



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 186**
Posting of Inspection Cards

DATE: October 14, 2010/*Revised August 1, 2014*

CREATED BY: Field Services Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update Information Bulletin (IB) 186 on posting of inspection cards. This bulletin has been updated to incorporate the department's new format for Information Bulletins.

To assist residential and commercial building contractors in knowing the status of conducted inspections, this IB establishes a uniform method that will be utilized by all sections of the Inspections Branch when leaving results of completed inspections (green, red, and yellow cards) on a jobsite. This IB will outline the general guidelines for all field inspectors to follow regarding the location where inspections cards will be left at the completion of the requested inspection.

Scope:

RESIDENTIAL NEW CONSTRUCTION

- Building Inspections
 - Foundation – plumbing drain riser.
 - Frame – interior electrical panel or front door.
 - Insulation - interior electrical panel or front door.
 - Final - interior electrical panel or front door.
 - UD Rough-in - interior electrical panel or front door.
 - UD Final - interior electrical panel or front door.
- Electric Inspections
 - CEE – plumbing drain riser.
 - Rough-in – inside interior electrical panel
 - Final – inside interior electrical panel.
- TML – inside TML panel cover.HVAC Inspections
 - Rough-in – inside Thermostat location wire.

- Final – inside Thermostat location.
- Plumbing Inspections
 - Rough-in - plumbing drain riser pipe.
 - Sewer - plumbing drain riser pipe.
 - Water service - plumbing drain riser pipe.
 - Pre-pour - plumbing drain riser pipe.
 - Top-out - washer box.
 - Final - washer box.
 - Gas rough-in – on gas gauge or washer box.
 - Gas final – on gas gauge or washer box.

RESIDENTIAL EXISTING

- All trades to leave inspection results card with owner or occupant of the residence.

COMMERCIAL NEW CONSTRUCTION

- All trades will leave inspection results card with foreman escorting inspector to the work performed or at the job trailer if the trade being inspected is not in attendance.

COMMERCIAL EXISTING

- All trades to leave inspection results card with owner or occupant of the commercial location.

By having the inspection cards placed in uniform locations by trade and inspection type we are expecting that residential and commercial building contractors and subcontractors will easily understand what inspections have been conducted and the results of the inspection.

Should you have any questions on this IB please contact Patrick Poloskey, CBO, Development Services Manager at (210) 207-0148.

Summary:

This Information Bulletin is for informational purposes only.

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