

**BUILDING CODE**

MAIN OFFICE (302) 855-7860  
MAIN OFFICE (FAX) (302) 855-7821  
buildingcodeinfo@sussexcountydela.gov

INSPECTION OFFICE (302) 858-5500  
buildinginspections@sussexcountydela.gov



**Sussex County**

DELAWARE  
sussexcountydela.gov

ANDY WRIGHT  
CHIEF OF BUILDING CODE

**COMMERCIAL INSPECTION REQUIREMENTS**

Application # \_\_\_\_\_

**FOOTING INSPECTION-**

- Prior to pouring concrete
- Re-bar and reinforcement tied and in place
- Footings free of debris, organic material and water
- Concrete shall not be placed on frozen soil
- In cold weather pours, insulating or thermal blankets must be on site to protect from freezing

- Electrical & plumbing rough ins complete with stickers on site
- Draftstopping and fireblocking completed w/ approved material
- Certifications for pre-engineered products on site
- Framing inspection BEFORE exterior coverings installed
- No insulation is to be installed before framing inspection
- Pole building construction requires a header inspection prior to any exterior or interior wall covering is installed

**FOUNDATION SET BACK INSPECTION-**

- For projects utilizing an engineering company to perform footing inspections.
- Not required if a sealed foundation as-built survey is provided
- Foundation installed
- No framing started

**ENERGY INSPECTION-**

- Energy compliance form ("Com-Check") must be on site.
- Building envelope sealed from all air drafts
- All insulation properly installed.
- Thermal stickers for doors and windows must be in place.

**PRE-SLAB INSPECTION-**

- Required for all interior slab areas
- Perimeter insulation installed prior to pouring slab
- Plastic vapor barrier installed and in place
- Welded Wire Fabric or Fiber Mesh as per approved plans

**FINAL INSPECTION-**

- Project completed, stocked & ready for occupancy
- Electrical and plumbing final stickers on site.
- Final sticker from Fire Marshal on site (if needed)
- Final approval from Del Dot sent to Building Code (if needed)
- Stamped Energy Compliance Letter (when needed)
- Rough grade for proper drainage away from structure
- Gutters and downspouts installed
- Handicap parking space(s) and signage defined & in place
- 911 addresses must be posted

**BUILDING WRAP/FRAMING INSPECTION-**

- Building wrap inspection may be scheduled before the framing inspection as a separate inspection.
- Building is weather tight (roof covering & building wrap)

Before requesting any inspection, all "third party" reports such as; engineered footing reports, piling blow counts, water proofing certificates, stamped truss repairs, and energy certificate reports must be emailed to our Inspection Office at [buildinginspections@sussexcountydela.gov](mailto:buildinginspections@sussexcountydela.gov) Application number must be included.

**TO SCHEDULE INSPECTIONS:**

PLEASE CALL 24 HOURS IN ADVANCE AT 302-858-5500 BETWEEN 7:30 a.m. & 3:00 p.m. OR USE THE "INSPECTION REQUEST" WEBFORM, FOUND AT THE BOTTOM OF: [www.sussexcountydela.gov](http://www.sussexcountydela.gov) MUST HAVE APPLICATION NUMBER TO SCHEDULE INSPECTIONS.

All inspections can now be viewed on the County's website using the "Self Service Portal" link at the bottom of the web page. You will need to enter your Parcel ID or Application reference number which can be found on your building permit.

PROJECT NAME/DESCRIPTION: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

PHONE # \_\_\_\_\_

