Introduction

This checklist will help you to understand which inspections are required for your project. Check-off boxes are provided so that a staff member can indicate which inspections are required. If you need further information, please call and we'll be glad to answer your questions.

Although the permitting process can involve multiple stages, we hope you can understand that we have a responsibility to the community to provide minimum standards to safeguard life or limb, health, property and public welfare. By regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings within the jurisdictional area, we can accomplish this.

Please Note

- All active permits must be scheduled separately for a final inspection.
- Inspections that are underlined are required for new construction (unless there is nothing to inspect under that category) and must be performed prior to concealing that portion of work. Other inspections are required only if they apply to the type of work you are doing.
- Work must be completed and ready for inspection by 9:00 a.m. the morning of inspection. Otherwise you must call between 8:00 and 8:30 a.m. the morning of the inspection to arrange a specific time for inspection.
- Inspections must be scheduled a minimum of 24 hours in advance. You may call our automated inspection request system IVR at 552-6040. If you encounter problems using the IVR System, you may call the office at 552-6040.
- Inspections must be scheduled through the IVR System or an office staff member. Please do not schedule inspections through an inspector.
- If a reinspection is required, you must call our office to reschedule the inspection after you have made all corrections.

Disclaimer

It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection. (IBC109.1)

IVR System

IVR is an automated system that allows callers to schedule and cancel inspections, using a touch tone phone. IVR is available seven days a week, from 9:00 a.m. to 7:00 a.m. the next morning. IVR pamphlets, both regular and wallet sizes, are available in our office. We do encourage you to use the IVR automated system. Using it will help eliminate most errors and missed inspections.

Phone Numbers

Building Inspection Division

<table>
<thead>
<tr>
<th>OFFICE</th>
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<tbody>
<tr>
<td>IVR/Automated Phone System</td>
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<tr>
<td>Fax</td>
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| Website - www.ci.missoula.mt.us |

<table>
<thead>
<tr>
<th>INSPECTORS</th>
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<tbody>
<tr>
<td>Building Inspector #1</td>
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<td>Building Inspector #2</td>
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<td>Building Inspector #3</td>
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<td>Building Inspector #4</td>
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<tr>
<td>Electrical Inspector</td>
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<td>Plumbing Inspector</td>
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<tr>
<td>Mechanical Inspector</td>
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<tr>
<td>Plans Examiner</td>
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<td>Building Official - Don Verrue</td>
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Other Departments

<table>
<thead>
<tr>
<th>Department</th>
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<tr>
<td>Engineering Division</td>
<td>(406) 552-6345</td>
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<tr>
<td>Zoning (Office of Planning &amp; Grants)</td>
<td>(406) 258-4642</td>
</tr>
<tr>
<td>Fire Department</td>
<td>(406) 552-6210</td>
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<tr>
<td>Health Department</td>
<td>(406) 258-4755</td>
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<tr>
<td>Surveyors Office</td>
<td>(406) 258-4832</td>
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BUILDING INSPECTIONS

- Periodical (large jobs)
- Footing/Slab
  To be made prior to footing concrete placement when forms are in place and reinforcing steel is secured and in place.
- Foundation
  To be made prior to foundation concrete placement when forms are in place and reinforcing steel is secured and in place.
- Waterproofing
  Foundation waterproofing prior to backfill.
- Concrete slab or under-floor inspection
  To be made after all in-slab or under-floor building service equipment, conduit, piping accessories, mechanical equipment in crawlspaces and other ancillary equipment items are in place and inspected, but before any concrete is placed or floor sheathing installed, including the subfloor.
- Framing (rough electrical, plumbing and mechanical must be approved first)
  To be made after the roof, all framing, fire blocking and, bracing are in place and all pipes, chimneys, and vents are completed and the rough electrical, plumbing, and heating wires, pipes, and ducts are approved.
- Insulation
  To be made after insulation is installed and in place prior to covering it.
- Drywall/Sheetrock
  To be made after all lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or before gypsum board joints and fasteners are taped and finished. For one and two family dwellings, this inspection may not be required.
- Roofing
  An intermediate roofing inspection is performed midway through the job and is an optional inspection. A final roofing inspection is performed upon completion of the roof and is a mandatory inspection. A pre-roof inspection is required for the following: residential buildings that are a triplex or greater, commercial buildings and all other non-residential buildings prior to starting the roof.
- Miscellaneous
  To be made on work such as siding, decks, awnings, ceiling grids and other similar items. Miscellaneous inspections may also be scheduled as needed for consultation.
- Final building
  To be made after finish grading and when the building is completed and ready for occupancy (on new construction a Certificate of Occupancy will be issued after all inspections have been passed).

