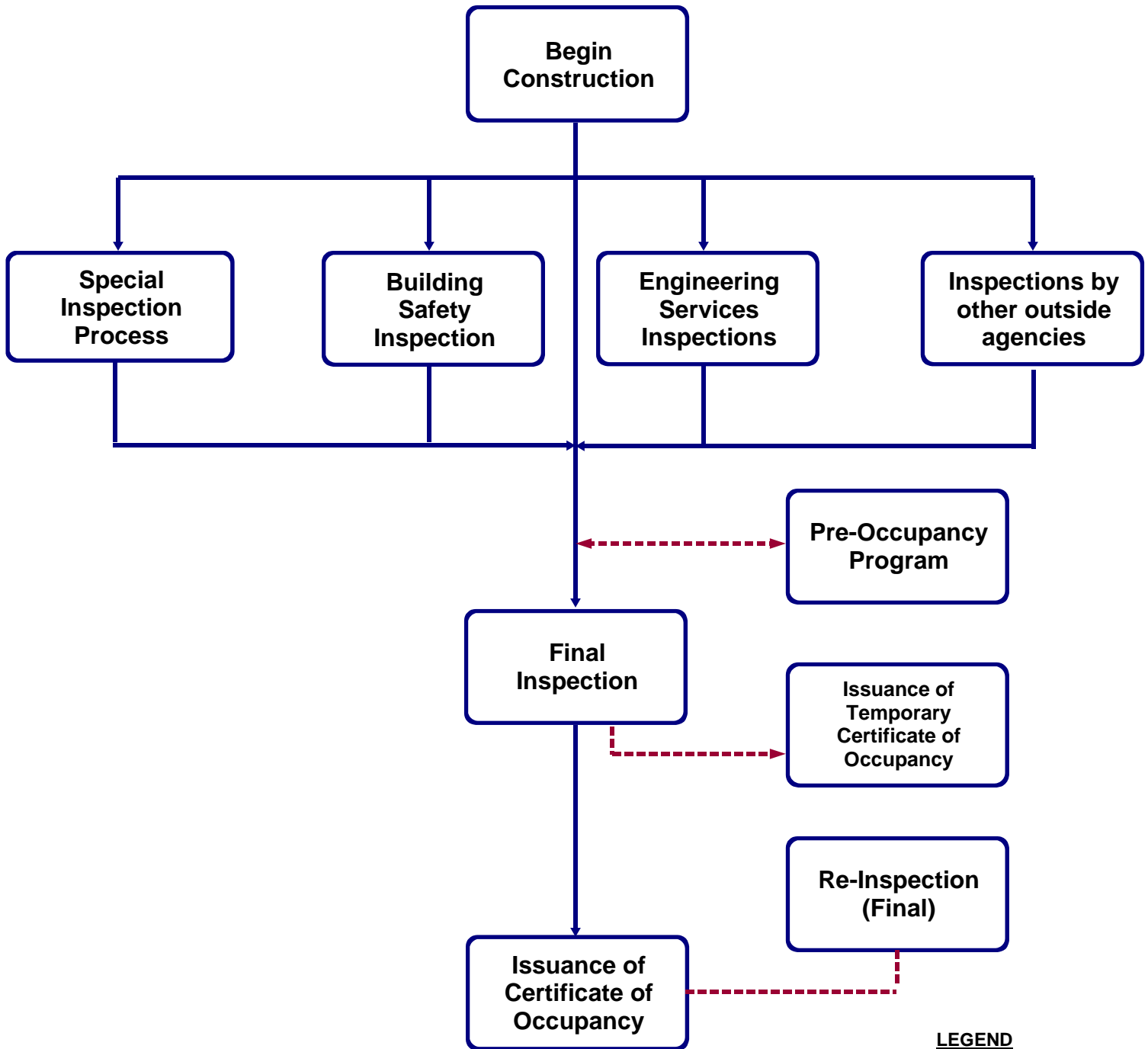




INSPECTIONS

Chapter 8



LEGEND

Required 
Optional 

Chapter 8 - Inspections

Purpose of this Step

The issuance of a building permit gives the permit holder the right to proceed with the construction project. Construction is limited to the scope of the project delineated on an approved set of plans, a permit or both. At various stages of construction, inspection is required. What is required to be inspected, when an item would be required to be inspected and the timeliness of an inspection are dependent on the project.

