



## **INSPECTION GUIDELINES One and Two Family Dwellings**

### **General guidelines for residential inspections**

This document is a general guideline for inspections of one- and two-family dwelling construction. Many of the inspections require that the builder have available, onsite, a copy of the city-approved plot plan and construction plans for the inspector. Inspections are scheduled through Citizen Access at <https://permits.ci.lenexa.ks.us/citizenaccess/> or with a License & Permit Technician at 913-477-7500.

### **Excavation and Erosion Control**

Inspection requests are not required for verification of erosion control. Prior to excavating, the erosion and sediment control (ESC) methods are required to be installed. Adjacent finished lots and nearby storm drain inlets must be protected from erosion. ESC must be maintained throughout the duration of the project and the street maintained clean of gravel and mud. Inspectors may not perform a requested inspection if proper ESC measures are not in place or if there is mud or gravel in the street.

Please note that third party reporting is accepted for residential foundation inspections. See the [third-party inspections](#) brochure for more information.

### **Footing Inspection**

Schedule through Citizen Access or call 913.477.7500. For a same-day or timed inspection, call 913.477.7500. Restrictions apply.

This inspection is made prior to concrete placement and includes soils, forms, pier pads, trenches and all reinforcing steel. If the site conditions dictate a special design, then an engineer's report is required to be onsite. Deck piers not supporting a roof structure are not required to be inspected by the city, but must be installed per the code. A minimum footing depth of 36 inches below finished grade is required by code.

#### **Footing Elevation Certification**

Inspection requests are not required for verification of the footing elevation certification. It is part of the footing inspection. The foundation contractor is required to provide a copy of the completed Footing Elevation Certification form to the building inspector at the footing inspection. The form is attached to the approved plans. Constructing basement floors, walls and first floors at the elevations approved on the plot plan assures that lot grading can function properly and the visual appearance from lot to lot is consistent.

### **Foundation Wall Inspection**

Schedule through Citizen Access or call 913.477.7500. For a same-day or timed inspection, call 913.477.7500. Restrictions apply.

This inspection is made prior to concrete placement to verify proper location, size and spacing of the reinforcing steel, wall forms, wall heights and openings in the walls. If the site conditions dictate a special wall design, then an engineer's report is required to be onsite. On some construction drawings lateral bracing methods dictate certain types of anchoring devices be installed in the concrete. Prior to the

inspection, these devices (straps and/or anchors) must be in place. A [UFER ground](#) is also required for new home construction.

**Minimum Low Opening (MLO) / Minimum Floor Elevation (MFE)**

Inspection requests are not required for verification of the MLO/MFE. It is part of the foundation wall inspection. Depending on the site situation or the design elevation readings for the MLO / MFE may need to be taken. If so, the contractor is responsible for submitting to the City Engineering Division of the Department of Community Development a certification sealed by a Kansas licensed surveyor to verify that no building openings are located below the design flood elevations in accordance with the city approved plot plan. Inspections beyond foundation will be scheduled prior to receipt of this information.

**Underslab Plumbing**

Schedule through a License & Permit Technician by calling 913.477.7500. Scheduling this inspection requires a minimum one working day advance notice.

This is an inspection of the underslab plumbing lines prior to the slab being poured. An air or water test is not required for one- and two- family dwellings.

**Garage / Basement Slab**

Schedule through Citizen Access or call 913.477.7500. For a same-day or timed inspection, call 913.477.7500. Restrictions apply.

This inspection verifies proper placement, size and location of the reinforcing steel in concrete floors prior to concrete placement. If a city standard is referenced on the plans, the contractor should have it available onsite for the inspector. A vapor barrier is required for concrete slabs below living space. Slab edge insulation is required for basement walk-outs.

**WRB / BWP / Connectors**

Schedule through Citizen Access or call 913.477.7500. Scheduling this inspection requires a minimum one working day advance notice.

This is an inspection of a representative sample of the structural braced wall panels (BWP), the weather resistive barrier (WRB) and hardware for porch post/beam connections.

**Rough-In**

Schedule through Citizen Access or call 913.477.7500. Scheduling this inspection requires a minimum one working day advance notice.

