COMMUNITY DEVELOPMENT DIVISION
FREDERICK COUNTY, MARYLAND

Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701

301-600-2313 • FAX: 301-600-2309 • TTY: Use Maryland Relay Service

INSPECTION PROCEDURES

7/1/14

<u>Inspection requests received before 2:00 p.m. will be accommodated the following business day</u> ***OR*** the Inspector will notify you by the phone number given with the request. **If you do not receive notification, your inspection will be accommodated on the following business day <u>with no follow up required by you</u>**.

<u>An inspection request may be made by:</u>

- Fax @ 301-600-2309. A fax form is available on the Permits & Inspections website @ http://www.FrederickCountyMD.gov/inspectioninfo
- Inspection voice mailbox @ 301-600-1090
- Email @ Permits@frederickcountymd.gov

Please note that inspection requests scheduled through the Permit/Project Inquiry *website* will be accepted, however, we are not able to guarantee them as described above. It is suggested that requests be made by fax, voicemail and email only.

<u>The following information is needed to request an inspection:</u>

- The permit number for the type of inspection requested. For an inspection pertaining to the Building Permit, use the Building Permit number. For Electrical, Plumbing or Fire Inspections, use the Electrical, Plumbing or Fire Permit number (not the Building Permit number).
- Your name and return phone number
- Your company name, if you are with the Builder, Electrician, Plumber, or Suppression Installer's office.
- Specific type of inspection you are requesting.

The General Contractor or property owner may make inspection requests for the Building Permit. Request for Electrical or Plumbing inspections should be made by the Electrician or Plumber, but may also be requested by the General Contractor. Inspection Request Procedures for the Office of Life Safety are found on the Life Safety website under **<u>Life Safety/ Fire Permit Inspection Request Procedures.</u>**

The Building, Electrical, and Plumbing Permits include two inspections per inspection type. After two inspections, the re-inspection fee is applied, whether the re-inspection is due to failures or partial inspections. <u>IMPORTANT:</u> If an inspection request is made and the Inspector is unable to gain entry, or the work is not ready, the re-inspection fee will be charged to the Company or contact that made the request. **Requests for AM/PM times or special requests** need to be made directly with the Inspector. Please do not leave inspection requests in voice mailboxes. See page two for telephone numbers.

Inspection results (Pass/Fail) are posted at the jobsite and may be viewed on the Department website: http://hansendp.frederickcountymd.gov/DP1/Metroplex/FrederickCounty/permit/WIZ_SELECT.asp

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ADDITIONAL INFORMATION:

<u>New Insulation Inspection***</u>***

An insulation/close-in inspection is required as of July 1, 2010.

Concealment

No insulation, drywall, or concealment work may commence until ALL rough-in inspections and the framing inspection have been approved. Low-voltage inspections should be requested at the same time as the general rough wire inspection. Buildings with sprinkler systems require a Life Safety inspection prior to concealment. Do not insulate and drywall until you have received ALL rough-in approvals. Concealment prior to approval of **ALL** applicable permits is subject to citations (minimum $200.00) and will require removal of drywall or other wall covering. After framing, mechanical, electrical, plumbing, and fire systems rough-in inspections have been approved, and insulation has been installed, the insulation/close-in inspection must be requested.

Access to Jobsite

Access to the job site is a primary concern. It is required to have the Building Permit Placard posted, and visible from the road. **It is also required to have the job site address clearly marked in a manner easily visible from the street.** Reasonable travel routes on site need to be provided. When a ladder is necessary to inspect work, a ladder must be provided to the Inspector at the time of inspection. Severe conditions will be undertaken at the discretion of the Inspector. It is advisable that someone familiar with the job meets the Inspector to answer any questions. We realize that this is not always possible; when it is not, and the inspection is for an occupied structure, an adult must be present to allow access for the inspector.

Residential Combination Inspections

Whenever possible, please coordinate with subcontractors so that inspections for Building, Electrical, and Plumbing Permits may be performed at the same time by a single cross-trained inspector.

Third Party Inspections

All inspections for Frederick County permits must be performed by Frederick County (Government) Inspectors, unless the Building Official authorizes acceptance of an inspection report by an approved agency or individual, or *requires* same. The Building Official also has the authority to require testing procedures to be performed by an approved testing agency and to require submission of a report of the testing performed.

DEPARTMENT OF PERMITS & INSPECTIONS CONTACTS

Building Inspections			Electrical Inspections		
David Doyle	240-674-2396	Chief Building Inspector	Bob Ensor	240-674-1107	Chief Electrical Inspector
Mike Hammond	240-674-2091	Building Inspector	Richard Trapane	240-674-1132	Electrical Inspector
Brian Wolfe	240-674-1727	Building Inspector	Plan Review		
Plumbing & Utilities Inspections			John Picco	301-600-1083	Plan Review Chief
			Ken Compell	301-600-3353	Non-Residential Plan Reviewer
Tim Rigler	240-674-4237	Plumbing Inspector	Debbie Baumgardner	301-600-1086	Residential Plan Reviewer
Steve Oden	240-674-2683	Plumbing Inspector	Office of Life Safety		
Gary Klipp	240-674-2607	Plumbing Inspector	Bryon Mitchell	301-600-1943	Manager of Life Safety & Plan Review
Permit Administration			Joseph Skinner	240-674-6190	Life Safety Inspector
Pamela Moulton	301-600-1089	Manager of Permitting Services	Fred Keister	301-600-3979	Fire Plans Reviewer

Related Inspections and Permits:

Life Safety/Fire/ Sprinkler Systems - ALL Permits (Office of Life Safety)..... 301-600-1943
Grading Permits & Storm Water Management - (Environmental Compliance).....301-600-3507
Septic – New, Repair, or Connection to Existing System (Environmental Health).....301-600-1726
Well Line (Permits & Inspections Plumbing).....301-600-1090
Driveway Apron – New – Not Incl. State Roads (Permits & Inspections Bldg Inspector) 301-600-1090
Non-Residential Site Compliance (Development Review).....301-600-1143
Non-Residential or Home Occupation Food Related (Health) 301-600-2542

MISS UTILITY 800-257-7777 ***Call before you dig!***