

Building, Plumbing, Electrical and Residential Water and Sewer Inspection Requirements

Charles County Government
Planning and Growth Management
P.O. Box 2150, La Plata, MD 20646
(301) 645-0692

Schedule your inspection one day in advance of the desired date by calling the inspection agency at (301) 645-3302 or (301) 870-8710. Building, Plumbing, Lateral, and Electrical inspection requests called in between 7:30 a.m. and 8:30 a.m. may be made on that day if the inspection agency has the availability to perform the inspection. Work shall not go beyond the point in each successive inspection listed below without first obtaining approval from the respective inspector. **Your building permit under “Intended Use” specifies the building inspection codes applicable to your project.**

Building Inspection Requirements in Order

Required Inspections

Forest Conservation (Code FC)

Call for inspection at (301) 645-0653

The forest conservation easement must be identified with approved signage and any required fencing in place in accordance with the Charles County Forest Conservation Ordinance and the approved Forest Conservation Plan. Prior to clearing or grading the lot and prior to any construction, schedule an inspection with the environmental inspector.

Sediment and Erosion Control Initial Inspection (SEC1)

Call for inspection at (301) 645-0700

All residential construction projects that require sediment and erosion control must have an inspection of the approved Sediment and Erosion Control measures as shown on the approved site plan. This inspection must be approved before a footing inspection can be scheduled.

Preliminary Inspection (Code 10)

Call for inspection at (301) 645-3302 or (301) 870-8710

Call for this inspection after the issuance of the building permit however, prior to the commencement of construction.

Footing Inspection (Code 11)

Call for inspection at (301) 645-3302 or (301) 870-8710

Trenches and piers must be dug to specifications as set forth on the plans with the required reinforcing steel, forms, grade stakes and footing steps (if required) in place. Any fill under footings must be certified for bearing capacity by a Maryland registered engineer. Footings must be free of standing water, ice, mud, debris, etc. All required sediment and erosion control devices must be in place, e.g., silt fence, stabilized construction entrance. Call for inspection prior to placing concrete.

Foundation Reinforcement Inspection (Code 13)

Call for inspection at (301) 645-3302 or (301) 870-8710

All formwork for concrete walls and reinforcement for concrete or masonry walls must be installed and secured in place. Call for inspection prior to placing concrete. Engineered foundation wall designs shall be submitted at permit application or to the building inspector at time of wall reinforcement inspection.

Foundation Inspection (Code 12)

Call for inspection at (301) 645-3302 or (301) 870-8710

Masonry or concrete walls for basement, crawlspace, or monolithic footing and slab construction shall be constructed to the final elevation with anchor bolts or straps in place and any required parging, waterproofing and subsoil drains complete. Foundation walls for any and all types of foundations shall not be backfilled until the foundation wall is inspected and approved by the building inspector. In addition, backfill shall not be placed against a foundation wall supporting 4 feet or more of unbalanced fill until the wall has sufficient strength and has been anchored to the floor deck above unless the wall has been engineered to support backfill without the floor deck in place. Framing construction shall not proceed until after an approved foundation inspection.

Concrete Slab Base Inspection (Code 14)

Call for inspection at (301) 645-3302 or (301) 870-8710

Gravel base course, vapor barrier, reinforcement, conduit, piping accessories, and perimeter insulation (if required) must be in place over an undisturbed or engineered earth subgrade compacted earth base. Call for inspection prior to placing concrete.

Complete Load Path Inspection (Code 18)

Call for inspection at (301) 645-3302 or (301) 870-8710

An inspection of the complete load path must be performed prior to the building framing inspection. The complete load path is a series of wall and roof ties that are installed on a building that are designed to reduce up lift during high wind storms. The sill plate, band board, trusses and all components of the exterior walls are tied to the foundation using metal ties approved for this purpose. The ties are installed at the same intervals as the foundation anchors or straps. All straps are required to be installed with the appropriate nails or screws as stated by the manufacturer of the straps. Provide the inspector with strap information detailed on the form received when obtaining a building permit from Charles County.

