



## City of Lancaster- Building Department

121 East Chestnut Street, Suite 102, Lancaster, Ohio 43130-3825  
(740) 687-6649, Fax (740) 681-5030

Web site: [www.ci.lancaster.oh.us/dept/building](http://www.ci.lancaster.oh.us/dept/building)

---

### RESIDENTIAL Inspections New Home, Additions and Other Projects

After a permit for residential construction is issued and construction begins, the permit holder must call the Building Department at (740) 681-5018 to schedule inspections. The order of the inspections is listed on an **ORANGE CARD** that is provided when the permit is issued. Construction can only proceed to the next level after the current inspection is completed and signed off by the Building Department Inspector. Homeowners or contractors that fail to call and have the inspections completed can run the risk of a “stop work” order being placed on the construction project. Contained within “stop work” orders can be a demand to remove items constructed to permit the inspector to view items that are hidden or suspected of being completed improperly. Typically a request for inspection and “sign off” by the inspector is performed in the following order:

#### Permit **orange card** issued

- 1st inspection- Sewer Tap inspected during installation
- 1st electrical - Temporary electric service (optional)
- 2nd inspection- Footer inspected prior to concrete pour
- 3rd inspection- Foundation inspection prior to concrete pour
- 4th inspection- Underground plumbing inspected prior to concrete pour

**STOP!** No concrete is to be poured until the above have been signed by inspector

- 2nd electric inspection- Rough electric & main electric service
- 5th inspection- Rough plumbing, rough heat, framing & roofing (inspector indicates ready for insulation & drywall installation)

**STOP!** No work is to be covered until the above have been signed by the inspector

- 2nd electric inspection- Final testing of all devices, bonding/grounding conductors, GFCI and arch fault breaker tests performed
- Final plumbing- Bowl test on the waste lines, all fixtures tested
- Final structure- Sump pump, driveway & sidewalks, all plumbing fixtures & (must be appliances, heat & ventilation, downspouts/drains, finish grade,
- Final approval sign off, occupancy certificate issued

**STOP!** A new house or other construction cannot be occupied in until **all FINAL** inspections have been completed (finalized) and an Occupancy and Compliance inspection is performed and approved.