

CITY OF O'FALLON REQUIRED COMMERCIAL INSPECTIONS

To schedule inspections call: (618) 624-4500, Ext 4.

8:00 a.m. – 5:00 p.m. Monday – Friday

INSPECTION REQUESTS: Permit holders or their authorized agents must call to schedule inspections. **Please have the site address, contact name, and phone number of onsite contractor available** when making request.

“110.5-It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code.”

INSPECTION REQUEST TIMEFRAMES:

- Inspections called in prior to 10:00 a.m. which are ready before 10:00 a.m. will be performed same day.
ex: Inspection called in at 8:05 am, ready for 9 a.m. – inspection performed same day.
- Inspections called in prior to 10:00 a.m. which are not ready until after 10:00 a.m. will be performed by the end of the next business day.
ex: Inspection called in at 8:05 a.m., ready at 12:00 p.m. – inspection performed next business day.
- Inspections called in after 10:00 a.m. will be performed by the end of the next business day.

***Inspections that are called in but are not ready when Inspector arrives may be assessed a re-inspection fee.**

APPROVAL REQUIRED: All work requiring inspections **MUST** be approved before proceeding with any other work.

“110.6-Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or his or her agent wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official.”

REQUIRED COMMERCIAL INSPECTIONS

The following inspections are required by the City of O'Fallon Community Development Department.

- **PUBLIC SIDEWALK PRE-INSPECTION:** Made after excavation, placement of forms and base preparation, and prior to placing of concrete. Call the Public Works Department at (618) 624-4500 ext. 3 to schedule.
- **FOOTING INSPECTIONS and COLUMN PADS (Interior and Exterior):** Commonly made before poles or piers are set, or after trench areas are excavated and forms erected and any required reinforcing steel is in place, and prior to the placing of concrete. **Verification of the soil analysis prior to the placement of the concrete in the footings will be required.**
- **CONCRETE CYLINDER TESTING and CUBE SAMPLE:** Concrete cylinder testing will be required for all structural or load bearing concrete, and cube samples for the mortar used for structural block masonry. The cylinder testing and cube sample must be performed by an ACI certified technician. The ACI certified technician must be present at the time of the inspection. **If the technician is not present the inspection will fail,** and the project will cease.
- **FOUNDATION (CMU or Poured Concrete):** Made after footing and drain tile system (when required) are in place, forms and reinforcing steel in place, but before placement of concrete in forms.
- **UNDERGROUND ROUGH PLUMBING and ELECTRIC:** All underground mechanicals are required to be inspected prior to backfilling. Mechanicals located in slabs on grade, must be inspected prior to the pouring of concrete.

REQUIRED COMMERCIAL INSPECTIONS - CONTINUED

- **ELECTRIC SERVICE**
- **ROUGH-IN INSPECTIONS (Framing, Electrical, Mechanical, and Plumbing):** Usually made at the same stage of construction completion as the Framing and Masonry inspection (listed below) and made prior to concealment of the electrical, plumbing, ducts, vents, chimneys, and other equipment. Tubs/tub enclosures, fireplace boxes and other equipment should be set.
- **FRAMING and MASONRY INSPECTION:** Made after the roof, masonry, all framing, firestopping, and bracing are in place and all electrical, plumbing, heat ducts, vents, chimneys, and other equipment are installed, complete, or roughed in, and prior to concealment. Framing inspection approval is contingent upon all rough-ins being completed.
- **WALLBOARD INSPECTION (Drywall, Gypsum Board):** First and second layer for rated walls. Made after all wall boarding of the interior is in place, but before any plastering is applied or before the wallboard joints and fasteners are taped and finished.
- **ABOVE CEILING INSPECTIONS (Structural, Electrical, and Mechanical):** Prior to installing the ceiling panels.
- **FINAL BUILDING INSPECTIONS (Structural, Electrical, Mechanical, Plumbing, Elevator, Fire Alarm and Fire Sprinklers):** Made after the building is completed and ready for occupancy, but before occupancy.
- **FINAL INFRASTRUCTURE and SITE INSPECTIONS:** Parking lot striping, accessibility requirements, sidewalks, landscaping, and signage.
- **SPECIAL INSPECTIONS:**
 - Steel welding or bolting
 - EIFS exteriors
- **ACCESS ISSUES:**
 1. Gravel/rock must be installed to serve the project and or the site of construction. This helps reduce the clean up of the public right of way and reduces phone calls complaining about mud on the streets.
 2. Clearly marked lot and or building numbers.
 3. Hours of operation: 6:00 a.m. to 10:00 p.m.
Access for inspectors outside of the hours of construction - i.e. If the doors are locked, where is the key?
Whom do we call?
 4. Sanitation facilities must be provided on the construction site and available to all workers.
 5. Burning of any type of materials is prohibited within the city limits of O'Fallon.
- **AMENDMENTS TO THE PLAN DURING CONSTRUCTION:**
 1. Authorization of changes is required to be obtained prior to making changes.
 2. Submission of changes on a formally drawn print by the design professional will be required.
 3. Review and authorization of changes will be required by the Planning & Zoning Department
- **SILTATION CONTROL:**

Siltation control issues including protection of City of O'Fallon infrastructure, natural drainage, and public right of ways, streets, sidewalks, ditch, etc... are to remain free of mud and debris and should remain clean and useable during the project build out. **No inspections will be conducted until all silt control devices and measures have been installed, inspected and approved by the O'Fallon Planning & Zoning Department. The responsibilities to maintain, service, and monitor siltation are the responsibility of the applicant. Failure to maintain, service, and replace or add additional control devices as warranted will result with a Stop Work Order for the entire project. Work will not be able to resume until corrective action has been performed, inspected and approved by the Planning & Zoning and Engineering Departments.**

Fire Sprinkler & Fire Alarm System Inspections

All inspections are scheduled through the Community Development office.

FIRE LINE AND FIRE DEPARTMENT CONNECTION:

- The underground fire line will require a visual inspection of the piping and all thrust blocks prior to backfilling.
- The fire line must be pressure tested and flushed prior to connecting to the sprinkler system.
- Hydrostatic testing (200 lb. test) of the fire sprinkler system must be scheduled and completed by **our Office**.

FIRE SPRINKLER SYSTEM TESTING:

- Must be scheduled 24 hours in advance. **Our Office** will notify all other parties of the test, including Fire Dept.

FIRE ALARM SYSTEM COMMISSIONING:

- Must be scheduled 24 hours in advance. **Our Office** will notify all other parties of the test, including Fire Dept.

KITCHEN HOOD INSPECTIONS:

- Visual light test of the welds of the hood system, **prior to installation**.
- The hood dump must be scheduled 24 hours in advance **through the Community Development Department**.

If you have any questions during the inspection and construction process, please do not hesitate to contact the Community Development Department at (618) 624-4500 ext. 4.

CITY OF O'FALLON
PRE-CONSTRUCTION MEETING AGENDA

Project Name: _____

Project Location: _____

B) Introductions:

City of O'Fallon Representatives: Jerry McNulty
Chad Truran

Project Representative: _____

C) Points of Contact (*Please provide Phone #'s and email also*):

General Contractor: _____

Project Supervisor: _____

Site Work: _____

Footing/Foundation: _____

Plumbing Contractor: _____

Electrical Contractor: _____

Framing Contractor: _____

HVAC Contractor: _____

Fire Alarm Contractor: _____

Fire Suppression Contractor: _____

Special Testing Firm: _____

Please complete this page and return to Community Development Dept. prior to calling for inspections