A certified design of the complete load path signed and sealed by a registered architect or structural engineer may be presented to the inspector at the time of inspection in lieu of the form noted above.

Sprinkler Hydrostatic Test

Call for inspection at (443) 550-6820 or 1-866-629-9882

The sprinkler contractor will schedule a hydrostatic test to be witnessed by the State Fire Marshal inspector. This test must be successfully completed prior to framing close-in inspection. The Fire Marshal inspector will provide an inspection report to the sprinkler contractor. A copy of the inspection report is to be placed at or on the main electrical panel box to be verified complete prior to the framing/close-in inspection (Code 16)

Framing Close-In Inspection (Code 16)

Call for inspection at (301) 645-3302 or (301) 870-8710

All work to building structure must be complete. This includes windows, doors, roofing, and mechanical, plumbing and electrical rough-ins. If floor and/or roof trusses are used, provide the inspector with truss shop drawings signed and sealed by a Maryland registered professional engineer. Suspended ceilings must be inspected prior to installation of ceiling panels. The electrical and plumbing rough work must be approved by the respective inspector(s) prior to approval of a framing close-in inspection. Call for inspection prior to installing any insulation or drywall. In residential construction, it is acceptable to schedule the electrical and plumbing rough inspections and the framing inspection on the same day.

At the time of framing close-in inspection for a new single family dwelling or townhouse provide the building inspector with a written certification signed and sealed by a Maryland registered land surveyor or Professional Engineer verifying the correct foundation wall location and first floor elevation. For a lot size greater than one acre, a foundation wall location certification only shall be required.

Energy Efficient Inspection (Code EE)

Call for inspection at (301) 645-3302 or (301) 870-8710

Framing inspection must be approved prior to doing any insulation. Installation installed at roof, walls and floors at required "R" values and thickness. Ceilings - R38, vaulted ceilings -R30, wall above grade - R13, floors - R19. All faced wall and ceiling insulation must be stapled over framing. All un-faced insulation must be covered with vapor.

Fire-Resistance Rated Walls and Floor/Ceiling Assemblies (Codes 15 & 17)

Call for inspection at (301) 645-3302 or (301) 870-8710

Call for inspection after installation of lathing, wallboard and/or sheathing is in place, but prior to concealment of fasteners and joints. In multi-layer installations, each layer must be inspected prior to concealment. For inspection code 15, contact the inspection agency for special inspection requirements.

Driveway Entrance Inspection (Code DW)

Call for inspection at (301) 645-3302 or (301) 870-8710

Driveway entrance must be paved in accordance with the standard detail specified on your driveway entrance permit and, if applicable, the driveway entrance culvert pipe installed in accordance with the approved site plan. Call for inspection after completion of the above. For new single family dwelling and townhouse construction, this inspection must be completed at or before the time of the final building inspection.

Floodplain Final Inspections (Code FLDP)

Call for inspection at (301) 645-0618

All floodplain related construction must be completed and in strict compliance with the approved plan and the Floodplain Management Ordinance. Call for an inspection (301-645-0618) as soon as possible after all of the related work is complete. All necessary documents shall be submitted as soon as possible to avoid delay of the issuance of the Use and Occupancy Certificate. These documents may include:

- ' Completed Elevation Certificate
- ' Signed and Notarized Venting Affidavit
- ' Recorded Declaration of Land Restrictions
- ' Completed and Signed Final Floodplain Management Inspection Checklist

Final Stormwater Management Inspection (Code SWMI)

Call for inspection at (301) 645-0700

Stormwater management related construction must be completed and in strict compliance with the approved plan, the 2000 Maryland Stormwater Design Manual and the Stormwater Management and Storm Drainage Ordinance. To avoid delay of the issuance of the Use and Occupancy permit, you should call (301) 645-0700 48 hours in advance for inspections at the stages indicated and/or at the completion of the work.

Sediment and Erosion Control Final Inspection (SEC3)

Call for inspection at (301) 645-0700

Request inspection upon final and adequate stabilization (once vegetation is established, the site shall have ninety-five percent groundcover to be considered adequately stabilized) before removal of sediment controls.

