

SPOTSYLVANIA COUNTY BUILDING SAFETY OFFICE



MINIMUM REQUIRED RESIDENTIAL INSPECTIONS LISTED BY PROJECT

The following are the required inspections set forth by the USBC (Uniform State Building Code) for residential building inspections. As with any construction project there may be more inspections necessary for a particular project, these are the minimum inspections overall. Please have all work inspected prior to concealment. Office hours are 8:00a.m.–4:30p.m., Monday thru Friday. The Inspectors' are in the office and available to receive calls and answer questions at 540-507-7246 between 8:00 a.m.–8:30a.m., and between 4:00p.m. – 4:30p.m. only. You may also call 540-507-7251 to speak to the Inspection Supervisor between 8 a.m. and 4:30 p.m. Inspection assignments are available by 8:00 a.m. on the county web page at www.Spotsylvania.va.us. Enter the building page to find the inspector assigned your inspection as well as the inspectors contact information.

Please call the Inspection Request Line (540) 507-7087) and follow the instructions below to schedule inspections or see online inspection scheduling instructions

SPOTSYLVANIA COUNTY (IVR) INTERACTIVE VOICE RESPONSE SYSTEM
(540) 507-7087

Next business day inspection request cut off time is 4:00 pm. Inspections can be requested to occur on any county business day except for the 3rd Wednesday of each month, which is a Building Dept. training day. However, Zoning & Erosion inspections may still occur. Call 540-507-7087 and follow the menu below to schedule an inspection.

- 1- TO REQUEST AN INSPECTION PRESS 1
- 2- FOR RESIDENTIAL PERMITS PRESS 1, FOR COMMERCIAL PERMITS PRESS 2, FOR USE PERMITS PRESS 3
- 3- ENTER YOUR PERMIT NUMBER THEN PRESS #, THERE IS NO NEED TO ENTER RES OR COM, THIS TELLS YOU PERMIT TYPE. WHEN ENTERING DASH, HIT THE * (star) KEY TWICE.
(TO ACCEPT – PRESS 1, TO REENTER – PRESS 2)
- 4- ENTER THE THREE (3) DIGIT INSPECTION CODE (REFERENCE LIST LOCATED BELOW)
- 5- IS THIS A REINSPECTION
YES – PRESS 1
NO- PRESS 2
- 6- ENTER TWO (2) DIGIT MONTH (EXAMPLE MARCH – 03)
- 7- ENTER TWO (2) DIGIT DATE FOR INSPECTION (EXAMPLE 01 THRU 31)
- 8- CONFIRM INSPECTION DATE
PRESS 1 TO ACCEPT
PRESS 2 TO DECLINE
- 9- TO REQUEST ANOTHER INSPECTION FOR THE SAME PERMIT NUMBER – PRESS 1
TO RETURN TO THE MAIN MENU – PRESS 2
TO END THIS CALL – PRESS 3

INSPECTION RESULTS

- 1- TO HEAR INSPECTION RESULTS PRESS 2
- 2- ENTER YOUR PERMIT NUMBER THEN PRESS #
- 3- (TO ACCEPT – PRESS 1, TO REENTER – PRESS 2)

4- TO HEAR THE RESULTS OF ANOTHER INSPECTION PRESS 1, TO RETURN TO THE MAIN MENU PRESS 2

CANCELING AN INSPECTION

- 1- TO CANCEL AN INSPECTION PRESS 0
- 2- ENTER YOUR PERMIT NUMBER THEN PRESS #
- 3- (TO ACCEPT – PRESS 1, TO REENTER – PRESS 2)
- 4- PLEASE ENTER YOUR 3 DIGIT INSPECTION CODE
- 5- ENTER INSPECTION DATE (USING A TWO DIGIT MONTH AND A TWO DIGIT DAY)
- 6- TO CANCEL THIS INSPECTION PRESS 1
- 7- TO DELETE THIS CANCELLATION REQUEST PRESS 2

****CANCELLATIONS** – Cancellations may be made through the IVR up to 4 pm the day prior to the scheduled inspection. To cancel the inspection on the same day that it is scheduled, call an Inspector at 540-507-7246 between 8- 8:30 a.m. If the inspection is not canceled prior to an inspectors arrival on site, the inspection will be conducted as scheduled and considered a failed inspection if not ready.

