

**PERMITTEE MUST CALL FOR ONE OR MORE OF THE FOLLOWING INSPECTIONS WHEN WORK IS READY FOR INSPECTION.**

**042 Pre Site – Planning Inspection – required on all building sites prior to starting any site grading, site work or construction.**

**033 Lowest Floor Elevation** – Completed by a Registered Land Surveyor or Registered Civil Engineer to verify the lowest floor elevation. The form is available at [www.scottsdaleaz.gov/bldgresources/forms.asp](http://www.scottsdaleaz.gov/bldgresources/forms.asp) and shall be submitted to [elevationcertification@scottsdaleaz.gov](mailto:elevationcertification@scottsdaleaz.gov). This is required after the slab is poured and prior to the #14 (strap & shear) being scheduled.

**035 Miscellaneous Footings** – Footings other than 003. ✓ Location, setbacks, width, depth. ✓ Reinforcing steel. ✓ Vertical steel if required.

**003 Exterior Footing** – Lower section of foundation. ✓ Setbacks per city approved site plan. ✓ Width and depth. ✓ Size of reinforcing steel. ✓ Grade pins for footing thickness. Ufer ground must be in place at electric meter location. Identify all property lines. Setback letter from registered land surveyor may be required on all lots. Isolate rebar from earth (see inspection 033)

**004 Stem Wall** – Upper section of foundation. ✓ Setbacks again. ✓ Size and location of reinforcing steel. Hold-downs to be in place at designed locations. **Water meter is required to be installed before stem approval.**

*Inspection Types 005, 007, 008, 009 - 2 inspections required. 1st: ✓ For firm bed & clean earth. 2nd: ✓ For 12" of clean earth, 3/16" minus.*

**005 Underslab Drain, Waste & Vent** – ✓ Size, material and location. 10' water test required.

**007 Underslab Water** – Underslab portion of water distribution system. ✓ Size, material and condition. No test required on one piece rolled material.

**008 Building Water Supply** – Piping from meter to structure. ✓ Size of piping. PRV's required on all structures, set to 80 Psi or less.

**009 Building Sewer** – Piping from city tap to structure. ✓ Material, size, fall, connections & 2-way cleanout. No water test required.

**056 Grease Interceptor/Trap** - Required on all commercial establishments with food preparation areas.

**006 Interior Footings/Pre Slab** - ✓ Proper location/width/depth. ✓ Reinforcing steel size.

**010 Electric Underground** - ✓ Underground conduit or UF cable for depth, size & type. ✓ Before covered or floor poured.

**037 Backflow Preventer – 2 inspections.** 1st: ✓ Underground piping, size, type and location per City approved plans. ✓ Installation per City approved Standard Detail including underground piping. 2nd: ✓ Testing (certification) provided by an approved testing agency prior to issuance of either a temporary or final C of O. (See TCO and FCO)

**051 Fire Underground (rough test)** – ✓ Fireline is installed per approved plan, verify thrust blocks. Must be approved before rough sprinkler.

**052 Fire Underground (final test)** – Two inspections required. 1st: Pressure test Fireline, 2nd: Final flush of Fireline. (Must be approved before final sprinkler.)

**011 Masonry Grout** - ✓ Reinforcing steel per approved plans before grouting. Cleanouts required on grout lifts over 4 feet.

**012 Bond Beam** - ✓ Horizontal bars for size & laps.

**014 Roof Deck, Strap & Shear** – 2 inspections required. 1st: ✓ All structural components of the building/structure prior to roof or exterior wall coverings. ✓ City approved truss calcs. 2nd: ✓ Window flashing and roof flashing/felt. **\*The 033 must be approved before the 014 can be scheduled.**

**015 Rough Plumbing**

*For all SFR & Multi-Family structures, inspection types #015-#018 are requested and inspected together. Roof must be loaded with roofing material for this inspection. **No insulation or gypsum board shall be installed until these inspection types are approved and the structure is dried in.** Once the framing is approved, install the insulation and recall the #018 for the insulation inspection. #015 will require a 2nd inspection if shower pans are installed.*

**016 Rough Electric**

**017 Rough Mechanical**

**018 Rough Framing & Insulation**

**019 Gypsum Wallboard** - ✓ All wallboard, nails or screws, material & penetrations. Gypsum shear walls & all firewalls installed per city approved plans.