Final Inspection (Code 19)

Call for inspection at (301) 645-3302 or (301) 870-8710

ALL WORK MUST BE COMPLETE, including yards, driveways, driveway entrances, insulation, railings and crawl space areas. All mechanical, electrical and plumbing must be complete and operate properly. The building inspector will collect the final sprinkler certification at this time. Call for inspection after the building is complete and prior to any occupancy.

When applying for a Certificate of Use and Occupancy for a new single family dwelling or townhouse and the building lot size is one acre or less, provide the Permit Administration office with an On-Site Drainage Certification form signed by the general contractor or the permit applicant.

Critical Area Inspection (Code CRIT)

Call for inspection at (301) 645-0540

All planting work must be complete or bond posted. Call the Planning Office at 301-645-0540 for information concerning bonding or to schedule an inspection. This must be done prior to occupancy.

Forest Conservation Inspection (Code FCIN)

Call for inspection at (301) 645-0540

All rough grading must be complete and all required Forest Conservation signs must be installed. Call the Planning Office at 301-646-0540 to schedule the inspection.

Site Design and Architectural Review Board Inspection (Code SDARB)

Call for inspection at (301) 645-0540

All exterior architectural work must be complete. Call the Planning Office at (301) 645-0540 to schedule the inspection.

Plumbing and Gas Inspection Requirements in Order

Plumbing permits must be secured prior to plumbing construction. When scheduling a plumbing inspection, please provide the plumbing permit number. Plumbing work must be installed by an approved, Maryland Registered Master Plumber or by a homeowner who has successfully passed the Charles County homeowner's plumbing examination. For information on the homeowner's plumbing examination contact Permit Administration at (301) 645-0692. Gas work must be installed by an approved Maryland Registered Master Plumber or Gas Fitter. Propane gas work may be installed by an individual with a Maryland Propane Gas Fitters Certification.

Ground Work Inspection (Code 41)

Call for inspection at (301) 645-3302 or (301) 870-8710

All below-ground plumbing and/or gas piping must be completely installed with proper bedding and ends of piping capped. Gas piping must have a pressure test inspection. Call for inspection prior to covering any pipes.

Rough Inspection (Code 42)

Call for inspection at (301) 645-3302 or (301) 870-8710

All drain lines, vents, water distribution lines and gas piping must be completely installed. Gas piping must have a pressure test inspection. Call for inspection prior to covering any pipes or installing any insulation or drywall.

Gas Pressure Test Inspection (Code 50)

Call for inspection at (301) 645-3302 or (301) 870-8710

The gas piping system must be complete with source of test pressure and with appliances and equipment isolated from the system. Test medium shall be air or inert gas. Test pressure shall be measured with an approved, calibrated manometer or dial gauge. The dial gauge shall be divided into increments of 1/10 psi with a range of 0 to 8 psi. The test pressure shall be at least 1 ½ times the maximum work pressure, but not less than 3 psi.

Final Inspection (Code 49)

Call for inspection at (301) 645-3302 or (301) 870-8710

ALL WORK MUST BE COMPLETE. All fixtures and/or gas appliances must be set and operable. All relief valves, shut-off valves and backflow preventors must be properly installed. Backflow prevention devices must be certified by the installer - provide the inspector with the certification report.

Residential Public Water and Sewer Lateral Inspection Requirements in Order

Public water and sewer work must be installed by a Maryland Registered Master Plumber approved by the County's Water/Wastewater Permit Technician. When scheduling an inspection, please provide the water and sewer permit number (WS).

Lateral Inspection (Code 43 - Water Lateral, Code 44 - Sewer Lateral or Code 46 - Combined Water and Sewer Laterals)

Call for inspection at (301) 645-3302 or (301) 870-8710

Water and sewer lateral inspections may be scheduled separately or combined with both water and sewer lateral installations complete. If the inspections are scheduled separately, an inspection fee must be paid for each inspection. Water and sewer laterals must be placed on approved bedding material with proper horizontal and vertical (shared trench) separation between water and sewer services. Both water and sewer laterals must be at least 42 inches below finished ground level. A shared trench may require a pressure test of the sewer lateral - contact the inspector. Call for inspection prior to covering the pipes.