****RE-INSPECTION FEES** - Will be charged per the **Community Development Fee Schedule** when applicable. Please note that the Building, Zoning, and Erosion re-inspect fee policy does vary. Please call us with questions @ 540-507-7222. “A Building re-inspection fee of \$75 is applied each time a re-inspection is conducted.”

INSPECTION TIMES – To find out an estimated time of your building inspection, you may call 540-507-7246 between 8am – 8:30am the morning of the inspection and speak to an Inspector. You may also visit our web page at Spotsylvania.va.us and open the “Building” page to find out what inspector has your inspection and how to contact them directly for an approximate inspection time. (A 2-hour time frame is typically given)

ONLINE INSPECTION SCHEDULING

To schedule inspections online go to www.spotsylvania.va.us under “Government Services” please go the “Building” page and select “Schedule an Inspection” At the top of the window, select “set up account”. Follow the directions to create an account, user ID and password. Log in to your account, this will bring up your “dash board”. You may link your permits to your dashboard by clicking the “Link to Permits” button and enter the permit number. Once this is done you will be able to schedule and cancel inspections, and view inspection results as well as print the inspection history. While scheduling inspections you may also enter notes to the inspector.

Please call Ernie Dehr, Inspection Supervisor at 540-507-7251 if you have questions or experience problems with this feature.

**Inspector Contact list:
Building Inspectors**

Name & E-mail	Title	Office Number	Cell Number
Ernie Deihr edeihr@spotsylvania.va.us	Inspection Supervisor	540-507-7251	540-760-7846
Brian Marvin bmarvin@spotsylvania.va.us	Com Mechanical/Res	540-507-7243	540-388-9436
Chuck Stiles cstiles@spotsylvania.va.us	Com Electrical /Res	540-507-7247	540-907-3652
Justin Williams jkwilliams@spotsylvania.va.us	Com Plumbing /Res	540-507-7249	540-907-3758
Kevin Perry kperry@spotsylvania.va.us	Com Mechanical /Res	540-507-7244	540-907-3805
Ricky Laney rlaney@spotsylvania.va.us	Residential Combination	540-507-7242	540-907-3930
Vic Wolf vwolf@spotsylvania.va.us	Com Building /Res	540-507-7248	540-322-9105
Terry Fellingner tfellingner@spotsylvania.va.us	Residential Combination	540-507-7250	540-424-1282
John Jordan jjordan@spotsylvania.va.us	Com Building/Res	540-507-7252	540-388-9444

Name & email	Title	Office Number	Cell Number
Erosion Inspectors:			
Chantz Ballard cballard@spotsylvania.va.us	Erosion/ Sediment Control Inspector	540-507-7219	540-907-3316
Joe Gassaway jgassaway@spotsylvania.va.us	Erosion/ Sediment Control Inspector	540-507-7265	540-760-7862
Rick Tapp rtapp@spotsylvania.va.us	Erosion/ Sediment Control Inspector	540-507-7274	540-907-3261

POSSIBLE REQUIRED EROSION INSPECTIONS

If land disturbance for any structure is 2500 sq. ft. or large, then an Erosion bond is required and the following minimum inspections are also required: Contact Environmental Engineering for more Information concerning required inspections: 540-507-7222 and press #3

TYPE OF INSPECTION

IVR CODE and DESCRIPTION

1st Erosion (prior to footing inspection)
Final Erosion (prior to Final inspection)

801-Must be approved prior to footing inspection
803-Final grade, seed, and straw, or Hydro seed

Bond Release (yard stabilized & established)
 Final Erosion & Bond Release
 Temporary Final erosion

805-Vegetation established
 806- contact erosion inspector for requirements
 802- contact erosion inspector for requirements

NEW SINGLE FAMILY HOMES:

TYPE OF INSPECTION

1st Erosion
 Footing
 Concrete Poured Wall (pre-pour)
 Foundation (Pre-framing)
 Plumbing Groundworks
 Basement Slab
 Garage Slab
 Waterproofing/Drain tile
 Drain Tile to Daylight
 Water/Sewer
 Braced Wall/Veneer
 Plumbing Rough-In
 Mechanical Rough-In
 Electric Rough-In
 Framing /Air Barrier
 Electric Service
 Insulation
 Final Erosion
 Final Occupancy

