



Board of Commissioners

Anthony J. Badalamenti
Sabrina Christian Bennett
Mike Tinlin

Portage County Building Department
Floodplain Administration
Joseph L. Bodnar – Director

INSPECTIONS

Policy / Procedure / Contact Information

Required Inspections

Policy . . .

The Portage County Building Department is certified by the State of Ohio Board of Building Standards, under the Department of Commerce, to conduct all Building, Electrical, Mechanical, and related inspections for permits and plan approvals obtained through our office as defined within Sections 108.1 of the 2019 Residential Code of Ohio (RCO) and the 2024 Ohio Building Code (OBC) and Sections 3781 and 3791 of the Ohio Revised Code.

Procedure / Scheduling of Required Inspections . . .

- **Project Drawings** – Per Section 107.7 of both the RCO and the OBC, it shall be the applicant's responsibility to have one set of the signed and approved construction drawings readily available at the job site for use by the Inspector. Failure to do so may cause the requested inspection to fail and will require a re-inspection to occur at a later date, with a potential re-inspection fee, which will be due prior to the next inspection being completed.
- **Inspection Accessibility / Do Not Cover** – Per section 108.1 of both the RCO and OBC, it shall be the applicant's responsibility to cause the work to remain accessible and exposed for inspection purposes until the work has been inspected to verify with the approved construction documents. In the event the inspection area is covered, leaving the inspection area not accessible, or exposed; an Adjudication / Stop Work Order may be issued as defined in Section 109.1, along with the available options to bring the area into compliance.
- **Duties** – It is the applicant's duty to request all required inspections through the online portal. Failure to do so will require that the area or work that was not inspected to be exposed, for the required inspection, before any further work can proceed.
- **Scheduling Inspections / Next Day Service** – The Portage County Building Dept generally can and will provide next day service for all inspections. Next day service means the next business day of regular operation, excluding weekends and holidays.

NOTE:

1. Sections 108.1 of both the RCO and the OBC provides for up to 4 business days to conduct the requested inspection. In the event that the requested inspection cannot be completed within this prescribed period, subsequent work is then allowed to proceed, only up to the level of the next required inspection (see Required Inspections document).

- over -



- **Special Notes on Daily Timing of Inspections** – Due to a limited workforce and coverage area, we do not schedule inspections by specific or approximate time. It is each Inspectors responsibility to route their daily inspections in the most efficient and economical methods possible (see notes section at the end of this document).
- **Re-Inspections Fees** – It will be the decision of the Inspector to require a re-inspection fee before the next inspection takes place, based on re-occurrences of defined code violations and/or the project not being ready for the required inspection.

If your permit was pulled January 22nd, 2024, or after: All inspections are to be requested through the on-line portal associated with the applicant's account.

If your permit was pulled prior to January 22nd, 2024: You may still request an inspection by calling the office at 330-297-3530.

Contact Information . . .

- Building / Mechanical Inspector – *Dexter LeMon* **330-235-2766-Cell
330-298-2107-Desk**
- Electrical Inspector – *Mike Koken* **330-235-2621-Cell
330-297-3533-Desk**
- General Questions & Inspection Requests **330-297-3530**

Notes:
Please feel free to contact the Inspector's at their above phone numbers, to discuss the technical aspects of any inspection that is to be performed, or as a result of an inspection that has been performed. You may also call the Inspector's to obtain a general idea of where your inspection falls into that day's routing only; **no specific times will be provided.**



Board of Commissioners

Anthony J. Badalamenti
Sabrina Christian Bennett
Mike Tinlin

Portage County Building Department
Floodplain Administration
Joseph L. Bodnar – Director

Required Residential Inspections – by sequence

[To be used in concert with the Inspection – Policy & Procedure document.]

[] Re-Roofing

- **Request online for the Final Inspection** when the re-roof installation project is complete.
- **The Building Inspector** will complete the inspection when next in the geographic region of the job site, but not to exceed the maximum allowable inspection time frame of 4 business days, exclusive of weekends and legal holidays, per RCO 108.1.

[] Decks / Porches / Ramps / Gazebos – post type construction (with & w/o roof):

- **POST HOLES** – before concrete is poured
- **FRAME** – after all posts, beams, joists, trusses or rafters, roof coverings, etc are erected; but before flooring and railings are installed. Truss-cut sheets must be available for the Inspector.
- **FINAL** – project complete per approved drawings.

