

# Best Practices for Inspections.

- When calling for an inspection, please walk the job first to ensure that what is being called in is ready for inspection. Inspections can be as early as 8:00 AM, so please don't play "beat the inspector" and try to finish the work in the morning.
- If changes have been made, and the installation is substantially different than the approved plans, submit the revised plans to the city for approval before calling for inspection. This is particularly true for gas lines, HVAC installations, and structural elements.
- Regarding HVAC installations for new systems, they must be installed per the manual JDS, particularly the equipment, including brand and model specified, duct sizes and lengths, etc. The equipment should be installed, and the duct leakage report should be completed before calling for inspection. Often, the structure as built doesn't allow the system to be installed as approved, or the equipment specified is no longer available. While common, this will require a revision of the manual JDS to be submitted for approval, and it is encouraged to do this as early as possible, so as not to delay the job. The equipment can be installed after roughing, however, that will require a second duct leakage test, and the test at rough is more restrictive.
- Have a printed set of the approved plans and manual JDS, if applicable, on-site, along with a supervisor or lead tradesperson who understands the scope of the work. Often, items can be resolved on-site if a knowledgeable person is present to walk the job.