

## Introduction

This checklist will help you to understand which inspections are required for your project. Check-off boxes are provided so that a staff member can indicate which inspections are required. If you need further information, please call and we'll be glad to answer your questions.

Although the permitting process can involve multiple stages, we hope you can understand that we have a responsibility to the community to provide minimum standards to safeguard life or limb, health, property and public welfare. By regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings within the jurisdictional area, we can accomplish this.

## Please Note

- All active permits must be scheduled separately for a final inspection.
- Inspections that are underlined are required for new construction (unless there is nothing to inspect under that category) and must be performed prior to concealing that portion of work. Other inspections are required only if they apply to the type of work you are doing.
- Work must be completed and ready for inspection by 9:00 a.m. the morning of inspection. Otherwise you must call between 8:00 and 8:30 a.m. the morning of the inspection to arrange a specific time for inspection.
- Inspections must be scheduled a minimum of 24 hours in advance. You may call our automated inspection request system/IVR, at 552-6040. If you encounter problems using the IVR System, you may call the office at 552-6040.
- Inspections must be scheduled through the IVR System or an office staff member. Please do not schedule inspections through an inspector.
- If a reinspection is required, you must call our office to reschedule the inspection after you have made all corrections.

## Disclaimer

It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection. (IBC109.1)

## IVR System

IVR is an automated system that allows callers to schedule and cancel inspections, using a touch tone phone. IVR is available seven days a week, from 9:00 a.m. to 7:00 a.m. the next morning. IVR pamphlets, both regular and wallet sizes, are available in our office. We do encourage you to use the IVR automated system. Using it will help eliminate most errors and missed inspections.

## Phone Numbers

### Building Inspection Division

IVR/Automated Phone System (406) 552-6040  
Fax (406) 552-6053  
Website - [www.ci.missoula.mt.us](http://www.ci.missoula.mt.us)

### INSPECTORS

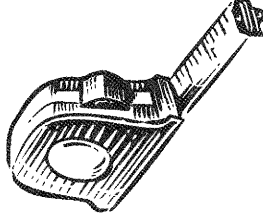
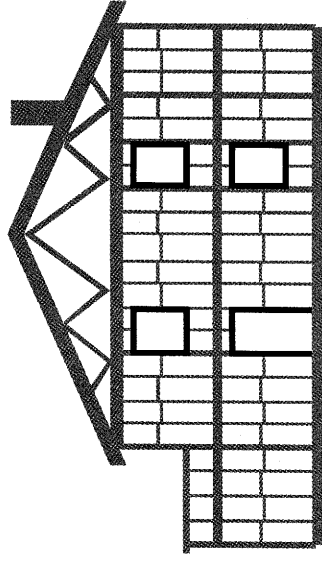
Building Inspector #1 (406) 552-6047  
Building Inspector #2 (406) 552-6048  
Building Inspector #3 (406) 552-6046  
Building Inspector #4 (406) 552-6051  
Electrical Inspector (406) 552-6045  
Plumbing Inspector (406) 552-6050  
Mechanical Inspector (406) 552-6043  
Plans Examiner (406) 552-6049  
Building Official - Don Verrue (406) 552-6042

## Other Departments

Engineering Division (406) 552-6345  
Zoning (Office of Planning & Grants) (406) 258-4642  
Fire Department (406) 552-6210  
Health Department (406) 258-4755  
Surveyors Office (406) 258-4832



# City of Missoula Inspections Guide



**Building Inspection Division**  
Public Works Department  
435 Ryman Street  
Missoula, MT 59802-4297



designed & created by  
Bob Tollefson

City of Missoula  
Public Works Department  
Building Inspection Division  
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## BUILDING INSPECTIONS

