

CITY OF CHARLESTON, WEST VIRGINIA

INSPECTION CRITERIA

All applications for permits must be submitted to the Building Department Plan Coordinator who distributes them to the necessary agencies for review. All agencies, which review the building plans, must inspect the construction for compliance with the requirements noted on the building permit. Final inspection for occupancy will not be issued until all reviewing agencies have signed off on the construction.

BUILDING DEPARTMENT – Will inspect all aspects of the construction of buildings and other structures. These inspections include: Footer and foundations, rough-in plumbing, electric, HVAC, framing, and ADA accessibility. Call the Building Department to schedule these inspection at 348-6833.

PLANNING DEPARTMENT – Will inspect and certify to the Building Department that all Zoning requirements such as setbacks, parking requirements, landscaping, and other requirements of the zoning ordinance have been satisfied. Call the Planning Department at 348-8105 to schedule a final inspection.

CHARLESTON FIRE DEPARTMENT – Will inspect the structure for compliance with the requirements of the permit as it relates to the NFPA codes. The Fire Department requires that they be notified one-week prior to the date a final inspection is required. Call the Fire Department at 348-8058 to schedule a final inspection.

CHARLESTON CITY ENGINEER – Will inspect the progress of construction at various points to check for compliance with the requirements of the permit and it pertains to storm water drainage facilities and sidewalk construction. Schedule inspections prior to covering up newly installed pipe or prior to pouring concrete by calling the City Engineer at 348-8106.

CHARLESTON TRAFFIC ENGINEER – Will inspect the site to check for compliance for requirements regarding field of vision, ingress and egress onto right-of-way, curb cuts, and signage. Call the Traffic Engineer for a final inspection at 348-8108.

CHARLESTON SANITARY BOARD - Will inspect sanitary sewer facilities and tap locations for compliance with the provisions of the permit. For inspections during construction of sanitary sewer facilities call 348-6875.