



CITY OF NORMAN

Inspection Guide for New Single-

Family Construction and most Addition/Alterations

DEVELOPMENT SERVICES DIVISION
Building Permits and Inspections
201-A W. Gray St. Norman OK 73069
Permits: (405) 366-5339
Inspections: (405) 366-5333
Fax: (405) 366-5445
www.normanok.gov

The following information is a general outline of the inspections to be requested, and approved by the Inspection staff for single-family construction and most addition/alteration projects. Inspection types including (*) occur in most instances, and those identified with (#) must be requested in sequential order. Inspection types with no markings do not necessarily have to occur in a particular sequence. If in doubt, please contact the Building Inspection staff or the Building Inspectors whose names and contact information are listed on page 4 of this document.

Inspection requests may be made via the [On-Line Inspections](#) System or the Automated Phone Line System (codes listed on page 4 of this document)

PHASE 1 – GROUND STAGE (Steps 1-7)



STEP 1: APPLICATION AND APPROVED PERMIT: Before any project may commence, an application is applied, reviewed, approved, paid and issued. (* #)

STEP 2: PAD INSPECTION: Once the building pad is constructed an inspection is required to verify proper drainage. This inspection is conducted by Public Works Inspection staff, and is generally not required on additions/alterations. (* #)

STEP 3: FOOTING INSPECTION: After the excavation for the footing is complete, and reinforcing steel installed, an inspection is required before placing concrete. (* #)

STEP 4: PLUMBING GROUND: After the footing and stem walls are placed, and before backfilling for the slab occurs, all plumbing on the interior of the stem walls are inspected under the plumbing ground inspection type. (* #)

PLUMBING WATER SERVICE: This inspection is for the portion of the water line from water meter right up to the house's exterior wall. (*)

PLUMBING SEWER SERVICE: This inspection is for the sewer line from the house to its tie in to a riser or a manhole. (*)

STEP 5: SLAB CONDUIT: If electrical conduit is being installed under the slab, then an inspection is required before concealing it. (#)

STEP 6: DUCT UNDER SLAB: If duct work is installed under the slab, including kitchen exhaust or dryer vents, then before backfilling for the slab an inspection is required. (#)

STEP 7: SLAB: Once all work is completed below the slab (plumbing, electrical, duct work) and after the slab has been backfilled and compacted, an inspection is required BEFORE placing the slab. If the slab is part of an engineered system then all reinforcing, thickened areas and other details should be installed before requesting inspection.

PHASE 2 – ROUGH STAGE (Steps 8-12)



STEP 8: BUILDING EXTERIOR SHEATHING: This inspection is requested to view the exterior sheathing material on the house. It can be called at any time but must be called before exterior wall coverings, such as brick or siding or house wrap, are installed. If the inspection is not requested, the inspector will view this item as part of the frame inspection. (* #)

STEP 9: PLUMBING TOP OUT/GAS INSIDE: After all the water lines, drains, vents, and gas piping are installed in the walls and attic, an inspection is required before requesting a frame inspection. (* #)

PLUMBING TOP OUT: Inspection is in lieu of the plumbing top out/gas inside for circumstances where the home does not have gas fired appliances. Inspection will cover all water/drain and waste piping in the concealed walls and attic spaces. This inspection requires approval before requesting the frame inspection. (* #)

MECHANICAL DUCT OVERHEAD & FURNACE: Inspection is to view the installation of the furnace and all of its associated piping and venting, the installation of all the supply, return, makeup air ducts, condensate drains and exhaust. This inspection must occur before the frame inspection is requested. (* #)

ELECTRICAL ROUGH/PERMANENT SERVICE: Inspection is to view all wiring to be installed in the walls and attics and their installation before they are connected to the devices they will serve. Inspection is also to view the work associated with the Permanent Electrical Service. Inspection takes place before the frame inspection is conducted. (* #)

ELECTRICAL ROUGH IN: (Or electrical permanent service) If needed, the two main components involving electrical work can be inspected in separate inspections. In all instances, the electrical rough in must receive an approved inspection before requesting a frame inspection. (* #)

STEP 10: FIREPLACE: The fireplace inspection may be called at any time once it is completed. If the inspection is not requested, the fireplace and all of its components will be viewed with the frame inspection.

