



# Inspection Requests & Procedures

## Community Development Department Building Inspections Division

5200 85<sup>th</sup> Avenue North / Brooklyn Park, MN 55443

Phone: (763) 488-6379 / Fax: (763) 493-8171  
5/17 [www.brooklynpark.org](http://www.brooklynpark.org)

---

### CONSTRUCTION INSPECTIONS:

Inspections are conducted on weekdays between the hours of 7:30 a.m. – 4:30 p.m. Inspection requests should be called in at least 48 hours prior to time desired. Inspection requests will be scheduled, as inspection personnel are available. For inspection request call (763) 488-6379. You must have a permit number when requesting inspection and permit cards must be posted at job site.

### MINIMUM INSPECTIONS REQUIRED:

#### BUILDING INSPECTIONS:

- FOOTING – Prior to placement of concrete.
- FOUNDATION – Prior to the placement of concrete.
- LEDGER BOARD – At time of deck ledger board installation.
- FRAMING – After plumbing, electrical and heating rough in. (On new residential construction, As-Built Survey must be approved by the City prior to scheduling a framing inspection.)
- GYPSUMBOARD – Required for fire-resistive assemblies
- INSULATION/VAPOR RETARDER - Before drywall/wall board installation.
- FINAL – After **all** other required inspections are complete and prior to any occupancy.
- CERTIFICATE OF OCCUPANCY – 24 hours after the building inspection passes the builder may pick up a Certificate of Occupancy.

#### PLUMBING INSPECTIONS:

- Rough in/air test (5 P.S.I. for 15 min.) all piping installed and exposed.
- Final/Manometer test (1" W.C.) after all fixtures and water meter are set. Main flushing must be completed for final. (To request water meter install call (763) 493-8185.)

#### HEATING/MECHANICAL & GAS PIPING INSPECTIONS:

- Rough in – all installed ductwork and piping exposed.
- Gas test (25 P.S.I. for 12 hrs) all piping must be installed and fully supported.
- Final – Orsat/Burner Test – must be either on file at the City or attached to gas fired appliance for the inspector at time of inspection, or inspection will be incomplete.

#### DOMESTIC WATER SERVICE INSPECTIONS:

- Ties will be measured to all connections, valves, etc. As Built plan may be required as necessary.
- Trench must be open for continuous inspection. Trench must not be left open overnight or weekends. Excavated areas must be fenced and warning lights installed to protect pedestrian and vehicular traffic.
- All water service piping must be flushed.

(continued on back)

#### SEWER SERVICE INSPECTIONS:

- Ties will be measured to all connections, cleanouts, etc. As-built plan may be required as necessary.
- Trench must not be open overnight or weekends. Excavated areas must be fenced and warning lights installed to protect pedestrian and vehicular traffic.

#### FIRE SUPPRESSION WATER SERVICE INSPECTIONS:

- Ties will be measured to all connections, valves, etc. As-built plans may be required as necessary.
- Trench must be open for continuous inspection. Trench must not be left open overnight or weekends. Excavated areas must be fenced and warning lights installed to protect pedestrian and vehicular traffic.
- Hydrostatic test required (150 lbs/20 min.)
- All water service piping must be flushed for 20 minutes and witnessed by a City Inspector.
- "Contractor's Material and Test Certificates for Underground Piping" must be complete and given to inspector immediately after inspection.
- For Fire Suppression inspections call (763) 493-8020.

#### FIRE ALARM SYSTEM INSPECTIONS:

- System complete and all devices in place and fully operational.
- Letter by contractor required certifying, "All equipment installed is listed to be compatible with fire alarm panel, that installation is accordance with N.F.P.A. Standards 72A-72E, and all devices have been tested and are operating correctly".

#### ELECTRICAL INSPECTIONS:

- State of Minnesota Board of Electricity (651) 284-5026, 443 Lafayette Road, Saint Paul, MN 55155.
- Contact Andy Sloth, Electrical Inspector (763) 421-2360 for inspections, Mon.-Fri. 7:00-8:30 am.

#### SPECIAL INSPECTIONS:

In addition to inspections listed above, the **Owner, or the Project Architect or Engineer** must employ special inspectors to provide construction inspections for certain types of work. The special inspector must provide copies of all special inspections reports and a final report of special inspections to the City Building Official. (See 2012 International Building Code Chapter 17 for details.)