Building Safety, Engineering Services and Community Services team members perform inspections. Inspection types fall into five general categories.

- The inspection of erosion/sediment control
- The inspection of buildings or structures
- The inspection of public streets, storm sewers, streetlights or sidewalks
- The inspection of site improvements
- The inspection of food service establishments

Following are examples of activities that require inspection:

Building Safety

Erosion and Sediment Control
Building or structure clearing and grubbing
Grading and engineered fill
Foundation system
All facets of concrete construction
Erection and placement of steel (welding and utilization of high strength bolts)
Erection of masonry

Erection of pre-cast
Spray applied fire resistive materials
Fire resistive rated walls, ceilings, beams, columns and floors
All electrical, plumbing or mechanical systems and components (prior to concealment)
Exterior Envelope
Accessibility
Fire alarm system
Fire protection system (sprinklers)
Grease hoods and duct systems
Final inspection

Engineering Services

Public Improvements

Erosion and sediment control
Public street, storm sewer, streetlights or sidewalks
Delivery of materials
Subgrade
Earthwork
Stringline/form location
Pipe laying operations
Cable and conduit installation (lighting)
Back-filling in public streets
Engineered swales
Asphalt placement
Stockpiling
Reinforcing steel placement
Concrete pours
Final inspection (compliance with approved site plan)

Private Improvements

Erosion and sediment control
Grading

Site improvements
Drive entrances to public streets
Storm sewer connections to public lines
Entire site inspection after completion and before issuance of a Temporary Certificate of Occupancy

Community Services

New or remodeled food service establishments
Food preparation equipment
Ware washing equipment
Refrigeration equipment
Refrigeration temperature
Food storage
Compliance with smoking ordinance

General Inspection Policy and Procedures

Inspection of public streets, storm sewers, streetlights, sidewalks and various items in the right-of-way are handled differently than inspections related to the building pad site. Engineering Services inspectors must be called directly for all inspections on public improvements. At the start of construction, the contractor must notify Engineering Services that work is beginning. An inspector will contact the contractor to:

- Let you know how to contact them
- Explain the processes/requirements for Engineering Services inspections
- Explain any issues specific to your project

Inspection of food service establishments are handled through Community Services. Call 913/895-6270 to learn which inspector is assigned to your address. The receptionist will forward your request to the appropriate inspector, or you may ask for the inspector's phone number and contact them directly if you prefer. Inspections are usually handled within 24 hours.

It is the contractor's/permit holder's responsibility to

Process Improvement Points

If you are unsure about the inspection process, please contact one of our inspection supervisors prior to starting any work.

For issues concerning the building, call at 913/895-6220.

The cutoff time for a "next day" building inspection is 4 p.m. The cutoff time for a "next day" building inspection scheduled Online is 6 a.m. on the day you want the inspection performed.

For issues concerning streets, streetlights sidewalks or site grading matters, call 913/895-6223.

For issues concerning food service establishments, contact Community Services at 913/895-6270.

know what inspections are required and to call for inspections at the appropriate times.

Scheduling an Inspection

For inspections related to the building or building pad site, sidewalks and drive approaches, you may call 913/895-6220 and schedule an inspection between the hours of 8 a.m. and 4 p.m., Monday through Friday. Inspections received before 4 p.m. will be performed the next working day after your inspection request is made. Or, you may schedule your building inspection through the Online Development Center. Online inspections can be scheduled until 6 a.m. the day you want the inspection performed. To schedule an inspection Online, follow the steps below:

To access the Online Development Center, go to www.opkansas.org, type "Online Development Center" into the search box and click "GO". Next, click on "Log On for Employees and Contractors." Go to the "New User Request" and fill out the information. We will process that information and e-mail you back a User Name and Password, usually within one day.