ELECTRICAL INSPECTIONS

- Periodical (large jobs)
- Temporary power pole
  To be made when pole is installed and positioned in ground, grounding is completed and GFCI weatherproof outlets are installed.
- Underground
  To be made when cables and conduits are installed in an open trench, prior to covering.
- Service
  To be made when meter/main conduit and wire is installed, sub-panel is installed and grounding is completed.
- Rough electric
  To be made prior to covering with insulation or wallboard.
- Mobile home electric
  To be made when underground feeder from pole or pedestal is installed in an open trench.
- Sign electric
  To be made when disconnect is installed and grounding is completed.
- Residential miscellaneous
  Any miscellaneous wiring including repairs or alterations, additional outlets, switches, or fixtures to existing branch circuits. Miscellaneous inspections may also be scheduled as needed for consultation.
- Final electric
  To be made prior to occupancy. All fixtures, switches, outlets and cover plates installed and energized.

PLUMBING INSPECTIONS

- Periodical (large jobs)
- Underground
  Any and all waste and vents under slab must not be covered until inspection is completed and approved. Test as required by plumbing code.
- Rough plumbing
  To be made when all waste and vents are installed and exposed; water piping must be complete or cut in as required on the waste and vent system and on water piping. All plumbing systems must be inspected prior to any such portion being concealed by any permanent portion of the building.
- Water heater
  Water heater installed with gas, water and vent connected.
- Miscellaneous
  Miscellaneous inspections may be scheduled as needed for consultation.

MECHANICAL INSPECTIONS

- Periodical (large jobs)
- Underground
  Any exterior piping, interior piping, radiant floor heat or ductwork must not be covered until inspection is completed and approved.
- Rough heating and ventilation
  To be made when equipment is hooked up and ready to operate (gas, venting, combustion air, exhaust fan ducting and electrical connections completed), and before approval can be given for gas meter. All ductwork, venting, and all electrical systems must be inspected prior to any such portion being concealed by any permanent portion of the building.
- Gas piping (air test)
  To be made prior to covering. Cap all unused outlets and shutter valves that are connected to equipment to protect that equipment.
- Gas and mechanical equipment
  Includes furnace replacements, hot water supply boilers, building heating boilers, room heaters, gas fireplaces and unit heaters. All equipment must be hooked up and ready to operate (gas, venting, combustion air, exhaust fan ducting, and electrical connections completed) before approval can be given for a gas meter.
- A/C and refrigeration
  Includes walk-in coolers, freezers, residential and commercial a/c systems and rooftop a/c-heat systems.
- Miscellaneous
  Wood stoves, gas vents and any other heating/cooling appliance or piece of equipment not mentioned above. Miscellaneous inspections may also be scheduled as needed for consultation.

Final mechanical
To be made prior to occupancy. Any and all equipment must be installed and operating.

IMPORTANT INFORMATION FOR BUILDERS & HOMEOWNERS
It is your responsibility to make sure the rough electrical, plumbing and heating inspections are done before calling for the framing building inspection. If the framing building inspection is called in before the rough inspections, the framing building inspection will not be approved.