**020 Exterior Foam & Lath** - Before applying stucco. ✓ Installation of foam board, lath & weep screed per code and ICC ES Reports. Caulk all penetrations of foam board. ✓ For qualified installer. Stucco installation card is required at final inspection.

**021 Natural Gas Line** – 2 inspections required: rough and final. Visually ✓ pipe for size & type. Pressure test required at final inspection.

**022 Propane Gas Line/Tank** – 2 inspections required: rough and final. Visually ✓ pipe for size & type. Pressure test required at final inspection.

**050 Work in Progress – if you receive a permit expiration letter you may request a 'work in progress inspection' that will extend your permit.**

**023 Temporary Power Pole** – Requires a separate permit. ✓ Installation, grounding & GFCI protection.

**TEMPORARY POWER IN A PERMANENT POSITION**  
**(Application & deposit required)**

**024 Temporary Power In Permanent Position** - Requires application, deposit & inspection. Temporary power is for construction power/testing purposes only. No occupancy allowed. Lock-out/tag-out enforced in Scottsdale. Temporary power deposit can be rolled over to a TCO deposit.

**TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)**  
**(Application & deposit required)**

*Inspection types 013, 032, (036, 037 & 056 on multi-family & commercial) must all be approved prior to requesting an 025. After all are approved a TCO will be issued. Without application, deposit, and all approvals, no occupancy is allowed.*

**013 TCO Off-Site – Public Works Inspection**– Required on all Commercial, Multi-family & SFR structures prior to the issuance of the TCO. Inspect to ensure all offsite work (if any) is in compliance with MAG specs and city approved plans. 013 must be approved before 025 is approved. Required to demonstrate final letter of acceptance for the encroachment permit.

**032 TCO On-Site – Planning Inspection** – Required on all Commercial, Multi-family & SFR structures prior to the issuance of the TCO. Inspect to ensure compliance with DRB stipulations & city approved plans. 032 must be approved before 025 is approved.

**036 TCO Fire – Scottsdale Fire Inspection** – Required for all Commercial & Multi-family structures. Inspect to ensure compliance with Fire Code, approved fire plans & amending ordinance. Must be approved before 025 is approved.

**037 Backflow Prevention Inspection** – See definition in Underground section.

**025 TCO Building Inspection** – Includes building, electrical, mechanical & plumbing inspections. Inspect to ensure compliance with city codes, city approved plans and amending ordinances.

**FINAL CERTIFICATE OF OCCUPANCY (FCO) - OR - SHELL BUILDING**

*Inspection types 031, 043, 045, (030, 037 & 056 on multi-family & commercial). Must all be approved prior to requesting an 026 Final Building. After all are approved, a FCO will be issued and any deposits paid will be refunded. No occupancy allowed until FCO is approved.*

**031 FCO On-Site – Planning Inspection** – Required on all Commercial, Multi-family & SFR structures. Inspect to ensure compliance with DRB stipulations & city approved plans. Must be approved before 026 is approved.

**043 FCO Off-Site Public Works Inspection** – Required on all Commercial, Multi-family & SFR structures. Inspect to ensure compliance with MAG spec's and city approved plans. Required to demonstrate final letter of acceptance for the encroachment permit. Must be approved before 026 is approved.

**045 FCO FEMA Elevation Certificate** – Required on all habitable structures to ensure compliance with FEMA regulations. The Elevation Certificate is available online at [www.scottsdaleaz.gov/bldgresources/forms.asp](http://www.scottsdaleaz.gov/bldgresources/forms.asp) and shall be submitted and approved prior to issuance of a Final Certificate of Occupancy. Submit the Elevation Certificate to Stormwater at [elevationcertification@scottsdaleaz.gov](mailto:elevationcertification@scottsdaleaz.gov).

**030 FCO Fire – Scottsdale Fire Inspection – Commercial & Multi-family permits only - Must call 312-5750 or 312-5796 to schedule.** Inspect to ensure compliance with Fire Code, city approved fire plans & amending ordinance. Must be approved before 026 is approved. Public safety radio amplification system approval may be required on Commercial structures.