IVR CODE and DESCRIPTION

801- if disturbance is more than 2500 s.f. (prior to footing)
 200- open trench prior to concrete placement
 201- if concrete foundation is used
 203-anchors and sill plate installed (see description)
 302- under test prior to concrete slab placement
 204- prior to concrete placement
 205- prior to concrete placement
 202- if interior grade or floor is lower than exterior grade
 211-Foundation gravity drain to daylight prior to covering
 305-through foundation to street connection under test
 103- see attached description
 301-All water and dwv installed and under test
 401-All duct work installed (see special requirements)
 *501-All wiring installed to boxes, ready for devices
 104- see attached description (after or in conjunction with trades)
 *503- Meter base set & connected at panel, gfci rec.installed (weather tight)
 603-Previous deficiencies corrected and exposed (see description)
 803- if disturbance is more than 2500 s.f.
 990-Ready for occupancy (see attached description)

A re-inspection may be required prior to concealment by insulation or finish materials.

* Electric Rough and Service may be inspected together using code "500"

The following are other Single Family Home inspections that may be required depending upon your specific installation:

TYPE OF INSPECTION

Deck Footers/piers
 Porch slab
 Slab/footer other
 Shower Pan Liner Test
 Gas line (inside or outside)
 Mechanical Water Heater
 Propane Tank (above and below ground)
 Geo-thermal line pressure test
 UFER Ground (footer/foundation steel bond)
 Buried Cable or Conduit
 Drainfield Septic System Wiring
 Electric Service Upgrade/Relocation
 Emergency Generator Test

IVR CODE and DESCRIPTION

210- no debris/mud/water prior to concrete placement
 208- all exterior porches and stoops
 213-areaway steps/slab misc. slabs/footers
 309-sub-base w/liner, sub-drain, and water test
 402- Minimum 10psi air test, line exposed
 403- gas water heater install or replacement
 404- Tank exposed
 412- Header lines exposed 100 psi water test/30 mins.
 506- Prior to concealment by dirt or concrete
 509- exposed, prior to concealment
 516-From building to pump and controller
 505-upgrade to higher amperage or relocate service
 513- perform start-up test

Masonry Fireplace and chimney inspections will be required if installed. (See Masonry Fireplace pg. #6 for inspection codes)

NOTE: 3rd party certification of foundation backfill material may be required per your soils evaluation report.

MANUFACTURED HOMES:

1st Erosion

801 -if disturbance is more than 2500s.f (prior to footing)

Piers, Tie-Downs, Electric, Water/Sewer
 Marriage Wall Connection
 Deck Piers
 Final Erosion
 Final Occupancy

621- initial setup complete and exposed for inspection
 623- For 2 or more section homes before concealment
 210- no debris/mud/water prior to concrete placement
 803-if disturbance is more than 2500 s.f.
 990- all work complete ready for occupancy or use

Other possible inspections related to manufactured homes are:

Piers and Tie-downs
 Piers, Tie-downs & Electric service
 Gas Line (inside or outside)
 Propane Tank (above and below ground)
 Water & Sewer (well line & sewer line)
 Buried Cable or Conduit
 Drainfield Septic System Wiring

620- home set, piers, tie-downs installed
 622- home set, piers, tie-downs, elec. installed
 402- Minimum 10psi air test, line exposed
 404- Tank exposed
 305- through foundation to well and septic
 509- exposed, prior to concealment
 516-From building to pump and controller

MODULAR HOMES:

NOTE- F, P, M & E-Indicates Framing, Plumbing, Mechanical, & Electric Rough-in

1st Erosion
 Piers, Tie-Downs, Electric, Water/Sewer
 Footing
 Concrete poured wall (pre-pour)
 Foundation (prior to setting house)
 Waterproofing/Draintile
 Plumbing Groundworks
 Basement Slab
 Marriage wall Connection
 Basement F, P, M, & E rough-in
 Electric Service
 Insulation
 Water/Sewer
 Final Erosion
 Final Occupancy

801-if disturbance is more than 2500s.f (prior to footing)
 621- if house is on steel frame supported by piers
 200- if house is supported on trench footer/foundation
 201- formed concrete foundation prior to concrete pour
 203- foundation, anchors, and sill plate installed
 202 -if interior grade/floor is lower than exterior grade
 302- if applicable
 204- if applicable
 623 -for 2 or more sectioned homes before concealment
 105 -if applicable
 503- Meter base set & connected at panel, gfci rec. installed
 603-If applicable
 305-through foundation to well and septic
 803- if disturbance is more than 2500 s.f.
 990- Complete and ready for occupancy