[] Accessory Buildings (post-frame construction / pole barns)

- **POST HOLES** – before concrete is poured
- > > > *Underground Electric – if applicable (a)*
- > > > *Rough Electric – if applicable (b)*
- > > > *Rough Plumbing – if applicable (d)*
- **UP-LIFT BLOCKING** – 3 methods: install blocking on posts and have available during post-hole inspection / install blocking and leave 2 opposite corners and 1 mid-point post hole exposed for viewing during frame inspection / take photo's of all posts with blocking installed and provide to Inspector during frame inspection.
- **FRAME** – after all posts, girts, girders, trusses or rafters, roof coverings, etc are erected. Truss-cut sheets must be available for the Inspector.
- > > > *Final Electric – if applicable (c)*
- > > > *Final Plumbing – if applicable (d)*
- **FINAL** – project complete per approved drawings



[] **Accessory Buildings (continuous foundation)**

- **FOOTING** – before concrete is poured.
- **FOUNDATION** – after all walls are constructed, complete with any exterior parging, sealing & insulation + installation of anchor bolts and foundation drain pipes (before covering) – as per approved drawings.
- > > > *Underground Electric – if applicable (a)*
- > > > *Rough Electric – if applicable (b)*
- > > > *Rough Plumbing – if applicable (d)*
- **FRAME** – after all studded walls, trusses or rafters, roof coverings, etc are erected. Truss-cut sheets must be available for the Inspector.
- > > > *Insulation – if applicable*
- > > > *Final Electric – if applicable (c)*
- > > > *Final Plumbing – if applicable (d)*
- **FINAL** – project complete per approved drawings.

[] **New Dwelling, Additions, Attached Garages (continuous foundation)**

- **FOOTING** – before concrete is poured.
- **FOUNDATION** – after all walls are constructed, complete with any exterior parging, sealing & insulation + installation of anchor bolts and foundation drain pipes (before covering) – as per approved drawings.
- **UNDERGROUND ELECTRIC (a)**
- **ROUGH ELECTRIC (b)**
- **ROUGH PLUMBING (d)**
- **FRAME / ROUGH HEAT / ROUGH FIREPLACE INSERT** – after all studded walls, trusses or rafters, roof coverings, etc are erected and all fire-stopping and/or fire-blocking is completed. Truss-cut sheets must be available for the Inspector.
- **INSULATION** – after all insulation throughout the building is installed per the IECC *ResCheck*, or equivalent document submitted and approved with the application.
- **FINAL ELECTRIC (c)**
- **FINAL PLUMBING (d)**
- **FINAL: BUILDING, HVAC and (FIREPLACE INSERT if applicable)** – project is complete per approved drawings.
- **BLOWER DOOR TEST (New Dwellings Only)** – As defined in RCO 1104.4.2.2 - All new dwellings are required to have a "Mandatory" blower door test from an independent 3rd party agency; which verifies a maximum of 5 Air Changes per Hour (ACH) @ 50 Pascals.

Notes:

1. The sequence of inspections defined herein, are required to be followed. The previous inspection must be conducted and approved, prior to the next inspection being requested.
2. An approved set of construction drawings must be available for the inspector at the time of the inspection. Failure to do so will cause the inspection to fail and require it to be rescheduled. Please place the drawings in a conspicuous place at, in, or near the project site and for everyone's convenience it is recommended that they be placed in a weatherproof container (i.e. plastic bag or other such implement).

(a) Underground Electric

- Trench is excavated and not covered (Note: For direct burial cable, the inspector will also verify the base condition of the trench as well as the adjacent fill to determine compliance with NFPA 70 – Article 300.5(F).
- Service wire and/or conduit is installed between the power source and point of termination.
- Caution ribbon is installed or on-site ready for installation.

(b) Rough Electric

- All wiring is installed between the service panel and points of termination and wires are stripped and/or pigtailed as required by circuit design.
- All hardware – outlet boxes, switch boxes and junction boxes are installed – no final connections.

(c) Final Electric

- All devices are installed.
- All wiring connected.
- Service is energized.

(d) Rough & Final Plumbing

- Contact the Portage County Health Department for specific details and requirements.

CERTIFICATE of OCCUPANCY

- NOTE: The blower door test document showing compliance (*and if applicable, the Septic Approval from the Portage County Health District*) are required to be submitted before the Certificate of Occupancy can be issued.
- No residential building or structure, in whole or part, shall be used or occupied until the Residential Building Official has issued an approval in the form of a Certificate of Occupancy. Any contractor that permits occupancy prior to obtaining the "approved" final inspection report, will be subject to having their contractor registration revoked.
- Exception . . . The Residential Building Official may permit temporary occupancy, based upon receipt of a letter of request from the owner, coupled with the conditions that exist, and require completion.

March 2024