STEP 11: FRAME: The frame is requested only after trade rough ins are completed. The fireplace and sheathing, if not previously called, will be inspected at the time of the frame inspection. The frame inspection needs to be approved before insulating the walls of the structure. (* #)

STEP 12: BUILDING WALL INSULATION: After completion of the frame inspection, the walls can be insulated. Additionally other insulation that will be concealed by sheet rock should also be installed prior to the inspection. After completion of the wall insulation inspection, sheet rock can be installed. (* #)

PHASE 3 – FINAL PHASE (Steps 13 - 16)



STEP 13: PLUMBING FINAL: A final inspection can be requested any time after the wall insulation inspection, plumbing fixtures are setup, and all work related to the plumbing systems are installed. (* #)

MECHANICAL FINAL: Any time after the wall insulation and after all mechanical equipment and associated work are installed, a mechanical final inspection can be requested. (* #)

ELECTRICAL FINAL: Any time after the wall insulation and after all electrical outlets, equipment, fixtures and the lights are complete; an electrical final inspection can be requested. (* #)

STEP 14: BUILDING FINAL: After the completion of the Electrical, Mechanical, and Plumbing Finals, a Building final can be requested. All work should be completed at the time of the Building Final inspection. (* #)

STEP 15: ENGINEERING APPROACH/SIDEWALK: Any time form work is in place for approaches to the public road or sidewalks on the public right of way, inspection can be requested. (*)

ENGINEERING FINAL: After approach/sidewalks are approved and after all final grading on the site has occurred, including leveling of manholes and setting meter cans to grade, an engineering final inspection can be requested. (Not typically required for additions/alterations.) (* #)

STEP 16: BUILDING TREE FINAL: After the approved tree(s) are installed, a tree inspection can be requested. (Typically not required for additions/alterations)



City of Norman

The following is a list of available inspection types and codes to request the inspections via the Automated Phone Line System.

Please note: Not all inspections listed are required for all projects.

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BUILDING				ELECTRICAL			
Inspection Type	Code	Inspection Type	Code	Inspection Type	Code	Inspection Type	Code
Footing	210	Frame	250	Construction Pole	310	Meter Rehang	380
Slab	220	Fire Resist Const	245	Wall Conduit	320	Service Change	390
Post Tension/Mono	209	Wall Insulation	255	Ceiling Conduit	325	Electrical Bonding	510
Fireplace	240	Fire Dmg Assessment	257	Slab/Underground Conduit	330	Electrical Final	375
Exterior Sheathing	247	Attic Insulation	270	On-Site Consultation	399		
On-Site Consultation	299	Building Final	275	Other	395		
Manf Home Footing	810	Partial Frame	251	Rough In/Perm	345		
Manf Home Final	875	Tree Inspection	285	Rough In	350		
Other	295			Permanent Service	355		
MECHANICAL				PLUMBING/FUEL GAS			
Inspection Type	Code	Inspection Type	Code	Inspection Type	Code	Inspection Type	Code
Duct Under Slab	610	Fire Dampers	692	Ground	710	Gas Inside	755
Duct OH & Furnace	650	Refrigeration	690	Gas Service	720	Top Out/Gas Inside	750
Furnace	660	Comm Vent Hood	691	Gas Meter Rehang	725	Water Heater	780
Temp Heat	665	Duct OH Complete	651	Water Service	730	Sprinkler	790
Change Out	680	Duct OH Partial	655	Sewer Service	740	Plumbing Final	775
On-Site Consultation	699	Mechanical Final	675	On-Site Consultation	799	Other	795
Other	695			Top Out	745		
SWIMMING POOL				ENGINEERING-RESIDENTIAL ONLY			
Inspection Type	Code	Inspection Type	Code	Inspection Type	Code	Inspection Type	Code
Electrical Bonding	510			Pad	200	Sidewalk	265
Pool Final	575			Approach/Sidewalk	260	Engineering Final	280
				On-Site Consultation	268		
SIGNS							
Inspection Type	Code						
Footing	410						
Sign Final	475						

