

Colonial Heights Department of Building Inspections

Commercial Inspections Requirements

The following is a general list of inspections that may be required on your project. Please note that some of the inspections listed below may not be required for your project.

PLEASE REFER TO THE PLANS REVIEW LETTERS WHICH ARE PROVIDED FOR THE BUILDING PERMIT AND ALL AUXILIARY PERMITS. THE PLANS REVIEW LETTERS CONTAIN INFORMATION THAT IS CRITICAL TO THE SUCCESSFUL COMPLETION OF YOUR PROJECT.

INSPECTION TYPE	WHEN PERFORMED	PERFORMED BY	CONTACT
FOOTING	AFTER INSTALLATION OF REINFORCEMENT AND BEFORE PLACEMENT OF CONCRETE	COMMERCIAL BUILDING INSPECTOR OR ENGINEER	(804) 520-9297
FOUNDATION	PRIOR TO PLACEMENT OF FOUNDATION SILL PLATES. (FRAME BUILDINGS ON CRAWL SPACE OR OVER BASEMENT)	COMMERCIAL BUILDING INSPECTOR	(804) 520-9297
SLAB	AFTER APPROVAL OF ALL SUB-TRADE GROUND WORK AND AFTER INSTALLATION OF REINFORCEMENT, VAPOR BARRIER AND PERIMETER INSULATION (IF REQUIRED) AND PRIOR TO PLACEMENT OF CONCRETE	COMMERCIAL BUILDING INSPECTOR	(804) 520-9297
FRAMING	AFTER APPROVAL OF ALL SUB-TRADE ROUGH-INS AND PRIOR TO CONCEALING WALLS (HANGING DRYWALL)	COMMERCIAL BUILDING INSPECTOR	(804) 520-9297

veneer (for wood frame structures)	after installation of exterior windows and doors and prior to placing exterior wall covering	commercial building inspector	(804) 520-9297
above ceiling	after installation of ceiling grid and prior to installing dropped ceiling panels	commercial building inspector	(804) 520-9297
spray-on fireproofing	after installation of ceiling grid and all above ceiling equipment and prior to installation of dropped ceiling panels	commercial building inspector	(804) 520-9297
draftstopping	after installation of required draftstopping material (can be combined with framing inspection)	commercial building inspector	(804) 520-9297
firestopping	after installation of required firestopping material and prior to concealment (can be performed during framing inspection)	commercial building inspector	(804) 520-9297
insulation	after framing inspection and prior to concealment	commercial building inspector	(804) 520-9297
curtain wall perimeter firestopping	prior to concealment	commercial building inspector	(804) 520-9297
elevator shaft wall	prior to installing cars	commercial building inspector	(804) 520-9297
final	after all sub-trade approvals	commercial building inspector	(804) 520-9297

FIREPLACE THROAT (FOR STRUCTURES WITH MASONRY FIREPLACES)	AFTER SMOKE CHAMBER HAS BEEN CONSTRUCTED AND PRIOR TO COMPLETION OF CHIMNEY ABOVE SMOKE CHAMBER	COMMERCIAL BUILDING INSPECTOR	(804) 520-9297
DRAIN TILE AND WATERPROOFING (FOR STRUCTURES WITH BELOW GRADE USABLE SPACE)	PRIOR TO BACKFILLING	COMMERCIAL BUILDING INSPECTOR	(804) 520-9297
PRE-FAB FIREPLACE (THIS INSPECTION IS TYPICALLY FOR APARTMENT UNITS)	AFTER INSTALLATION OF REQUIRED CHIMNEY / VENT SHAFT AND PRIOR TO CONCEALMENT	COMMERCIAL BUILDING INSPECTOR	(804) 520-9297
PLUMBING GROUNDWORK	AFTER INSTALLATION OF BELOW-SLAB PLUMBING PIPING AND PRIOR TO COVERING WITH SLAB BASE MATERIAL	COMMERCIAL PLUMBING INSPECTOR	(804) 520-9297
PLUMBING ROUGH-IN (INSPECTION OF DRAIN, WASTE, VENT AND WATER DISTRIBUTION PIPING)	PRIOR TO CONCEALMENT	COMMERCIAL PLUMBING INSPECTOR	(804) 520-9297
SEWER LINE & CONNECTION (INSPECTION OF BUILDING SEWER LINE FROM THE BUILDING TO THE SEWER LATERAL)	PRIOR TO BACKFILLING TRENCH	COMMERCIAL PLUMBING INSPECTOR	(804) 520-9297