Once you have a User Name and Password, return to the Online Development Center and click on "Log on for Employees and Contractors." Then, click on "Browse/Update Case Information" and enter the address or Case Number (example: BLD2004-00000). Click "Inspections" and then select the type of inspection you need to schedule. Do not provide information such as "house is vacant" or "house is unlocked" in the description box. This Web site is open to the public and anyone can log in and check information. Online inspections can be scheduled until 6 a.m. the day you want the inspection performed.

Process Improvement Points

A key thing to remember - do not conceal any item without having it inspected. When in doubt, call one of our field inspectors.

Watch the time carefully! You must be ready for the inspection when the inspector arrives. Failure to be ready may result in being charged a \$50 reinspection fee.

The inspection line is connected to an automated call-in system. Most calls are answered within a few seconds. There are times, however, when we are very busy. Please be patient and don't hang up - you will speak to a real person!

Don't expect an inspector to locate a key and let him or herself into a structure. All structures are to be unlocked and readily accessible.

To schedule an inspection, whether by phone or Online, you need to provide the following information:

- Permit number
- Type of inspection you are requesting
- Date you wish to receive the inspection
- Your name and phone number where you can be reached

For inspection requests related to streets, storm sewers or other matters in the public right-of-way, you must contact the appropriate Engineering Services Inspector.

Call Community Services at 913/895-6270 to request inspections of food service establishments.

Scheduling of Appointments

The general policy is that no appointments are to be made. However, we do realize that there are occasions when an appointment is beneficial to all parties involved. In order to make an appointment with a Building Safety Inspector, call 913/895-6220 and a permit rep will assist you. In order to make an appointment with an Engineering Services Inspector, the inspector should be contacted directly.

Saturday and After Hours Inspections/Building Safety

If it is necessary for inspections to be performed outside of the normal time frames, you must first get approval from the Assistant Code Administrator (913/895-6244). If the Assistant Code Administrator deems the inspection to be appropriate and an inspector is available, the inspection will be scheduled. Prior to scheduling the inspection, a minimum overtime fee of \$100 must be paid.

Process Improvement Points

If you don't know which Engineering Services Inspector to contact, call 913/895-6223 for assistance.

Inspectors will be checking to ensure that you are following the erosion and sediment control regulations. Failure to follow regulations could delay your inspection.

You must be ready when the request is made because the inspector may be just around the corner. Failure to be ready could result in being charged a \$50 reinspection fee.

Saturday and After Hours Inspections/Engineering Services

Saturday and after hours inspections are limited to developer funded public improvements. Arrangements are made directly with the inspector. Arrangements are to be made directly with the inspector by noon on Thursday for Saturday inspections.

Concrete Footings and Structural Walls

A 24-hour notice is required for these types of inspections; however, the response time is different. When the staff receives your requests for these types of inspections, please tell them when you wish the inspection to take place. The assigned inspector will make every effort to respond between 15 minutes prior to and up to 60 minutes after the scheduled time.

Sidewalk and Drive Approach Forms

Although this inspection is done by Engineering Services inspectors, call 913/895-6220 to schedule this type of inspection. The inspector will respond within four hours.

Responding to Inspection Requests

Building Inspectors sort their work at the beginning of each day according to travel time, appointment times and the complexity of the job.

When the inspector arrives at the job site, the following expectations apply:

- The site will be clearly identified by an address
- The permit is posted in plain view
- The site is readily accessible
- The work is ready to be inspected

Failure to provide for these items could result in the inspection not being made, and you could be charged a \$50 reinspection fee.

Process Improvement Points

If you think you will not be ready for a concrete pour inspection, call and reschedule.

Test all systems and components such as fire alarms and smoke detectors prior to the arrival of the inspector.

Remember that the Building Inspector is there to inspect various systems and building components and to witness tests. Don't expect the inspector to operate equipment or provide any equipment necessary for conducting a test.

Correct all noted deficiencies before calling for reinspection. Failure to abide by this rule could result in an additional \$50 reinspection fee.

