

ROUTT COUNTY REGIONAL BUILDING DEPARTMENT

136 6TH Street, P.O., Box 773840, Steamboat Springs, CO 80477, (970) 870-5566, FAX (970) 870-5489

UBC FACTORY BUILT HOME INSPECTIONS

• **SCHEDULING INSPECTIONS** – It is the responsibility of the permit holder, or person doing the work authorized by the permit, to properly notify the building department of all work that is ready for inspection. Inspection requests may be filed in person at the building department office, or by entering a request on the **Telephone Inspection Processing System (TIPS)** by calling the number below, or through the website at www.co.routt.co.us/building_inspections may be scheduled on the **TIPS** line or on the website through midnight the day prior to the inspection. Inspection requests made through personal contact with the building department must be received no later than **4:00 PM** the day prior to inspection.

• INSPECTION REQUEST PHONE NUMBER.....**879-0013**

INFORMATION REQUIRED. Individuals scheduling inspections must provide the following information or the inspections will not be scheduled:

- √ **OWNER'S NAME**
- √ **JOB ADDRESS, LOT & SUBDIVISION**
- √ **CONTRACTORS NAME**
- √ **PERMIT NUMBER**
- √ **TYPE OF INSPECTION**
- √ **DATE OF INSPECTION**

SCHEDULING TIMES. If you need to schedule a time to meet an inspector or just want to know where you fit into the daily schedule for inspections, please call **870-5566** the morning of the inspection between **8:00 – 8:30 AM** to speak with an inspector. Inspectors will not be available for phone calls after **8:30 AM**.

• Inspectors will do their best to accommodate your schedule; however, it is often impossible to provide all inspections requested for that day and meet with each permit holders desired schedule.

WORK READY FOR INSPECTION. It is the responsibility of the individuals scheduling the inspections to make sure the work is ready to be inspected and that the job is accessible and exposed for inspection purposes. A **reinspection fee** will be assessed for work that is not ready and the inspection has not been canceled.

APPROVED PLANS AT JOB SITE. The owner's copy of the **approved** plans and specifications shall be readily available at the construction site for inspectors at the time of inspection. The owner's or construction site copy shall be maintained in legible condition.

• INSPECTIONS WILL NOT BE DONE IF APPROVED PLANS ARE NOT AVAILABLE!!!

• **REQUIRED INSPECTIONS** – All construction work for which a permit is required shall be subject to all inspections required by the adopted model codes and standards.

• To minimize delay of inspection approvals, please check to see that the work is complete, ready for inspection and is in conformance with the approved plans and specifications prior to requesting inspections!

• Work shall not be done on any part of the building systems beyond the point indicated in each successive inspection without first obtaining the approval of the building department!

- No part of any building or structure shall be covered or concealed without first obtaining the required inspections and approvals by the building department. The building department shall not be liable for any expense entailed in the removal or replacement of any material required to allow proper inspection!

FOUNDATION INSPECTIONS. Foundation inspections are required as follows:

Footings. Inspection to be made after the forms for the footings are complete and reinforcing steel is in place (prior to placing concrete). Excavations will be checked to verify that footings are placed at the proper depth and on suitable bearing soils per the approved plans.

Exterior deck and porch piers. Inspection to be made after piers are formed and required reinforcing steel is in place (prior to placing concrete). Piers will be checked to verify that they are placed at a proper depth on suitable bearing soils per the approved plans.

Foundation walls. Inspections shall be made after the forms for the foundation walls are complete and the reinforcing steel is in place (prior to placing concrete). Foundation walls will be checked to verify that they were erected per the approved plans.

ROUGH INSPECTIONS. Rough building, electrical, plumbing and mechanical inspections for the factory built home installation are required as follows:

Rough building inspection. Inspection to be made after the factory built home is set on the foundation wall in a level position with the building properly fastened to the sill plate. Exterior deck and porch framing should be inspected at this time. Site built structural and non-structural framework shall be inspected after the roof, framing, fire blocking and bracing are in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing and mechanical systems are installed and ready for inspection. For site built roof systems, truss certificates shall be available for the inspection. It is important that you review the certificates to make sure that all required truss bracing is in place at the time of the framing inspection!

Rough plumbing inspection. When the drain, waste and vent (DWV) system and the water piping system are installed under the factory built home or in a basement or site built addition, the DWV and water piping shall be inspected and approved before being concealed. Piping shall be installed, properly supported and pressure tested as required. Pressure tests shall be fully charged before the inspector's arrival. The permit holder shall be responsible for providing the equipment, material and labor necessary for the required pressure tests.

TESTING REQUIREMENTS:

- **Drain, Waste, and Vent Piping (DWV):** The drain, waste and vent systems for basements and site-built construction may be tested with air or water. These systems or sections shall be tested with not less than a ten (10) foot head of water. Air tests shall be made by forcing air into the system until there is a uniform gage pressure of 5 psi. In either method of test, the piping shall withstand the test without leaking for not less than fifteen (15) minutes.

- **Drain, Waste and Vent Connections, (DWV):** When the connections for the factory built home are installed and the home is in a level position (i.e. connected to its permanent foundation) the DWV connections shall be tested. The system shall be filled with water to the rim of the toilet (plug shower and floor drains). It will also be necessary to plug the building drain at the point where it will be or is connected to the building sewer. This test shall be in place before the inspector's arrival.