WATER LINE & CONNECTION (INSPECTION OF THE WATER SUPPLY LINE FROM THE BUILDING TO THE METER)	PRIOR TO BACKFILLING TRENCH	COMMERCIAL PLUMBING INSPECTOR	(804) 520-9297
STORM DRAINS (INSPECTION OF ROOF DRAINAGE SYSTEM INCLUDING LEADERS AND CONNECTORS)	PRIOR TO CONCEALMENT	COMMERCIAL PLUMBING INSPECTOR	(804) 520-9297
BACKFLOW DEVICE	AFTER INSTALLATION OF BACKFLOW PREVENTION DEVICES	COMMERCIAL PLUMBING INSPECTOR	(804) 520-9297
BOILER	AFTER INSTALLATION OF BOILER	COMMERCIAL PLUMBING INSPECTOR	(804) 520-9297
GREASE TRAP	AFTER INSTALLATION OF TRAP AND PRIOR TO CONCEALMENT	COMMERCIAL PLUMBING INSPECTOR	(804) 520-9297
PLUMBING FINAL	AFTER COMPLETION OF ALL PLUMBING AND INSTALLATION OF ALL PLUMBING FIXTURES, EQUIPMENT AND APPLIANCES AND BEFORE THE FINAL BUILDING INSPECTION. HOT AND COLD WATER REQUIRED.	COMMERCIAL PLUMBING INSPECTOR	(804) 520-9297
GAS ROUGH-IN (INSPECTION OF ALL GAS PIPING AND PRESSURE TEST)	PRIOR TO CONCEALMENT	COMMERCIAL PLUMBING INSPECTOR	(804) 520-9297

GAS PIPE GROUNDWORK	PRIOR TO CONCEALMENT	COMMERCIAL PLUMBING INSPECTOR	(804) 520-9297
GAS PRODUCT LINE (FOR INSTALLATIONS UTILIZING PROPANE)	AFTER INSTALLATION OF GAS LINE FROM TANK AND BEFORE CONCEALMENT	COMMERCIAL PLUMBING INSPECTOR	(804) 520-9297
PROPANE TANK	AFTER INSTALLATION OF TANK	COMMERCIAL PLUMBING INSPECTOR	(804) 520-9297
FINAL GAS	AFTER INSTALLATION AND CONNECTION OF ALL GAS EQUIPMENT	COMMERCIAL PLUMBING INSPECTOR	(804) 520-9297
ELECTRICAL GROUNDWORK (INSPECTION OF CONDUIT AND CONDUCTORS)	AFTER INSTALLATION OF CONDUIT AND CONDUCTORS IN TRENCHES OR IN SLAB BASE MATERIAL AND PRIOR TO BACKFILLING TRENCH OR COVERING WITH SLAB BASE MATERIAL	COMMERCIAL ELECTRICAL INSPECTOR	(804) 520-9297
ELECTRICAL ROUGH-IN (WALL)	PRIOR TO CONCEALMENT	COMMERCIAL ELECTRICAL INSPECTOR	(804) 520-9297
ELECTRICAL ROUGH-IN (CEILING)	PRIOR TO INSTALLATION OF CEILING TILES	COMMERCIAL ELECTRICAL INSPECTOR	(804) 520-9297
TEMPORARY CURRENT	AFTER INSTALLATION OF THE REQUIRED GFCI PROTECTED CIRCUIT	COMMERCIAL ELECTRICAL INSPECTOR	(804) 520-9297
TEMPORARY POLE	AFTER INSTALLATION OF POLE AND PANEL	COMMERCIAL ELECTRICAL INSPECTOR	(804) 520-9297
SITE LIGHTING UNDERGROUND	AFTER INSTALLATION OF CONDUIT AND CONDUCTORS AND PRIOR TO BACKFILLING TRENCH	COMMERCIAL ELECTRICAL INSPECTOR	(804) 520-9297

ELECTRICAL FINAL	AFTER COMPLETE INSTALLATION OF ELECTRICAL SYSTEM AND PRIOR TO THE FINAL BUILDING INSPECTION	COMMERCIAL ELECTRICAL INSPECTOR	(804) 520-9297
MECHANICAL ROUGH-IN	AFTER INSTALLATION OF AIR HANDLING DUCT AND PRIOR TO CONCEALMENT	COMMERCIAL MECHANICAL INSPECTOR	(804) 520-9297
SMOKE DETECTOR LOCATION	BEFORE PLACEMENT OF DUCT / UNIT DETECTORS (INSPECTOR WILL IDENTIFY LOCATIONS FOR DETECTORS)	COMMERCIAL MECHANICAL INSPECTOR	(804) 520-9297
SMOKE DETECTOR TEST	AFTER INSTALLATION OF DETECTORS	COMMERCIAL MECHANICAL INSPECTOR	(804) 520-9297
DAMPER DROP	AFTER INSTALLATION OF SMOKE / FIRE DAMPERS	COMMERCIAL MECHANICAL INSPECTOR	(804) 520-9297
KITCHEN HOOD & EXHAUST DUCT	AFTER INSTALLATION OF HOOD & EXHAUST DUCT	COMMERCIAL MECHANICAL INSPECTOR	(804) 520-9297
DISHWASHER HOOD & EXHAUST DUCT	AFTER INSTALLATION OF HOOD & EXHAUST DUCT	COMMERCIAL MECHANICAL INSPECTOR	(804) 520-9297
SPRAY PAINT BOOTH & DUCT	AFTER INSTALLATION OF SPRAY BOOTH AND EXHAUST DUCTS	COMMERCIAL MECHANICAL INSPECTOR	(804) 520-9297
WALK-IN COOLER / FREEZER	AFTER INSTALLATION OF UNIT	COMMERCIAL MECHANICAL INSPECTOR	(804) 520-9297
SMOKE REMOVAL TEST	AFTER INSTALLATION OF SMOKE REMOVAL SYSTEM AND CONTROL CIRCUITRY	COMMERCIAL MECHANICAL INSPECTOR	(804) 520-9297
SHAFT FIRE DAMPER	AFTER INSTALLATION OF REQUIRED DAMPERS IN SHAFTS	COMMERCIAL MECHANICAL INSPECTOR	(804) 520-9297
SHAFT DUCT ONLY	AFTER INSTALLATION OF DUCT IN SHAFT	COMMERCIAL MECHANICAL INSPECTOR	(804) 520-9297