The following are other inspections that may be required for Modular Homes depending upon your specific installation:

Type of Inspection

Deck Footers/piers
 Porch slab
 Slab/footer other
 Gas line (inside or outside)
 Propane Tank (above and below ground)
 UFER Ground (footer/foundation steel bond)
 Buried Cable or Conduit
 Drainfield Septic System Wiring

IVR Code and DESCRIPTION

210- no debris/mud/water prior to concrete placement
 208- all exterior porches and stoops
 213-areaway steps/slab misc. slabs/footers
 402- Minimum 10psi air test, line exposed
 404- Tank exposed
 506- Prior to concealment by dirt or concrete
 509- exposed, prior to concealment
 516-From building to pump and controller

NOTE: 3rd party certification of foundation backfill material may be required per your soils evaluation report.

ADDITIONS:

TYPE OF INSPECTION

1st Erosion
 Footing
 Concrete Poured wall (pre pour)
 Foundation (pre-framing)

IVR CODE and DESCRIPTION

801- if disturbance is more than 2500s.f. (prior to footing)
 200- open trench prior to concrete placement
 201- concrete foundation forming prior to concrete pour
 203- foundation, anchors, and sill plate installed

Plumbing Groundworks	302- under test prior to concrete slab placement
Basement Slab	204- prior to concrete placement
Waterproofing/Draintile	202- if interior grade or floor is lower than exterior grade
Braced Wall /Veneer	103- see attached description
Addition F, Air Barrier, P, M & E	102- combination inspection only
Insulation	603- insulation installed (see description)
Final Erosion	803- if disturbance is more than 2500s.f.
Final	991- all work complete ready for occupancy or u

NOTE: Other inspections similar to additional inspections listed for Single Family Homes may be required

NOTE: 3rd party certification of foundation backfill material may be required per your soils evaluation report.

ATTACHED OR DETACHED GARAGE:

1 st Erosion	801- if disturbance is more than 2500s.f. (prior to footing)
Footing	200- open trench prior to concrete placement
Concrete Poured wall (pre pour)	201- formed concrete foundation prior to concrete pour
Foundation (pre- framing)	203 - foundation, anchors, and sill plate installed
Garage Slab	205 - prior to concrete placement
Braced Wall/Veneer	103 - see attached description
Framing/Air Barrier	104-Air barrier required if conditioned space
Addition F,P,M, & E rough-in	102- Use only if trades are installed
Insulation	603- If applicable (see description)
Final erosion	803 -if disturbance is more than 2500 s.f.
Final Inspection	991- all work complete ready for occupancy or use

POOLS:

First Erosion (if required)	801- if disturbance is more than 2500 s.f. (prior to footing)
Footing	200- if applicable for anchorage
Steel & Electrical Bonding	630- structural steel and/or equipotential grid
Electric Swimming Pool	511- buried cable, conduit, outlets, etc.
Slab (apron)	213-After or in conjunction with 630 inspection
Final Erosion (if required)	803- if disturbance is more than 2500 s.f.
Final Inspection	991-Barrier installed all work complete

TYPE OF INSPECTION

IVR CODE and DESCRIPTION

DECKS:

Footings	210-no debris/mud/water prior to concrete placement
Framing	101-If closer than 3' to ground
Electric Rough-in	501-for required outlet within perimeter of deck
Final	991-all work complete ready for use

A 101 framing inspection is required prior to placement of deck flooring if deck is 3 foot or less from the ground, otherwise framing may be inspected at final inspection.

INTERIOR/BASEMENT RENOVAT

Basement Reno F, P, M & E Rough-In	105- combination inspection only
Insulation	603- If applicable, may be done with 105 inspection
Final	991- all work complete ready for occupancy or use

Insulation Inspection required if installing new insulation or replacing existing insulation.

GAS LOGS/ Fireplace

Gas Line	402-Line installed and tested
Gas Tank (LP Only)	404- Line installed and tested
Pre-Fab Fireplace Rough-In	706-fireplace installed per manufactures specs
Pre-Fab Fireplace/Gas Log Final Insp.	707- Operational

MASONRY FIRE PLACE:

Fireplace or chimney footer	701-Pre-pour
Fireplace Hearth	704- Pre-pour
Fireplace Throat & Firebox	705-Damper set/ 1 st liner installed
Final Inspection	991-Operational, all wood surround installed

SCREEN PORCH/COVERED PORCH/SUNROOM:

Porch Footers/piers	212- no debris/mud/water prior to concrete placement
Framing	101- All framing members exposed
Electric Rough-in	501- all wire and boxes installed and exposed
Final Inspection	991- all work complete ready for use

A 101 framing inspection is required prior to placement of flooring if floor is 3 foot or less from the ground.

