

**INSPECTION GUIDELINES
AND
OTHER PERMIT INFORMATION
ALL PERMITS REQUIRE INSPECTIONS**

A Certificate of Occupancy requires the following inspections **prior to issuance.**

All work permits must have a final inspection before a Certificate of Occupancy can be issued.

Use Type	Required Inspection
Single Family Dwelling with more than 4 unrelated persons	Building Inspection
Restaurant Carry-Out Deli	Health Department Fire Department Building Inspection
Day Care	Health Department Fire Department (Institutional) Building Inspection
Animal Care Facilities	Health Department Building Inspection Fire Department
Old Age / Infirm Care Facilities Convalescent Home Rest / Nursing Home	Health Department Building Inspection Fire Department
Offices Retail/Wholesale Stores Most Businesses (except grocery stores)	Fire Department Building Inspection
Home Office Trailers Beauty Salons Barber Shops	Building Inspection
Multi-Family Dwelling	<u>HOUSING INSPECTION</u> Step #1: Schedule your Housing Inspection by calling 410-396-4170. <u>BUILDING INSPECTION</u> Step #2: <u>After</u> your Housing Inspection is <u>complete</u>, schedule your Building Inspection through QuickTrac.
Single Family Dwelling (use unchanged)	Building Inspection

All Electrical, Mechanical, Plumbing and H.V.A.C.&R. permits require rough-in and final inspections.

Required Building Inspections

Decks: footing – final

Alterations: framing – insulation - final

New Building/Addition: footing – foundation – slab – framing – insulation - final

Fencing/Temporaries/Signs: footing (as needed) - final

Razing: preliminary on-site before permit is issued - starting demolition – slab removal – footing (if required) - backfill - final

**QuickTrac
443-984-2776**

24-hour scheduling for permit inspections

The cut-off time for scheduling an inspection is 2:30 p.m. the day prior to the date requested.

Permit Information

- ✓ The building permit or copy shall be kept on the site of work until the completion of the project
- ✓ When issued a permit that required plans you must keep an approved set of the plans at the job site during construction
- ✓ The issuance of a permit does not prevent the Building Official from later requiring the correction of errors in any plans, drawing, work or operations
- ✓ Construction or work for which a permit is required shall be subject to inspection by the Building Official and such construction of work shall remain accessible and exposed for inspection purposes until approved
- ✓ Footing or foundation inspections shall be made after excavation for footings are complete and any required reinforcing steel is in place
- ✓ Inspection shall be made on concrete slab and under-floor before any concrete is placed or floor sheathing installed, including sub-floor
- ✓ Framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved
- ✓ The final inspection shall be made after all work required by the building permit is completed

Miss Utility

Before you dig. Every dig. It's the law.

48 hours prior to work call 1-800-257-7777

www.missutility.net

For more information contact the Inspection Offices

Building Inspections
410-396-3470

Electrical Inspections
410-396-3413

Mechanical/Plumbing Inspections
410-361-9272

Fire Department
410-396-5752

Health Department
410-396-4544

Housing Inspections
410-396-4170