FIRE DAMPER INSTALLATION	AFTER INSTALLATION OF FIRE DAMPERS (CAN BE COMBINED WITH DAMPER DROP)	COMMERCIAL MECHANICAL INSPECTOR	(804) 520-9297
ELEVATOR SHAFT EXHAUST	AFTER COMPLETION OF ELEVATOR SHAFT EXHAUST SYSTEM	COMMERCIAL MECHANICAL INSPECTOR	(804) 520-9297
MECHANICAL FINAL	AFTER COMPLETE INSTALLATION OF ALL MECHANICAL EQUIPMENT AND BEFORE THE FINAL BUILDING INSPECTION	COMMERCIAL MECHANICAL INSPECTOR	(804) 520-9297
FIRE PROTECTION UNDERGROUND - HYDROSTATIC PRESSURE TEST	AFTER INSTALLATION OF UNDERGROUND PIPING AND PRIOR TO CONCEALMENT	FIRE & LIFE SAFETY INSPECTOR	(804) 520-9297
FIRE PROTECTION UNDERGROUND FLUSH ²	AFTER APPROVAL OF HYDROSTATIC PRESSURE TEST AND PRIOR TO CONNECTION TO SPRINKLER OR STANDPIPE RISER AND / OR FIRE PUMP.	FIRE & LIFE SAFETY INSPECTOR	(804) 520-9297
FIRE PROTECTION UNDERGROUND - THRUST BLOCKING / RESTRAINT DEVICES ²	AFTER INSTALLATION OF UNDERGROUND PIPING AND PRIOR TO CONCEALMENT	FIRE & LIFE SAFETY INSPECTOR	(804) 520-9297
FIRE PROTECTION UNDERGROUND - VAULT COATING	AFTER INSTALLATION OF VAULT WATERPROOFING AND PRIOR TO CONCEALMENT	FIRE & LIFE SAFETY INSPECTOR	(804) 520-9297
FIRE PROTECTION UNDERGROUND - VAULT COMPLETION ²	AFTER COMPLETION OF VAULT	FIRE & LIFE SAFETY INSPECTOR	(804) 520-9297
FIRE SPRINKLER SYSTEM - COURTESY HYDROSTATIC PRESSURE TEST	AFTER INSTALLATION OF SPRINKLER PIPING AND PRIOR TO CONCEALMENT OR INSTALLATION OF DROPPED CEILING	FIRE & LIFE SAFETY INSPECTOR	(804) 520-9297

FIRE SPRINKLER SYSTEM - FINAL HYDROSTATIC PRESSURE TEST	UPON COMPLETION OF THE SYSTEM INSTALLATION	FIRE & LIFE SAFETY INSPECTOR	(804) 520-9297
FIRE SPRINKLER SYSTEM - DRAINS & ALARMS	UPON COMPLETION OF THE SYSTEM INSTALLATION	FIRE & LIFE SAFETY INSPECTOR	(804) 520-9297
FIRE SPRINKLER SYSTEM - FINAL WALK-THRU / HEAD PLACEMENT	UPON COMPLETION OF THE SYSTEM INSTALLATION	FIRE & LIFE SAFETY INSPECTOR	(804) 520-9297
FIRE PUMP (PUMP ROOM GENERAL, PUMP ACCEPTANCE TEST, PUMP POWER SUPPLY)	AFTER HYDROSTATIC PRESSURE TEST AND FLUSH OF FIRE PROTECTION UNDERGROUND AND COMPLETE INSTALLATION OF PUMP, DRIVER AND CONTROLLER	FIRE & LIFE SAFETY INSPECTOR	(804) 520-9297
FIRE ALARM (FACP TEST, INITIATING DEVICE TEST, AUXILIARY FUNCTIONS TEST, COMMUNICATIONS TEST - DAC)	UPON COMPLETION OF THE SYSTEM INSTALLATION	FIRE & LIFE SAFETY INSPECTOR	(804) 520-9297
COMMERCIAL COOKING APPLIANCE HOOD SUPPRESSION SYSTEM - (FULL DISCHARGE TEST, EQUIPMENT SHUTDOWN, FAN OPERATION, EQUIPMENT LAYOUT AND COVERAGE)	UPON COMPLETION OF THE SYSTEM INSTALLATION INCLUDING ALL APPLIANCES AND FUEL SOURCES AND AFTER MECHANICAL INSPECTION OF HOOD AND DUCT	FIRE & LIFE SAFETY INSPECTOR	(804) 520-9297