SHED:

Footer (required if shed is over 256s.f.)	200- no debris/mud/water prior to concrete placement
Framing	101- all framing members exposed
Electric Rough-in (if applicable)	501- all wire and boxes installed and exposed
Final Inspection	991- all work complete ready for use

Note: If a footing is not required or installed and all framing and electrical are exposed, only a 991 final inspection is needed.

WATER/SEWER:

Water/Sewer (connection to County Utilities) 305- pipe and line installed and tested, tracer on sewer

Water line only:

303- line installed and tested

Sewer only:

304- installed and tested

Lawn Irrigation:

991- system complete-backflow preventer installed

THIRD PARTY INSPECTION OPTION FOR CONCRETE ONLY:

CONCRETE work shall be inspected prior to placement of concrete. An APPROVED 3rd Party Inspection Agency may make the following inspections. A list of approved 3rd Party Agencies is attached and also available on the building Safety Office web page.

TYPE OF INSPECTION

*** 3rd PARTY CODE**

Footing	*221
Waterproofing/drain tile	*222
Concrete Poured Wall	*223

Basement Slab	*224
Garage Slab	*225
Slab, On Grade Insulation	*226
Basement & Garage Slab	*227
Porch Slab	*228
Porch & Garage Slabs	*229
Deck Footer/Piers	*230
Drain tile to Daylight	*231
Porch Footers/piers	*232
Slab/footer (other)	*233

**Approved Third Party Inspection Agencies may be found on our website
at Spotsylvania.va.us/building and click the inspections tab**

(subject to change)

REFERENCED INSPECTION DESCRIPTIONS

A COMPLETE SET OF APPROVED PLANS WITH ATTACHMENTS MUST BE ON SITE FOR EACH OF THE FOLLOWING INSPECTIONS.

“203 Foundation Masonry/Concrete Pre-Framing”

Description: This inspection must be scheduled and conducted “prior” to the framing of the floor system on the foundation. The Foundation sill plate shall be installed and all required anchors in place for the inspection. The projection of footer is also verified at this inspection.

“103 BRACED WALL/VENEER”

Description: The Braced wall/ Veneer inspection shall be scheduled once the house or addition is framed, exterior wall sheathing complete, anchors and portal frames installed, house wrap, windows, doors, flashing and roof sheathing installed. Approved plans must be on site.

NOTE #1: You may elect to schedule the inspection without the house wrap, windows, doors, flashing, and shingles in place as long as these items are installed and exposed for inspection at the “104 Framing/Air barrier Inspection.

Note #2: This inspection may be conducted separately as described in note #1 or with the “104 framing/air barrier” inspection if all trades and shingles are installed and inspected at the same time.

Purpose: To verify the correct placement and attachment of braced wall panels, portal frames, tie downs, and exterior sheathing, the installation of house wrap, windows and doors and associated flashing, as well as the sealing of penetrations through the house wrap material. The inspector may request exposure of areas covered by house wrap for the inspection if necessary to confirm proper attachment of braced wall panels and portal frames.

“503 Electric service”

Description: The structure must be weather tight for this inspection. This inspection may be scheduled alone or together with the electric rough-in as a code “500”. The meter base must be securely mounted, grounding electrode conductor installed and connected to the grounding system, distribution panel installed with service conductors connected, and an over current device with a branch circuit and GFCI protected receptacle installed.

“501 Electric rough-in”

Description: The electric rough-in inspection is scheduled once the structure is under roof and weather tight and all conductors and boxes are installed. Conductors should be installed from the distribution panel to the device boxes serving each branch circuit. Conductors within the boxes should be stripped of the jacket with the ground conductors twisted and crimped together. This inspection must be done prior to or in conjunction with the “104 Framing/air Barrier” inspection.