- **Water Piping:** The hot and cold water supply system shall be tested and proved tight under a water pressure not less than the working pressure under which is to be used. Water used for tests shall be obtained from a potable source. A 50 psi air pressure test may be substituted for the water test. In

either method of test, the piping shall withstand the test without leaking for not less than fifteen (15) minutes.

- If you cannot test the rough plumbing at the same time as the other rough inspections due to freezing temperatures and lack of heat, an additional inspection will be required for the rough plumbing test once the heat is turned on. The rough plumbing piping shall be in place at the time of the other rough inspections.
- Make sure that the work will stand the required pressure test before requesting inspections!

Rough Mechanical Inspections. Exterior gas yard piping shall be inspected and approved before being covered and/or backfilled. Ductwork, appliance vents, chimneys, hydronic piping systems, process piping systems, and fuel gas piping shall be installed, properly supported and pressure tested as required. Pressure tests shall be fully charged before the inspector's arrival. The permit holder shall be responsible for providing the equipment, material and labor necessary for the required pressure tests. Required nail protection plates shall be installed and required tie-down inspection shall be inspected and approved prior to release for service.

PRESSURE TESTING REQUIREMENTS:

- Fuel Gas Piping: Low pressure gas piping in the building shall be tested and proved tight under an air pressure of not less than 10 psi for not less than fifteen (15) minutes. For yard piping carrying gas at pressures in excess of fourteen (14) inches of water column, the test pressure shall be 60 psi for not less than thirty (30) minutes. Low pressure yard piping shall be tested at 10 psi for 15 minutes.
- Make sure that the work will stand the required pressure test before requesting inspection!
- Please schedule building, electrical, plumbing and mechanical rough-in or final inspections for the **same day!!** Due to the large geographical area served and the travel time involved, it is impractical for building department inspectors to make numerous trips to an individual job site for rough-in or final inspections.

ELECTRICAL SERVICE INSPECTION

Service equipment, conduit or cable from the exterior disconnect to the interior panel, all wiring terminations at the above equipment, any crossover connections between multiple sections, and all required bonding and grounding of the home and electrical service shall be completed and ready for service.

Where site-built construction or additions (i.e. mudrooms, porches, basements, etc.) are added to factory built homes and electrical work other than the factory home hookup is required, all electrical cable and conduit shall be inspected and approved before being concealed. All outlet boxes shall be mounted and cable and conduit shall be installed and properly supported. Conductors (wires) in outlet boxes, including grounds, shall be made up and connected. Metal boxes shall be grounded. Required nail plate protectors shall be installed.

Power will be released for any home secured to a crawl space type foundation, with no additions (mud room, garage) and no equipment (well or heating) in the crawl space, when the factory built home electrical service inspection, footing/foundation inspections, and Right-of-Way (driveway) inspections are approved. This inspection will serve as both the rough inspection and final inspection. The inspection report will indicate "Rough and Final".

Power will be released for homes with attached addition, or secured to a basement, when rough inspections for framing, mechanical, plumbing as well as electrical are completed, along with the Right-of-Way approval. This inspection report will indicate that a "Final inspection is required".

FINAL INSPECTIONS. Final inspections and approvals of the factory built home and the building service equipment, for which permits have been issued, shall be made after finish grading and the building is completed and ready for occupancy. A final inspection will also be required for all new construction within the

City of Steamboat Springs. Please call the Planning Department at 879-2060 to schedule this inspection. Final inspections are required as follows:

Final Building Inspections. All permanent roofing, siding and veneers for protection of weather-exposed surfaces shall be installed. Exterior doors and windows shall be installed. Exterior decks and guardrails shall be completed. Required interior finishes shall be completed. Exterior and interior stairs shall be completed including required guardrails and handrails. Required smoke detectors shall be installed. Finish grade and exterior drainage shall be completed. Permanent address numbers shall be installed.

Final Electrical Inspections. All electrical fixtures and equipment shall be installed and in operating condition. See **ELECTRICAL SERVICE INSPECTION** section above.

Final Plumbing Inspections. All plumbing fixtures, traps and equipment shall be installed and in operating condition.

Final Mechanical Inspections. All mechanical appliances and equipment shall be installed and in operating condition and tested and approved as may be required by the Mechanical Code.

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| <ul style="list-style-type: none">• Final inspections and approvals are required for all work for which permits have been issued!! |
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- **CONNECTION TO UTILITIES** – No person shall make connections from a source of energy, fuel or power to the factory built home building service equipment, which is regulated by the technical codes for new factory built home installation, until approved by the building department.

ELECTRIC UTILITY SERVICE. The building department will approve electrical utility service connections as follows:

Construction Electrical Service (CES). Transient electrical service equipment, temporarily located for construction purposes only will be approved for utility connection after the installation has been inspected and approved.

Electrical Service to Building (TES). See **ELECTRICAL SERVICE INSPECTION** section above for requirements.

GAS UTILITY SERVICE. Gas utility service and LPG fuel connections will be approved provided that all rough mechanical inspections are approved, at least one permanent building heating appliance is installed, inspected and approved for operation, combustion air provisions have been complied with, and if applicable, permanent LPG yard piping is installed and approved.

- **CERTIFICATES OF OCCUPANCY** – Buildings or structures which are new or have undergone major additions and alterations or changes in occupancy classification shall not be used or occupied until a Certificate of Occupancy has been issued.

When final inspections for building and building service equipment have been approved and other local government departments (i.e. Planning, Engineering, Health, etc.) have granted their approvals the Certificate of Occupancy (CO) will be issued. Certificates of Occupancy are not required for minor additions, alterations or remodels to existing structures when no change of occupancy classification occurs.