



CITY OF CHARLOTTESVILLE

To: Permit applicants
From: Tom Elliott, Building Official
Date: 1-26-2010
Re: Job site reminders & residential requirements

We have included numerous 1 & 2 Family Dwelling residential building code reminders and illustrations to make it easier for you to complete your project. Review this information carefully, if you have any questions and contact us: (434) 970-3182.

Install weather resistant temporary address on any new home construction project that is not identified with a permanent address. Address should be large enough to be seen from the street. Note: we prefer the address in the front window.

Post building permits near this address and protect from weather. Have permanent building address installed before final inspection.

Approved construction documents shall be kept at the building site and shall be available during inspections at all times. The scheduled inspections may not be approved if the approved plans are not available on site.

Have permit numbers available when requesting inspections. A single inspector performs all the rough-in or final inspections at one stop.

The following minimum inspections shall be conducted for new construction as applicable to your construction project or permit:

1. Inspection of footing excavations; depth, width, forms, and reinforcement material for concrete footings prior to the placement of concrete.
 2. Inspection of foundation waterproofing and drainage system prior to backfill.
 3. Inspection of preparatory work; foundation walls and slab re-enforcement and drainage, moisture control, insulation, plumbing, electrical and mechanical systems prior to the placement of concrete.
 4. Inspection of structural or framing and fasteners prior to concealment.
 5. Inspection of electrical, mechanical and plumbing materials, equipment and systems prior to concealment. **ATTENTION:** building inspectors will NOT unlock the gas meter. After Public Utilities receives our approval and the gas pipe is connected to the meter, call Public Utilities to have the meter unlocked: (434) 970-3800
 6. Inspection of sound impact and energy conservation material prior to concealment.
 7. Final inspection. Ensure that all permitted related appliances, equipment, electrical and plumbing fixtures are in working order before scheduling final.
- Deck inspections: 1. Footing & ledger attachment to building; 2. Final.

Where installed make certain that the water & sewer laterals do not cross-adjacent private property lines.

Structures shall not be built over private or city utility easements.

Meet Charlottesville erosion and sediment control requirements during construction.

New 1 & 2 family dwellings: need to have zoning inspections and submit an as-built survey before a Certificate of Occupancy can be issued. ATTENTION: It is the permit holder responsibility to request all required inspections at our office or call (434) 970-3182.

To ascertain your inspection has been scheduled go to <http://permits.charlottesville.org/Default.aspx>