



COMMUNITY DEVELOPMENT DEPARTMENT
 1307 Cloquet Avenue
 Cloquet, MN 55720
 Phone: 218-879-2507 • Fax: 218-879-6555

INSPECTION RECORD CARD
 24 HOUR NOTICE IS REQUIRED FOR ALL INSPECTIONS
 Call The Community Development Department
 at 218-879-2507 to schedule an inspection

FINAL INSPECTION APPROVALS

	Required Final Inspections	Inspector	Date
	FOOTING & FOUNDATION		
	SLAB & UNDER-FLOOR		
	SITE UTILITIES		
	INSULATION/ENERGY CODE		
	FIRESTOPPING		
	GYPSUM BOARD & LATH		
	STRUCTURAL/FRAME		
	PLUMBING		
	MECHANICAL		
	ELECTRICAL		
	FIRE ALARM SYSTEM		
	FIRE SPRINKLERS		
	FIRE CODE		
	HEALTH DEPARTMENT		
	SPECIAL INSPECTION / Radon		
	FINAL OCCUPANCY		

PROJECT TITLE _____ PROJECT NO. _____

LOCATION/ADDRESS _____

TYPE OF WORK _____ DATE PERMIT ISSUED _____

CONTRACTOR _____ DESIGNER _____

****For inspection log, see inside cover****

THIS CARD MUST BE POSTED IN A CONSPICUOUS LOCATION ON THE JOBSITE

INSPECTION LOG

LOG NO.	INSPECTION TYPE & LOCATION	INSPECTOR	DATE

INSPECTOR(S) TO RECORD ALL SITE INSPECTIONS & VISITS

“BUILDING SAFETY IS NO ACCIDENT”

REQUIRED INSPECTIONS

As required by the State Building Code: It is the duty of the permit applicant to cause work to remain accessible and exposed for inspection purposes. It is the duty of the person doing work authorized by a permit to notify the appropriate official that such work is ready for inspection. It is the duty of the person requesting the inspection to provide access to and a means for inspection of the work.

FOOTING & FOUNDATION: Prior to pouring any concrete, all footing and formwork, including reinforcement and miscellaneous embedments, must be inspected.

SLAB & UNDER-FLOOR: Inspections shall be made after in-slab or under-floor reinforcing steel and other conduits, pipes, etc are in place, but before any concrete is placed.

SITE UTILITIES: All site utilities, including the water service, sanitary sewer/septic system(s), storm sewer etc. must be inspected and/or tested by the appropriate authority having jurisdiction prior to covering or concealment.

INSULATION/ENERGY CODE COMPLIANCE: All required exterior envelope insulation, vapor barriers & retarders, all required ducts, pipes and apparatuses, must be insulated and approved prior to concealment.

FIRESTOPPING: All penetrations of any fire-resistive membrane, including walls, floors, roofs, ceilings, etc. must be inspected for proper placement and installation of the required fire-stop system. All sealing of fire-rated penetrations must be inspected and approved prior to concealment.

GYPSUM BOARD: Gypsum board & lath inspections shall be made after they have been installed but before any plastering is applied or joints and fasteners are finished. (Only required in fire-resistive or shear assemblies)

STRUCTURAL/FRAME: All framework, structural and non-structural, must be inspected and approved prior to covering. All rough-in mechanical, (i.e. plumbing, electrical, mechanical, fire suppression, etc.) must have already been inspected and approved at this stage.

PLUMBING, MECHANICAL, ELECTRICAL AND FIRE SPRINKLER SYSTEMS: All plumbing piping, including waste/vent and water piping must be inspected prior to concealment. All mechanical ductwork, fire dampers, flues, controls, equipment, gas, hydronic & process piping, must be inspected prior to concealment. All electrical wiring, controls and equipment must be inspected prior to concealment.

SPECIAL INSPECTIONS: In accordance with the Special Inspection Requirements of the code, it may be necessary for special inspectors to be employed to inspect such things as soils, concrete strength, steel reinforcing placement, structural welding and bolting, spray-on fireproofing, structural masonry construction, smoke control systems, pilings, caissons and other inspections as deemed necessary by the Architect and/or Engineer of record. Work requiring special inspections may not be covered/concealed until required inspections are complete and approved.

HEALTH DEPARTMENT: Inspections by Health Department personnel may be required for commercial kitchen installations, food and beverage establishments and other associated operations. Verify required Health Department inspections with the State Health Department.

FIRE CODE: Applicable State Fire Code regulations must be completed and approved by the Fire Marshal prior to final inspection and occupancy of the building or structure.

OTHER REQUIRED INSPECTIONS: Depending on the building and the type of equipment specified for installation, the code allows for other required inspections as deemed necessary by the authority having jurisdiction. Other required inspections will be identified at the time of permitting or preconstruction meeting.

FINAL INSPECTIONS: A final inspection will be required for all plumbing, electrical, mechanical, fire suppression, fire alarm, fire code, health and building code compliance issues. Upon successful completion and approval of all systems, a Certificate of Occupancy will be issued.