

DOCUMENTS REQUIRED DURING INSPECTIONS

Any items checked below will be needed during the inspection process. See instructions below.

Surveys

Foundation Survey Letter

A minimum of 2 business days **BEFORE** your foundation inspection, you must either email your foundation survey letter to planning@louisvilleco.gov or drop it off at City Hall. If approved, you will receive an email with the stamped foundation survey letter that **must be at the job site for your foundation inspection**. Failure to do so will result in an automatic re-inspection fee.

Height Verification Letter

Letter must be at the job site at the time of your framing inspection.

ISP or ILC Surveys

A minimum of 2 business days **BEFORE** your building final inspection, you must either email your ILC or ISP survey to planning@louisvilleco.gov or drop it off at City Hall. If approved, you will receive an email with the stamped survey that **must be at the job site for your building final inspection**. Failure to do so will result in an automatic re-inspection fee.

Drainage Certificate

Certificate must be at the job site at the time of your building final inspection.

Engineer Letters (Stamped)

Footing Steel

Stamped letter must be at the job site no later than your sheathing inspection.

Foundation Steel

Stamped letter must be at the job site no later than your sheathing inspection.

Damp Proofing

Stamped letter must be at the job site no later than your sheathing inspection.

Perimeter Drain

Stamped letter must be at the job site no later than your sheathing inspection.

Steel Framing

Stamped letter must be at the job site no later than your sheathing inspection.

Structural Floor

Stamped letter must be at the job no later than your sheathing inspection.

Reports

Energy Rating Certificate

Certificate must be at the job site at the time of your building final inspection.

HVAC Balance Report

Report must be at the job site at the time of your mechanical final inspection.

Blower Door Test

Test must be at the job site at the time of your building final inspection.

Commissioning Report (Electrical, Mechanical, etc.)

Report must be at the job site at the time of your building final inspection.