**037 Backflow Prevention Inspection** – See definition in Underground section.

**026 FCO Building** – Inspect to ensure compliance with building code, city approved plans & amending ordinance (see 043, 031, 030, 037, & 045).

**027 FCO Electric** – Inspect to ensure compliance with electric code, city approved plans & amending ordinance. **Request 027 for service upgrades.**

**028 FCO Mechanical** – Inspect to ensure compliance with mechanical code, city approved plans & amending ordinance.

**029 FCO Plumbing** – Inspect to ensure compliance with plumbing code, city approved plans & amending ordinance. PRV's required on all structures – after fire sprinkler tap – & set to 80 Psi. **Request 029 inspection for water heater installations and/or recirculation pumps.**

**Shell Building** – All inspections required for a FCO are required for a shell final. Once finalized, the house electric meter will be cleared & a shell letter issued. The city will not issue a "temporary" shell letter. Tenant improvements are permitted separately and receive a FCO at final.

**INSPECTIONS ARE LISTED IN THE ORDER THEY ARE TYPICALLY REQUESTED.**

INSP #	COMMENTS	DATE	INSPECTOR
<b>BEFORE STARTING ANY CONSTRUCTION REQUEST 042</b>			
042	PRE-SITE INSPECTION		
<b>PLACE AN ELEVATION STAKE AND REQUEST 033</b>			
033	LOWEST FLOOR ELEVATION		
<b>FOUNDATION INSPECTIONS</b>			
035	MISC FOOTINGS DIFFERENT FROM 003		
003	EXTERIOR FOOTING # UFER, # BAR(S)		
004	STEM WALL		
<b>UNDERGROUND INSPECTIONS</b>			
005	UNDERSLAB DRAIN, WASTE & VENT Piping / / Shading		
007	UNDERSLAB WATER Piping / / Shading		
008	BUILDING WATER SUPPLY Piping / / Shading		
009	BUILDING SEWER Piping / / Shading		
056	GREASE INTERCEPTOR/TRAP (COMMERCIAL ONLY)		
006	INTERIOR FOOTINGS/PRE SLAB Lower Half / /		
010	ELECTRIC UNDERGROUND		
037	BACKFLOW PREVENTER (COMMERCIAL & MULTI-FAMILY ONLY)		
051	FIRE UNDERGROUND ROUGH TEST (COMMERCIAL & MULTI-FAMILY ONLY)		
052	FIRE UNDERGROUND FINAL TEST (COMMERCIAL & MULTI-FAMILY ONLY)		
<b>MASONRY INSPECTIONS</b>			
011	GROUT		
012	BOND BEAM		
<b>FRAMING INSPECTIONS</b>			
014	ROOF DECK, STRAP & SHEAR		
015	ROUGH PLUMBING		
016	ROUGH ELECTRICAL		
017	ROUGH MECHANICAL		
018	ROUGH FRAMING		
021	NATURAL GAS LINE	ROUGH INSPECTION - VISUAL ONLY PRESSURE TEST REQUIRED FOR FINAL APPROVAL	
022	PROPANE GAS		
050	WORK IN PROGRESS - call 480-312-5750		
<b>WALL COVERINGS</b>			
019	GYPSUM WALLBOARD		
020	EXTERIOR FOAM & LATH		
<b>TEMPORARY ELECTRICAL POWER FOR CONSTRUCTION</b>			
023	TEMPORARY POWER POLE - Requires a separate permit		
024	TEMPORARY ELECTRIC *DEPOSIT REQUIRED		
<b>TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)</b>			
013	TCO - OFF-SITE		
032	TCO - ON-SITE		
036	TCO - FIRE (COMMERCIAL & MULTI-FAMILY ONLY)		
037	TCO - BACKFLOW (COMMERCIAL & MULTI-FAMILY ONLY)		
025	TCO - BUILDING *DEPOSIT REQUIRED		
<b>FINAL CERTIFICATE OF OCCUPANCY (C of O)</b>			
031	FINAL C of O - ON-SITE		
043	FINAL C of O - OFF-SITE		
045	FINAL C of O - FEMA ELEVATION CERTIFICATE		
030	FINAL C of O - FIRE (COMMERCIAL & MULTI-FAMILY ONLY)		
037	FINAL C of O - BACKFLOW (COMMERCIAL & MULTI-FAMILY ONLY)		
026	FINAL C of O - BUILDING		
027	FINAL C of O - ELECTRICAL		
028	FINAL C of O - MECHANICAL		
029	FINAL C of O - PLUMBING		