“301 Plumbing Rough-in”

Description: The plumbing rough-in is scheduled once all water distribution piping and Drain waste and vent piping are complete. All required plates should be installed to prevent penetration of the piping where needed. Water lines shall be tested using a gauge having 1 psi increments for at least 15 minutes. Plastic water line pipe may be tested at the minimum working pressure of the system. The minimum required working pressure is 40 psi for residential installations. For systems of material other than plastic a minimum 50 psi air test is required. DWV drainage systems may be tested by a water test filled to 10 ft. above the highest fitting in the system. All tubs must be filled to the overflow drain. Or, an air test of 5 psi for 15 minutes may be used. This inspection must be done prior to or in conjunction with the “104 Framing/air Barrier” inspection.

“401 Mechanical Rough-in”

Description: This inspection is scheduled once all interior mechanical appliances are installed and all duct work, including duct boots through the floor or ceiling framing are secured in place. At least 2 sections of duct located in unconditioned space shall be exposed for the inspector to verify proper seam and joint sealing and 2 more sections will be chosen by the inspector at random to be exposed and inspected. If the inspector finds joints and connections improperly sealed on the exposed ducts, all duct will be required to be exposed, sealed and, re-inspected. A duct blaster test may be performed by an approved qualified individual and the results submitted to the Building Department for approval in lieu of exposing the duct connects for the inspection. The completed air distribution worksheet must be provided to the inspector at the time of rough-in inspection. This inspection must be done prior to or in conjunction with the “104 Framing/air Barrier” inspection.

“104 FRAMING/AIR BARRIER”

Description: The Framing/Air Barrier inspection shall be conducted after or in conjunction with trade inspections for plumbing, mechanical, electrical, and the braced wall/veneer inspections. Approved plans shall be on site. All framing, cutting, notching, and drilling shall be completed. Roof and floor trusses shall be installed and braced per manufactures specifications. All load paths shall be continuous to the foundation/footer. All shingles/roofing material, house wrap, windows, doors, and flashing shall be installed, and roof boots and roof flashing complete. Interior braced wall lines shall be identified and braced per approved plans. All penetrations through air barriers shall be treated and sealed to prevent leakage. Approved air barriers shall be installed in all required locations, i.e. knee walls, dormers, soffits, building envelope, and bathtub and fire place walls and chases that back to the building envelope, etc.

Purpose: To verify compliance with the approved plans and applicable codes adopted and enforced by the 2009 Virginia Construction Code and manufactured specifications for the installation of manufactured products and systems.

“603 INSULATION”

All Insulation that will be concealed by finish materials must be installed.

All penetrations from interior conditioned spaces to unconditioned space shall be sealed with approved methods and materials and verified at insulation inspection. Testing and component labels that indicate

compliance with energy standards shall be affixed to all components at insulation inspection. Energy compliance shall be demonstrated by one of three (3) approved methods. 1. Prescriptive per IRC table N1102.1 and IRC chapter 11 system requirements. 2. Simulated performance alternative (*Res Check*). 3. Performance based compliance (DOE approved program).

“990 Final Occupancy Inspection”

This inspection is scheduled when all work is complete and the Single Family Home, Modular Home, or Manufactured home is ready for occupancy. Other approvals or documents may be needed in order to pass final inspection, such as: “803” final erosion, Operational permit from the Health department for the well and septic system, paid receipt for County water and sewer connection, sub-contractor roster list submitted to Business licensing when job value exceeds \$75,000. A file review will be scheduled for the next business day after the inspection is complete and no further site visits are needed. The Inspection Supervisor will review the file and notify the permit holder of any outstanding deficiencies. If all requirements are met a Certificate of Occupancy will be issued within 2 business days of the approved final inspection. All outstanding re-inspection fees, including erosion fees must be paid prior to the issuance of a Certificate of Occupancy.

“Temporary Occupancy Permits”

Temporary occupancy approvals will be considered on a case by case basis. All minimum requirements for a dwelling must be in place. I.e. A compliant bedroom, full bath, kitchen, and living space as defined in the code must be complete. All guards and rails must be installed and approved, all exposed electrical devices and equipment must be safe and enclosed in a covered electrical box. Plumbing and HVAC systems must be complete and operational. Other approvals and documents must be received such as erosion and health department approvals. A “990” inspection will be conducted and the results will be reviewed by the Inspection Supervisor to determine if a TCO may be issued. TCO’s are issued for a maximum of 30 days. An extension may be considered with a written request explaining why it is needed and a proposed date of completion. Please contact the Inspection supervisor @ 540-507-7251 to schedule a 990 for consideration of a Temporary Occupancy Permit.