Meter Inspection (Code 45)

Call for inspection at (301) 645-3302 or (301) 870-8710

Meter rack must be secured in place with proper clearance around the rack. If required, a pressure reducing valve must be in place. The curb valve must be accessible and properly open and close. The curb valve box must be set plumb. From October 15 to March 15 of each year, the building must be provided with a permanent source of heat. Both the curb valve box and sewer cleanout must be set to proper grade and located at the limit of the County right of way. Only the cleanout may be located within asphalt or concrete covered areas when provided with a traffic-rated frame and cover.

Electrical Inspection Requirements in Order

Electrical permits must be secured prior to electrical inspection. When calling in to schedule an inspection, please provide the electrical permit number. Electrical work must be installed by an approved County licensed Master Electrician, or by a homeowner who has successfully passed the Charles County homeowner's electrical examination. For information on electrical applications and inspections or the homeowner's electrical examination contact Permit Administration at (301) 645-0692.

Electrical Underground Inspection (Code 20)

Call for inspection at (301) 645-3302 or (301) 870-8710

Proper electrical conductors and/or conduits secured in place with the ends of the conduits capped. Call for inspection prior to concealing the conductors and/or conduit.

Electrical Rough Inspection (Code 21)

Call for inspection at (301) 645-3302 or (301) 870-8710

All wiring (low and high voltage) and boxes must be installed and secured in place. Call for inspection prior to concealing any wiring.

Electrical Service Inspection (Code 22)

Call for inspection at (301) 645-3302 or (301) 870-8710

If separate service inspection is requested, call for inspection prior to concealing any wiring.

Electrical Final (Code 29)

Call for inspection at (301) 645-3302 or (301) 870-8710

All work must be complete. All electrical equipment, outlets, switches, lighting and appliances must be in place and operational.

General Items Concerning All Inspections

1. No inspections can be made until issuance of the building, plumbing, gas, electrical, driveway entrance and/or water and sewer utility sewer permit.
2. No work shall commence until issuance of the appropriate permit.
3. Post the building permit card at the lot where it is visible from the street.
4. The "Builder's Copy" of the plans, the conditions, the approved site plan, and the building permit must be kept on the job site and made available to the inspector upon request.
5. Any engineered drawings or inspection reports and/or engineer's certifications must be provided to the inspector at the time of inspection.
6. Re-inspection fee: If an inspection is made for building, plumbing, or electrical permits and a correction is necessary, a re-inspection is required. You must pay a \$28.00 re-inspection fee at Permit Administration prior to re-scheduling your inspection.
7. For work not complete, or turned down at time of inspection, the re-inspection must be rescheduled for another day.
8. If you will not be ready for a scheduled inspection, please contact the inspection agency as early as possible to cancel the inspection.
9. Post the building permit card at the construction site, visible from the street.
10. All required inspections listed above must be complete in order to obtain a permanent Use and Occupancy Certificate. Temporary Use and Occupancy Certificates may be issued based on the approvals of the individual inspector.

The following is a list of commonly requested telephone numbers for State and County agencies:

Health Department	(301) 609-6751
Inspection Agency	(301) 645-3302
Electrical, Building, Plumbing & Residential Water and Sewer Lateral Inspections	(301) 870-8710
Planning & Growth Management	
Permit Administration	(301) 645-0692 or (301) 870-3935
Planning & Zoning	(301) 645-0540 or (301) 870-3896
Engineering	(301) 645-0618 or (301) 870-3937
SWM Inspections	(301) 645-0700
Web Site	www.charlescounty.org
Fax	(301) 645-0575
Soil Conservation and Sediment Control	(301) 934-9588, Ext. 3 or (301) 870-3555
State Highway Administration	1-800-876-4742 or (410) 333-1350
State Fire Marshal	443-550-6820

Signature - Owner/Agent

Permit Specialist