Building Inspectors are now equipped with mobile laptops that allow them to create inspection reports electronically from their vehicle. Building inspections results are typically e-mailed to the contractor and can be accessed at any time from the Online Development Center (open your building permit case by searching on your permit number, click the “Activities” link near the bottom of the screen and scroll down the list to find your inspection). The Status field will indicate either “pass” or “fail.” If the inspection failed, any deficiencies will be noted in the Comments field. By clicking on an inspection record, you can see when the inspection took place and the name of the inspector. A failed inspection will necessitate the need for a reinspection. If you would like the inspector to leave a written report after the inspection, you must request one.

Other division inspectors, including Community Planning and Services, Current Planning and Engineering Services, will soon be equipped with mobile laptops. Until then, the inspectors will leave a written report on site.

Special Inspections

The building code mandates that individuals who have expertise in a given field inspect certain construction processes. Steel erection, masonry, installation of piers and the placement of engineered fill are examples of construction processes that require special inspection. The individuals who inspect this type of work are known as “special inspectors.” During the planning stage of the construction project, developers, contractors and special inspection agencies are strongly encouraged to obtain a copy of the City’s pamphlet outlining regulations governing special inspection processes. A final special inspection form (see Appendix), indicating that all prior special inspection issues are complete, is required.

Process Improvement Points

If the inspection failed, make sure you understand why. Don’t guess what the problem is - ask the inspector for an explanation if one is needed.

Many permits are issued with stipulations. Make sure that you are cognizant of these stipulations.

Unfulfilled stipulations such as “submit truss drawings for approval” and/or “submit fire suppression drawings for approval” will prevent you from receiving an inspection.

All special inspections must be made and all reports must be submitted to the Assistant Code Administrator prior to any form of a certificate of occupancy being issued.

Inspection of Landscaping

The city requires that a landscape architect certify that all landscaping has been installed per the approved plans. A letter indicating compliance with the approved landscape plans, bearing the architect's signature and professional seal, will suffice. This letter should be forwarded to "Building Safety Division, Inspections." Revisions to landscaping plans must be resubmitted to the Current Planner in charge of the project.

Inspection of Fire Related Issues

The Building Safety Division works closely with the Overland Park Fire Department to ensure compliance with local fire protection ordinances. The Building Safety Division coordinates inspection activity with the fire department personnel.

Inspection of Boilers

The inspection and certification of boilers is handled through the state of Kansas. (See Development Directory in the Appendix for contact information.)

Inspection of Food Service Facilities (Restaurants)

The inspection of food service areas is handled by city employees in Community Services at 913/895-6270. The state of Kansas also requires inspection of food service facilities. Johnson County Environmental Department has been contracted to perform this work for the state. (See Development Directory in the Appendix for contact information.)

Inspection of Building Sewers

The building sewer extends from the building to the main. Johnson County Wastewater District is respon-

Process Improvement Points

Ensure that arrangements are made for the long-term maintenance and care of landscaping material. Random reinspections are made. Dead or dying material will be required to be replaced.

Coordination of boiler inspections is the responsibility of the developer or owner.

If sewers are not available, Community Services must be contacted to inspect the installation of the private sewage disposal system as designed.

sible for the inspection of these lines. (See Development Directory in the Appendix for contact information.) The Johnson County Wastewater District also performs inspection of grease interceptors.

Inspection of Water Service Lines

Water service lines are handled by Johnson County Water District No. 1. They are responsible for the line running from the water main to the meter, or in the case of a fire line, from the water main to the pit. (See Development Directory in the Appendix for contact information.)

Final Inspection

When the building or structure is complete, it is necessary to schedule a final inspection. What the final inspection entails is dependent on the scope of the project. In many instances, a number of tests need to be performed as part of the final inspection. Generally, there is not a set order in which tests are to be conducted. However, at this juncture it is best to consult with the Inspector or the Assistant Code Administrator. Also, an inspection of the site must be scheduled. Call the Inspection line (913/895-6220) and request an “engineering site inspection.” Up to a 48-hour response time may be needed.

