



## **BUILDING INSPECTIONS**

**ALL Inspections are scheduled with the Building Department on our website at [www.emcity.org](http://www.emcity.org)  
OR by email at [buildinginspections@emcity.org](mailto:buildinginspections@emcity.org)**

You will need to have the permit number, day that you are requesting (days and times are not guaranteed) and contact information. You will receive a confirmation email. Please note that if you do not receive a confirmation email, you are not on the schedule.

Please allow ample time for us to get your inspection scheduled. Inspections are available on first come first serve basis.

**\*You must have the permit, the approved plans and all required documents including all previous inspection reports in a prominent location on the job site on the day of each inspection.**

**[buildinginspections@emcity.org](mailto:buildinginspections@emcity.org)**

### ***INSPECTIONS REQUIRED***

- 1 Temporary Power Pedestal
- 2 Footings (inspections must be made online)
- 3 Foundation (inspections must be made online)
- 4 Underground Plumbing (sub-rough)
- 5 4-Way (Plumbing, HVAC, Electrical, Framing, Permanent Power, Gas)
- 6 Insulation
- 7 Exterior Wrap
- 8 Final (Interior, site flatwork & grading complete) **\*MUST HAVE WATER METER SET**  
***\*re-inspections may be required to inspect any corrections***

**CERTIFICATE OF OCCUPANCY are only issued**  
**ONLY after all inspections have been completed and passed.**