**FIRE INSPECTIONS**

AN INSPECTION REQUEST FORM IS REQUIRED FOR THESE INSPECTIONS, EXCEPT FINAL FIRE 030 - CALL THE FIRE DEPARTMENT TO REQUEST A FORM - 480-312-1855

REQ'D	COMMENTS	DATE	INSPECTOR
	CONSTRUCTION SITE/FIRE ACCESS		
	ROUGH SPRINKLER		
	FINAL SPRINKLER		
	TI FINAL SPRINKLER		
	ALARM		
	HOOD SYSTEM		
	SPECIAL EXTINGUISHING SYSTEMS		
	FIRE PUMPS		
	GENERATOR TEST		
	FINAL FIRE 030 - MUST CALL 480-312-5796 OR 480-312-5750 TO SCHEDULE		
	PUBLIC AMP SYSTEM		

\* **SFR Fire Inspections Only**- Approval tag for rough inspection left on Fire Riser. Approval tag for final left in electric panel.

CONSTRUCTION SITE/FIRE ACCESS - Inspections may be requested before and during construction to ensure proper fire department apparatus access.

ROUGH SPRINKLER - Technician required on-site. Approval required BEFORE the 018 will be approved. All piping required to be visible. Requires a pressure test at 2hrs/200#s for commercial systems and 24hrs/175#s for residential systems. Any commercial system 20 heads or less will be ONE inspection that includes both the Rough and Final inspections. NFPA 13 install paperwork required for Commercial installations.

FINAL SPRINKLER - Technician required on-site. Power to be available for testing of the flow switch and alarm bell.

TI FINAL SPRINKLER - No technician required. Inspection will be done in conjunction when calling the final fire 030 inspection.

ALARM - Technician required on-site. Tests require off-site communications and permanent power supply. Duct smoke detection (3rd party verification form), State Elevator Certification, and any specialized exiting features and completed pre-test documentation.

HOOD SYSTEM - Technician required on-site. Activation shall shut down make-up air units and shall be tied to the alarm panel as a distinct zone.

SPECIAL EXTINGUISHING SYSTEMS - Technician required on-site. Includes FM200 systems and other clean type extinguishing systems.

FIRE PUMPS - Technician to be on-site.

GENERATOR TEST - Electrician to be on-site. Main power shut down auto start and lighting function test.

FINAL FIRE 030- Commercial and Multi-Family only. **Must call 312-5750 or 312-5796 to schedule.**

PUBLIC AMP SYSTEM - Public safety radio amplification system approval may be required on Commercial structures.

ORDINANCE 3735, SECTION 116  
 CONSTRUCTION ACTIVITY, WORKING HOURS  
 ALL BUILDING CONSTRUCTION AND ASSOCIATED WORK ON PRIVATE PROPERTY SHALL NOT COMMENCE PRIOR TO 1/2 HOUR BEFORE OFFICIAL SUNRISE NOR CONTINUE AFTER OFFICIAL SUNSET (as published by the National Weather Service)



**INSPECTION RECORD**

POST THIS CARD AT OR NEAR THE FRONT OF THE BUILDING

**Permit Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Lot No.:** \_\_\_\_\_

All work must meet minimum requirements for construction as outlined in the city codes & amending ordinances. It is agreed that this work will be done in conformity with the laws of the City of Scottsdale, Maricopa County & the State of Arizona.

To request or cancel inspections:  
**480-312-5796 (automated) - or - 480-312-5750**  
[www.ScottsdaleAZ.gov/BldgResources/Inspections](http://www.ScottsdaleAZ.gov/BldgResources/Inspections)

- Please Note:**
- Work may not be covered prior to inspection.
  - A copy of the city approved Building Plan, Site Plan and this Inspection Card MUST be on the job site for EVERY inspection.
  - Special Inspections may be required. Refer to the plans for special inspection requirements.
  - Deposits, After Hour Fees & Minimum Permits can be paid at:

Inspection Services  
 9191 E San Salvador Rd, Suite 205  
 480-312-5750