



## Inspection Request Requirements

*Information on Required Inspections for Residential and Commercial Construction*



### INSPECTION REQUEST REQUIREMENTS

Inspection requests shall be made by calling (913) 491-4722. The person requesting an inspection must provide all of the following information that pertains to the inspection request:

- Permit number
- Address of inspection
- Type of inspection
- Name of permit holder
- Name and phone number of contact person

### INSPECTION REQUESTS

It shall be the duty of the permit holder or their duly authorized agent to notify the City of Leawood, Codes Administration Division when work is ready for inspection and provide access to and means for inspections of such work that are required by the City codes.

### APPROVAL REQUIRED

Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval from the City of Leawood. As a general rule, partial inspections are not permitted. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the City of Leawood. Notification will be left on each job site indicating compliance or listing items needing correction.

### INSPECTION REQUEST RESPONSE

Codes Administration working days are Monday through Friday, excluding holidays. Inspections are scheduled between 8:30 am and 3:30 pm.

Appointments for inspections will be made only for the placement of concrete and for work on an occupied home. Projects requiring special inspections of footings and foundation walls shall be approved by the City of Leawood prior to the request for inspection.

**NOTE:** Items located within the City's right-of-way (sidewalks, drive approaches, irrigation systems) are subject to inspection approval from the Public Works Department. Inspection requests for these items can be made by calling 913-339-6700, extension 130.

### REQUIRED INSPECTIONS

Pursuant to the Leawood Building Code, the 2006 International Residential Code, and the 2006 International Building Code, all permits shall have the following inspections requested, performed, and approved:

- **Sediment and Erosion Control Inspection:** This inspection will be conducted at all site visits and when deemed necessary by the City of Leawood.
- **Footing Inspection:** This inspection shall be requested after all excavations are completed, all forms have been placed, and all reinforcements have been installed, prior to the placement of any concrete.
- **Foundation Wall Inspection:** This inspection shall be requested after all forms have been placed and all reinforcements have been installed, prior to the placement of any concrete.

- **Under Slab Inspection:** This inspection shall be requested after all plumbing, electrical, mechanical, thickened slabs, and slab gravel base have been installed, prior to the placement of any concrete. An air or water test will be required for commercial underslab plumbing inspections.
- **Rough-In Inspection:** This inspection shall be requested after all electrical conductors and electrical boxes, mechanical duct work and vents, plumbing piping, gas piping, roof, masonry, framing, firestopping, draftstopping, and bracing have been installed and prior to placement of insulation or sheetrock.
- **Electrical Service Inspection:** This inspection shall be requested after all electrical service equipment has been installed. At least one electrical branch circuit, one grounding electrode and grounding electrode conductor and main service overcurrent device shall be connected in all service equipment.
- **Gas Service Inspection:** This inspection shall be requested after all gas piping has been installed and a proper pressure test has been provided.
- **Fire-rated construction inspection:** Where walls or floors of fire-resistance-rated construction are required, the City of Leawood shall require an inspection of such construction after all wallboard is in place, but before wallboard joints and fasteners are taped and finished.
- **Energy Conservation Inspection:** This inspection will be performed with a residential rough-in inspection. Insulation in roof assemblies is required to be at least R-30. Windows must have a maximum U factor of 0.50. This is applicable only to residential projects.
- **Special inspections.** For special inspections, refer to the International Building Code, see Section 1704.
- **Final Inspection:** This inspection shall be requested after all permitted and regulated work is completed, prior to occupancy.
- **Other Inspections:** When deemed necessary, other inspections may be required including, but not limited to: fire protection, structural slabs, and special inspections.
- **Inspection agencies.** The City of Leawood is authorized to accept reports of approved inspection agencies, provided such agencies satisfy the requirements as to qualifications and reliability.
- **Underground Fire Main Hydrotest:** Two hundred (200) psi for two (2) hours (can be combined with Underground Fire Main Inspection).
- **Underground Fire Main Flush:** Before fire sprinkler riser is attached.
- **Fire Sprinkler Piping Hydrostatic Test:** After all heads are in place.
- **Fire Certificate of Completion:** This inspection will be required prior to the issuance of a certificate of occupancy from the Codes Administration Division.

### RE-INSPECTION FEES

A re-inspection fee may be assessed when Codes Administration staff has responded to a requested inspection that is not ready or when Codes Administration staff has responded to a requested re-inspection and the prior written inspection deficiencies have not been corrected.

### FOR MORE INFORMATION

City of Leawood  
 Codes Administration Division  
 Community Development  
 4800 Town Center Dr  
 Leawood, Kansas 66211  
**(913) 663-9165 / (FAX) (913) 339-6736**  
[www.leawood.org](http://www.leawood.org)

### FIRE DEPARTMENT INSPECTIONS

All commercial projects are subject inspections from the Leawood Fire Department. To arrange for these inspections, please contact Gene Hunter, Fire Marshal, at 913-681-6788, extension 13.

The following inspections are required by the Fire Department:

- **Underground Fire Main Inspection:** Verifies forty two (42) inch burial depth and thrust blocks.