This is an inspection of the entire building system's rough-in, including the electrical service/wiring and the plumbing and mechanical work systems. The inspection is to be made prior to the installation of insulation and drywall. The city approved plot plan and construction plans are required to be onsite for this inspection.

**Electrical Service**

Schedule through Citizen Access or call 913.477.7500. Scheduling this inspection requires a minimum one working day advance notice.

This inspection is typically done along with the rough-in inspection. Upon approval of the inspection, the city will contact the utility company to authorize a meter.

### **Gas Pressure Test**

Schedule through Citizen Access or call 913.477.7500. Scheduling this inspection requires a minimum one working day advance notice.

This inspection can be scheduled separately or as part of the rough-in inspection. The inspector looks at all interior gas line piping to ensure it holds the proper test pressure. In order for the city to authorize a meter from the utility company, the piping must be connected to a properly vented gas appliance. Upon approval of the inspection, the city will contact the utility company to authorize a meter.

### **Insulation**

Schedule through Citizen Access or call 913.477.7500. Scheduling this inspection requires a minimum one working day advance notice.

This is an inspection of the insulation installed within inaccessible walls, floors and chases prior to sheetrock installation. The city will consider accepting compliance reports from approved energy-efficiency consultants, contractors, raters or auditors in lieu of having a city inspection; however, the report needs to be approved by the city before installing any wallboard.

### **Sheetrock**

Schedule through Citizen Access or call 913.477.7500. Scheduling this inspection requires a minimum one working day advance notice.

This inspection is required for duplexes or town homes, or when noted on the rough-in inspection report. The inspection includes checking the fire-resistive rating between the garage and living space, unit separation walls in duplexes and town homes, the moisture resistive wallboard in restrooms and the nailing pattern when drywall is used for structural wall bracing. If multiple layers are involved for fire-rated walls, each layer must be inspected prior to proceeding to additional layers or applying finish materials. Approved plans are required onsite.

### **Lathe / Stucco**

Schedule through Citizen Access or call 913.477.7500. Scheduling this inspection requires a minimum one working day advance notice.

This is an inspection of the metal lath and related accessories before applying stucco. The inspector will look for proper lapping and attachment of lath, location of expansion and control joints, size, locations and installation of accessories. Stucco should not be applied before drywall and roofing. The factory-prepared cementitious mixtures of plaster must be onsite for this inspection. If a three-coat system is proposed, the inspector and stucco applicator or constructor will make special arrangements to assure compliance with ASTM C 926.

### **Drive Approach and Public Sidewalk**

These inspections are scheduled by calling 913.477.7665. Four-hour advance notice for scheduling is required for these inspections.

The inspections are made by engineering services inspectors to verify that the drive approach, sidewalk and curb ramps are constructed in accordance with city standards prior to concrete placement.

### **Final Inspection**

Schedule through Citizen Access or call 913.477.7500. Scheduling this inspection requires a minimum one working day advance notice.

This inspection is required before any type of occupancy can be granted. It includes the general inspection of all completed interior and exterior work. The city-approved plot plan and construction plans are required to be onsite for this inspection. In order to obtain a Certificate of Occupancy, all permit conditions must be satisfied and all work must be complete. If the permitted work is not entirely complete, the contractor may request a Temporary Certificate of Occupancy (TCO). A TCO or approved final inspection must be obtained before a building can be occupied.

#### **Retaining Wall**

Inspection requests are not required for verification of the retaining wall. It is part of the final inspection.

If there is a retaining wall taller than four feet (measured from the bottom of the footing to the top of the wall) on the site, the contractor is responsible for submitting to the Building Code Division of the Department of Community Development a certification sealed by a Kansas licensed engineer verifying that the wall is built per the approved design.

#### **Final Lot Grading Certificate**

Inspection requests are not required for verification of the final lot grading certification. It is part of the final inspection.

For all lots, prior to sod placement and receiving a final Certificate of Occupancy, the contractor is responsible for submitting to the City Engineering Division of the Department of Community Development an as-built plot plan sealed by a Kansas licensed surveyor showing final lot grading at both rear lot corners, and the mid-points along each side and rear yard.

City of Lenexa – Department of Community Development  
12350 W 87<sup>th</sup> Street Parkway - Lenexa, Kansas 66215  
913/477-7500 (FAX) 913/477-7730

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