

Tips for a Successful Construction Project

- Once approved, you have 12 months to start, then must have an inspection every **6 months**.
- Review the Certificate of Plan Approval. Submit *outstanding* items if working on a *partial* approval.
- Have the Approved Plans on site. *Don't lose the Approved Set of plans.*
- Use a notebook to keep **all** the permits / Approved plans.
- Do set up a workspace for Approved plans for the inspector. *A sheet of OSB on sawhorses works well, a temporary toilet does not. Don't use a tightly rolled cylinder.*
- Do NOT allow Sub-Contractors to use the Approved Plans.
- Start early. Check the work before inspection. Be ready. Be on time.*
- Call (937) 521-2160 to request inspection before 3:30 p.m. Subject to availability.
- Do POST the job address clearly.
- You are not required to be present; it can be very helpful if you are present.
- Schedule inspections **early** if time sensitive. *Especially concrete. (2 days prior is recommended).*
- If an inspection fails, contact the office to reschedule. *Fees apply and must be paid before rescheduling.*
- Only the Applicant or Owner may call for an inspection.
- Provide equipment (gauges, ladder, etc.) for inspection.
- Submit any revisions for approval. Allow sufficient time for plan review.
- Understand the inspection process, request inspections in the correct order. See attached list.
- Keep the job site clean and orderly. **BE SAFE!** The inspector will not conduct an inspection if the job is unsafe.
- Confused??? Request a consultation inspection. *Fees apply.*