BUILDING INSPECTOR STAFF:

- Building Inspector (Building): Greg Clark greg.clark@normanok.gov (405) 366-5346
- Building Inspector (Building): Lonnie Gross lonnie.gross@normanok.gov (405) 366-5382
- Building Inspector (Electrical): Kenny Chapman kenny.chapman@normanok.gov (405) 366-5337
- Building Inspector (Electrical): Kevin Potts kevin.potts@normanok.gov (405) 366-5336
- Building Inspector (PLMB/MECH): Larry Durham larry.durham@normanok.gov (405) 366-5331
- Building Inspector (PLMB/MECH): Courtney Posey courtney.posey@normanok.gov (405) 366-5356
- Building Inspector (PLMB/MECH): Justin Poage justin.poage@normanok.gov (405) 366-5345

PUBLIC WORKS INSPECTOR:

- Public Works Inspector: Miles Cotton miles.cotton@normanok.gov (405) 473-0577

INSPECTION TYPE CODES-SEQUENCES: 10-20-30-40-50-60-70-80-999

The below list of inspection type codes indicates the sequence which inspections generally occur for new single-family construction. In most cases, the "10" sequenced inspections must occur before the "20" sequence of inspection type codes, then "30", "40", and so on. Sequences of "999" may occur at any time. Not all inspection types are required on all projects.

	INSPECTION TYPE CODE	SEQUENCE	
	ENG, PAD ELEVATION INSPECTION	10	10
	BLDG, FOUNDATION	20	↓ 999
	ELEC, CONDUIT UNDER SLAB	20	
	PLMB, GROUND	20	20
	MECH, DUCT UNDER SLAB	20	
	BLDG, POST TENSION SLAB/FOUND	20	↓
	BLDG, SLAB	30	
	ELEC, ROUGH/PERMANENT SERVICE	40	30 ↑
	MECH, DUCT O/H COMP & FURNACE	40	
	PLMB, TOP OUT/GAS INSIDE	40	
	BLDG, FRAME	50	↓
	BLDG, WALL INSULATION	60	
	ENG, ENGINEERING FINAL	60	40
	ELEC, FINAL	70	
	MECH, FINAL	70	↓
	PLMB, FINAL	70	
	BLDG, FINAL	80	999
	BLDG, ATTIC INSULATION	999	50
	BLDG, EXTERIOR SHEATHING	999	↓
	BLDG, FIREPLACE MASONRY	999	
	BLDG, ON-SITE CONSULTATION	999	
	BLDG, OTHER	999	
	ELEC, CONSTRUCTION POLE	999	60
	ELEC, OTHER	999	↓
	ELEC, PERMANENT SERVICE	999	
	ELEC, ROUGH IN	999	↓
	MECH, DUCT OVER HEAD PARTIAL	999	70
	MECH, FURNACE 999	999	
	MECH, ON-SITE CONSULTATION	999	↓
	MECH, OTHER	999	
	MECH, TEMPORARY HEAT	999	999
	PLMB, GAS INSIDE	999	80
	PLMB, ON-SITE CONSULTATION	999	
	PLMB, GAS INSIDE	999	
	PLMB, OTHER	999	
	PLMB, SEWER SERVICE	999	
	PLMB, TOP OUT	999	
	PLMB, WATER SERVICE	999	
	ENG, APPROACH/SIDEWALK	999	
	BLDG, TREE INSPECTION	999	
	ELEC, ON-SITE CONSULTATION	999	
	BLDG, OCCUPANCY FINAL	1000	