Obtaining a Temporary Certificate of Occupancy

A Temporary Certificate of Occupancy (TCO) allows the structure or building to be used or occupied on a temporary basis, prior to the project being completed.

In order to obtain a TCO, you must obtain a final inspection and an engineering site inspection as a

Process Improvement Points

The city does not assume responsibility of the coordination of the installation, inspection and approval of water lines. It is the responsibility of the owner or developer.

In many cases, the permit stipulations can hold up the issuance of a TCO. Be cognizant of them; they are printed on the front page of the approved plans.

condition of the building permit. After these inspections have been completed, a decision can be made as to whether a TCO can be issued. Before a TCO can be issued, the Inspectors will ensure that all life safety items, public improvements and site requirements have been addressed and that stipulations pertaining to the issuance of a TCO have been completed.

Life safety items can be numerous. Generally they include the following:

- Fire alarm system is fully functional
- Fire sprinkler system is fully functional
- All smoke detectors are tested and fully functional
- All exits are free and clear
- All exit doors are working properly
- Site is safe for pedestrian and vehicular traffic
- Site has no open excavations
- Site has no incomplete electrical systems

Once the inspector has approved a TCO you may pick up the certificate at City Hall. Certificates are issued at the Building Safety counter after the payment of a fee (\$100 for commercial and multifamily development and \$50 for residential).

Some structures, like high-rise buildings and commercial strip centers, have a permit issued for a shell building and separate permits for individual tenants. In these types of structures you cannot obtain a TCO for the tenant space unless a TCO has been issued for the shell building. There are no exceptions to this rule.

The building code is concerned with the safety of occupants. Therefore, the Building Safety Division wants to ensure that the building is safe to occupy before any tenants occupy the structure. If you have a unique situation or if you have further questions

Process Improvement Points

The following issues affect the issuance of a TCO:

- Public improvements associated with the project must be complete and accepted by the city prior to the issuance of a TCO.
- Any required on-site detention basin must be complete and functioning prior to the issuance of a TCO.
- Life safety items associated with the structure.

The detention facility must be certified by a professional engineer prior to the issuance of a final CO.

If you are unsure what might be considered a life safety item, ask your inspector or contact the Assistant Code Administrator at 913/895-6244.

If you call the inspection line (913/895-6220) prior to coming to City Hall, the staff will have the TCO ready for you when you arrive.

regarding the issuance of a TCO, contact the Assistant Code Administrator.

Common Questions Regarding TCO's

- Can I have office furniture erected or installed prior to the issuance of a TCO?

Answer: Yes, furniture is acceptable; office personnel are not.

- Can I have phone systems and computer systems installed prior to a TCO being issued?

Answer: Yes, but a TCO must be issued before permanent employees start occupying computer rooms.

- Can I obtain a Food Service Permit prior to issuance of a TCO?

Answer: No. However, you can schedule a food service inspection before the TCO is issued.

- Can I set up shelves in a retail store?

Answer: Yes.

- Can I stock my shelves?

Answer: No. Stocking the shelves generally involves store personnel, so a TCO is required before this function takes place.

- If I want to train personnel, do I first need to secure a TCO?

Answer: Yes. This must be thoroughly discussed ahead of time with your Inspector or the Assistant Code Administrator.

Process Improvement Points

Permits remain open until the certificate of occupancy has been generated. Make sure you have received a final inspection that has been marked "satisfactory."

Renewal of Temporary Certificates of Occupancy

TCO's are granted for a limited time. The intent is to allow you to use the building while the project is being completed. We expect you to be moving towards completion of the project and to call for another final inspection when you are ready. If for some reason you cannot complete the project by the stated expiration date, you need to apply for a renewal of the certificate. Talk with the Assistant Code Administrator to begin your renewal process.

Obtaining a Certificate of Occupancy

Once you have received a "satisfactory" final inspection, the project file will be closed out and a Certificate of Occupancy will be mailed to the permit holder.

Process Improvement Points