

BUILDING CODE

MAIN OFFICE (302) 855-7860
MAIN OFFICE (FAX) (302) 855-7821

INSPECTION SCHEDULING (302) 858-5500
INSPECTIONS (FAX) (302) 855-7821

PLAN REVIEW (302) 855-7860
PLAN REVIEW (FAX) (302) 855-7869



Sussex County

DELAWARE
sussexcountyde.gov

ANDY WRIGHT
CHIEF OF BUILDING CODE

SINGLE FAMILY INSPECTION REQUIREMENTS

Application # _____

FOOTING INSPECTION-

- Prior to pouring concrete
- Minimum of 24" inches below finished grade
- Pole buildings must be a minimum 36" inches below grade
- Re-bar and reinforcement tied and in place (when required)
- Footings free of debris, organic material and water
- Concrete shall not be placed on frozen soil

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

PRE-SLAB INSPECTION-

- Required for conditioned areas on slab on grade for "Pole Building" style dwellings or dwellings with "turndown" slabs.
- Perimeter insulation installed prior to pouring slab
- Proof of DE State plumbing inspection MUST be on site

TRACK INSPECTION-

- Required for pre-engineered sunrooms
- Track installed for floor and/or roof panels

HOUSEWRAP/FRAMING INSPECTION-

- Housewrap inspection may be scheduled before the framing inspection as a separate inspection.
- Building is weather tight (roof covering & housewrap)
- Electrical and plumbing inspected with stickers on site
- Mechanical ducts and boots installed and sealed
- Draft stopping and fire blocking completed
- Basement waterproofing complete and certification provided
- Certifications for pre-engineered products on site
- Framing inspection before exterior covering is installed.
- No insulation is to be installed before framing inspection

- Pole buildings require a header inspection prior to any exterior or interior wall covering is installed
- Plant built portions of modular homes do not require framing inspection but are required a "Close-In" inspection after the units are set and before mating wall have exterior covering installed.
- Site built portions of a modular home project are still required a framing inspection.

ENERGY INSPECTIONS (DWELLINGS ONLY)-

- Energy compliance form ("Res-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.
- Modular homes to have all air gaps in mating walls sealed and site-built portion such as: finished cape cods, rooms over garages, additional living spaces...etc.) certification and a permanent certificate must be completed and posted in or around the electric box before final inspection.

FINAL INSPECTION-

- The following items must be on file with Building Inspections BEFORE scheduling final inspection:
 - On-site wastewater/septic completion report (with red stamp) from DNREC
 - DeDOT entrance permit when required on new construction
 - Final elevation certificate (when in flood zone)
- Work is completed
- Electrical and plumbing have been inspected with stickers on site.
- Blower door/energy certification posted in or around electric panel
- Duct blaster certification ONLY if any of duct work is in unconditioned space
- Rough grade for proper drainage away from structure
- Gutters and downspouts installed
- 911 addresses must be posted
- Attic and crawlspace insulation installed
- Must provide access to attic areas



SETBACK INSPECTION-

- Automatically generated when you pass final inspection
- Not required if a Final Survey is provided

CERTIFICATE OF OCCUPANCY-

- Issued when the above documents are received, and Sussex County field inspections are completed.

County approved plans must be kept on job site for inspectors' review to receive an inspection.

Additional inspections after 5 inspections (Except Modular Home Projects without site-built additions) shall be charged \$40.00 per trip and to be paid before the issuance of the certificate of occupancy. Modular Home projects will be charged \$40.00 per trip after 4 inspections.

All inspections can now be viewed on the County's website using the "Self Service Portal." To access this feature, please visit: www.sussexcountyde.gov. Click on the "Building Code" link in the Business section under Building and Construction. Once you are in the Building Code section, click on the "Inspections and Scheduling" tab on the left-hand side of the screen. Look for the "Self Service Portal" link at the top center next to picture. You will need to enter your Parcel ID or Application reference number to view all inspection results. Both numbers can be found on your building permit.

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@sussexcountyde.gov. Application number must be included.

Any requested inspection failing to provide any of the above-mentioned reports, will not be scheduled.

**TO SCHEDULE INSPECTIONS:
PLEASE CALL 24 HOURS IN ADVANCE AT 302-858-5500 BETWEEN 7:30 a.m. & 3:00 p.m.
MUST HAVE APPLICATION NUMBER TO SCHEDULE INSPECTIONS.**

SIGNATURE

DATE

PRINT NAME

OWNER

CONTRACTOR

PHONE #

EMAIL