

## **ATTENTION CONTRACTORS**

**Please read this important notice carefully and comply.**

**If you have any questions, call 216-896-6134, 8:00 a.m. – 4:00 p.m., Monday through Friday.**

You have been issued a permit for one of the following types of job: building, electrical, plumbing or mechanical. You are required by law to call for the inspections listed below. You, as permit holder are responsible for scheduling inspections and achieving proper approval.

- Trees: Builder shall schedule an inspection with the Building Inspector to survey property and identify which trees may be removed or saved.
- Staking: The proper pins and stakes shall be in place by the survey or show location of property lines and setbacks. The builder shall be at the site to accompany the inspector in measuring.
- Prior to excavation, a silt fence must be installed around entire area and trees must be protected by temporary fence installed on outside of drip edge.
- Temporary electric
- Storm, sanitary and water line
- Footing – call Don Sheehy, City Engineer (440-439-1999) to inspect for proper elevation
- Drain tiles and waterproofing
- Storm line
- Underground plumbing and electric (if applicable)
- Garage and basement floor
- First floor deck (by City Engineer)
- Roof shingles (must be 300 pound weight)
- Rough framing, electric (including smoke detectors, low voltage wiring and CATV), rough plumbing (air test required), and rough HVAC
- Insulation
- Elevation to inspect for compliance with architectural review drawing approval and notes
- Apron, driveway, patio, porch, sidewalk, etc.
- Final Inspection (prior to occupying the dwelling) Plumber to have final test, all life safety issues must be addressed, contact City Engineer to inspect final grade (must contain all surface and runoff water on own property), and all landscaping must be installed prior to occupancy permit being issued.

It is not sufficient to only call for an inspection and then assume your inspection has been performed. If you do not have written approval from the Inspector, you **ARE NOT** permitted to continue with the work.

If you continue to work without the written approval from the Inspector, you will be required to uncover the work so he may do the legally required inspections.

You are required to provide access during normal business hours for the Inspector to perform the inspections. Access means a path into the structure from the street or driveway. The owner, or agent for owner or contractor, must provide a gravel path from the street to the building. Also provide necessary and adequate stairs, platforms, ladders, etc. for access to observe and inspect work. We will not perform an inspection if there is no path to the building.

Inspections that fail will receive a non-approved written notification and there will be a charge of \$50.00 for each re-inspection, which will be assessed to the contractor and must be paid before a re-inspection will be made.

The owner or his agent must keep at the site one approved set of drawings for the use of the Inspector. The drawings must be near the garage or front entrance and protected from the weather. Plans must be at the building or site for the rough and final inspections. If the plans are not at the site, the inspection will not be performed.

**NOTE:** The building must conform to the approved plans. Any deviation must be noted on the prints of record in the office and new approved plans issued before calling for further inspections.

All inspections may be scheduled by calling 216-896-6134. We require 24-hour notice before inspections are made. We will on rare occasions, if a hardship exists, make same day inspections (a \$50 fee will apply). This type of inspection must be scheduled before 8:30 a.m. and may not always be possible depending on the schedule of the Inspector for that day. The Inspector must approve any same day inspections. We recommend that you schedule your inspections at least 24 hours in advance due to the fact that the Inspector's schedule may already be full or he may be unavailable for the day.

IT IS IMPERATIVE TO KEEP STREETS CLEAN AT ALL TIMES.  
IF MUD AND OTHER DEBRIS IS TRACKED ON STREETS,  
THE CITY OF PEPPER PIKE SERVICE DEPARTMENT WILL BE CALLED TO CLEAN UP  
AND COST WILL BE DEDUCTED FROM THE DEPOSIT.

In addition to the General Contractor, the following trades also need to register in order to perform work in Pepper Pike:

Carpenter	Cement and/or asphalt	Excavating and/or earth moving
Dry Wall	Glazing	Lathing and/or plastering masonry
Awning	Paving	Painting and/or decorating
Grading	Tile Setting	Sign building and/or erecting
Ornamental Iron	Sheet Metal Work	Roofing and/or siding