PLANNING & COMMUNITY DEVELOPMENT

Building Division

Inspection Policy 05/18/2026

Inspections are completed **Monday through Friday 9am-2pm** (hours may vary).

- Specific inspection times are only scheduled for **footing inspections, pre-pour walls,** and **occupied homes.** Please allow a minimum of a two-hour window (one hour before and one hour after the listed time) for the inspector to arrive on site.
- All other inspections occur at any point during business hours and will not be given a specific window of time.
- All commercial inspections require a contact phone number.
- INSPECTORS DO NOT CALL AHEAD
- All **commercial inspections** and **solar inspections** must have a representative on site

Regular Inspection Sequence – New 1 & 3 family -Multi-Family Dwelling

- Sewer Inspection -
- Footer Inspection – If footer inspection is first, then sewer location will need to be marked on plans and pictures will need to be provided of the steel installed.
- Foundation Inspection- This could be block or pre-pour inspection.
- Post Pour Inspection-
- Slab Inspection- Only if structural steel is installed
- Gas Rough Inspection- Can be done any time before Insulation Inspection.
- Subsiding Inspection- Can be done any time before Insulation Inspection.
- Electrical Rough Inspection- Must be approved before moving forward on any other inspections.
- Electrical Service Inspection- Normally is scheduled with the Electrical Rough Inspection.
- Plumbing Underground & Rough Inspection- Needs to be approved before Frame and Mechanical rough can be scheduled (scheduled with the Health Department).
- Frame and Mechanical Rough Inspection –Required to be scheduled together and only after Electrical and Plumbing have been approved
- Insulation Inspection- All inspections before insulation need to be approved.
- Fire Resistance- Scheduled sometime before frame inspection and sometimes after insulation.
- Drywall/ Brace wall –Only scheduled if the drywall is part of the Wind Bracing Plan.

- Electrical Final Inspection- Must be approved before any other inspection can be scheduled.
- Plumbing Final Inspection- Must be approved before Mechanical and Building final can be approved (Plumbing Inspections are scheduled through the Health Department).
- Gas Final Inspection- Can be scheduled at anytime after Drywall is installed
- Blower Door Test Inspection- Document needs to be uploaded to the permit portal on-line and then inspection needs to be scheduled
- Mechanical Final & Building Final- Must be scheduled together and only after all other inspections are approved
- Sidewalk/Approach – Winter Grade – Preliminary Grade- Engineering Final Inspections-Performed at different times due to weather and are scheduled through Engineering (740)-203-1810.

Uploading Pictures for Deck Post Holes and Roofs Inspections

Upload pictures into your CityWorks permit (see picture requirements below)
E-mail inspection request for Post Hole or Roof to planning@cityofdelawareoh.gov with all required information and state that pictures have been uploaded.

Deck Inspections
Upload pictures into your case in CityWorks as follows:

1. One (1) picture showing the depth of the hole with a tape measure.
2. One (1) picture showing the width of the hole with a tape measure.
3. One (1) picture showing the footer at the bottom of the hole.
    a. Concrete must be mixed before taking pictures of the hole

Roof Inspections
Upload pictures into your case in CityWorks as follows:

1. Rough Inspection Pictures – Decking, Flashing, Drip edge, Ice barriers, underlayment, ETC
2. Final Inspection Pictures – Ridge vent, Shingles installed, Spot showing nails, ETC

NOTE: Rough and Final Inspections can be scheduled at same time after pictures are uploaded