- Periodical** (large jobs)
- Footings/Slab**  
To be made prior to footing concrete placement when forms are in place and reinforcing steel is secured and in place.
- Foundation**  
To be made prior to foundation concrete placement when forms are in place and reinforcing steel is secured and in place.
- Waterproofing**  
Foundation waterproofing prior to backfill.
- Concrete slab or under-floor inspection**  
To be made after all in-slab or under-floor building service equipment, conduit, piping accessories, mechanical equipment in crawlspaces and other ancillary equipment items are in place and inspected, but before any concrete is placed on floor sheathing installed, including the subfloor.
- Framing (rough electrical, plumbing and mechanical must be approved first)**  
To be made after the roof, all framing, fire blocking and, bracing are in place and all pipes, chimneys, and vents are completed and the rough electrical, plumbing, and heating wires, pipes, and ducts are approved.
- Insulation**  
To be made after insulation is installed and in place prior to covering it.
- Drywall/Sheetrock**  
To be made after all lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or before gypsum board joints and fasteners are taped and finished. For one and two family dwellings, this inspection may not be required.
- Roofing**  
An intermediate roofing inspection is performed midway through the job and is an optional inspection. A final roofing inspection is performed upon completion of the roof and is a mandatory inspection. A pre-roof inspection is required for the following: residential buildings that are a triplex or greater, commercial buildings and all other non-residential buildings prior to starting the roof.
- Miscellaneous**  
To be made on work such as siding, decks, awnings, ceiling grids and other similar items. Miscellaneous inspections may also be scheduled as needed for consultation.
- Final building**  
To be made after finish grading and when the building is completed and ready for occupancy (on new construction a Certificate of Occupancy will be issued after all inspections have been passed).

## ELECTRICAL INSPECTIONS

- Periodical** (large jobs)
- Temporary power pole**  
To be made when pole is installed and positioned in ground, grounding is completed and GFCI weatherproof outlets are installed.
- Underground**  
To be made when cables and conduits are installed in an open trench, prior to covering.
- Service**  
To be made when meter/main conduit and wire is installed, sub-panel is installed and grounding is completed.
- Rough electric**  
To be made prior to covering with insulation or wallboard.
- Mobile home electric**  
To be made when underground feeder from pole or pedestal is installed in an open trench.
- Sign electric**  
To be made when disconnect is installed and grounding is completed.
- Residential miscellaneous**  
Any miscellaneous wiring including repairs or alterations, additional outlets, switches, or fixtures to existing branch circuits. Miscellaneous inspections may also be scheduled as needed for consultation.
- Final electric**  
To be made prior to occupancy. All fixtures, switches, outlets and cover plates installed and energized.

## PLUMBING INSPECTIONS

- Periodical** (large jobs)
- Underground**  
Any and all waste and vents under slab must not be covered until inspection is completed and approved. Test as required by plumbing code.
- Rough plumbing**  
To be made when all waste and vents are installed and exposed; water piping must be complete. A water or air test is required on the waste and vent system and on water piping. All plumbing systems must be inspected prior to any such portion being concealed by any permanent portion of the building.
- Water heater**  
Water heater installed with gas, water and vent connected.
- Miscellaneous**  
Miscellaneous inspections may be scheduled as needed for consultation.

## Final plumbing

To be made prior to occupancy. Any and all fixtures, traps, valves, water heaters and back-flow devices must be installed and operating.

## MECHANICAL INSPECTIONS

- Periodical** (large jobs)
- Underground**  
Any exterior piping, interior piping, radiant floor heat or ductwork must not be covered until inspection is completed and approved.
- Rough heating and ventilation**  
To be made when equipment is hooked up and ready to operate (gas, venting, combustion air, exhaust fan ducting and electrical connections completed), and before approval can be given for gas meter. All ductwork, venting and mechanical systems must be inspected prior to any such portion being concealed by any permanent portion of the building.
- Gas piping (air test)**  
To be made prior to covering. Cap all unused outlets and shutoff valves that are connected to equipment to protect that equipment.
- Gas and mechanical equipment**  
Includes furnace replacements, hot water supply boilers, building heating boilers, room heaters, gas fireplaces and unit heaters. All equipment must be hooked up and ready to operate (gas, venting, combustion air, exhaust fan ducting, and electrical connections completed) before approval can be given for a gas meter.
- A/C and refrigeration**  
Includes walk-in coolers, freezers, residential and commercial a/c systems and rooftop a/c-heat systems.
- Miscellaneous**  
Wood stoves, gas vents and any other heating/cooling appliance or piece of equipment not mentioned above. Miscellaneous inspections may also be scheduled as needed for consultation.
- Final mechanical**  
To be made prior to occupancy. Any and all equipment must be installed and operating.

### IMPORTANT INFORMATION FOR BUILDERS & HOMEOWNERS

It is your responsibility to make sure the rough electrical, plumbing and heating inspections are done before calling for the framing building inspection. If the framing building inspection is called in before the rough inspections, the framing building inspection will not be approved.

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