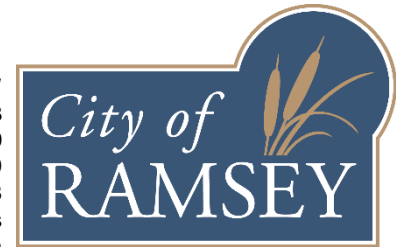


RAMSEY INSPECTION PROCEDURES

7550 Sunwood Drive NW
Ramsey, Minnesota 55303
City Hall: 763-427-1410
Building and Inspections: 763-433-9850
Fax: 763-433-9848
www.cityoframsey.com/permits
permits@cityoframsey.com



Ramsey Inspection Procedures

Erosion Control Inspection – Required prior to digging the footing. Call for the erosion control inspection when the trench is dug, poles and fabric are in place, and after backfilling the trench. Once the erosion control is approved, then you may call for the footing inspection.

Septic Systems – When septic tank(s) and/or trenches are installed, before back filling. After backfilling to confirm final grade and landscaping. Installer and designer must be licensed by the Minnesota Pollution Control Agency (MPCA).

Footing Inspection(s) – Prior to pouring concrete, all form work, rebar, sleeves and miscellaneous embedments are to be set in place and inspected. Footings may be poured consecutively at different times of the day or different days, but each section requires an inspection prior to concrete placement. Minnesota Cold Weather Rules are also enforced. All concrete and/or masonry contractors are to be licensed by the city of Ramsey.

Foundation Inspection – Poured concrete wall foundations or other poured walls are to be inspected after form work, rebar, sleeves and miscellaneous embedments are set in place – before pouring any concrete.

All masonry walls must be inspected after all walls are complete, anchor bolts/straps are installed, foundation damproofing and exterior insulation is in place, walls are braced and core fills are done and prior to backfilling.

Sewer/Water Inspections – Call for inspection when trenches are dug and sewer/water lines are run, and before back filling. The contractor is to be licensed by the city of Ramsey and bonded by the state of Minnesota prior to starting any work.

For residential; the minimum size water service from the curb stop to the dwelling can be one inch High Density Poly Ethylene (HDPE) or one inch copper. The HDPE pipe shall contain a twelve (12) gauge tracer wire from curb stop to meter horn and must be accessible at both ends. The minimum size water service from the watermain to the curb stop shall be one inch copper.

For commercial; you must use ductile iron pipe and contact the city Engineering Department with questions and for scheduling inspections 763-286-7130.

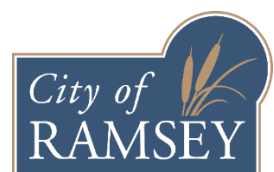
Rough-In Plumbing Inspection(s) – All waste and vent piping and water piping is to be inspected prior to concealing. This also includes underground piping. The licensed journeyman or master plumber is to be on site during this inspection. The plumbers and the plumbing contractor are to be state licensed. The contractor must also be on file (licensed) to work in Ramsey. There is no fee for the City license however, the plumber must submit proof of state master and contractor license.

Heating Rough-In Inspection – All duct work, dampers, supports and fixtures are to be inspected prior to concealing. This includes hot water piping, gas lines, air conditioning and refrigeration line sets – all HVAC equipment. The HVAC contractor is to be licensed by the city of Ramsey and bonded by the state of Minnesota prior to starting any work.

Electrical Rough-In Inspection – All wiring is to be inspected prior to concealing. The electrical contractor is to be state licensed as are all the electricians.

Frame Inspection(s) – All framework, structural and non-structural is to be inspected before covering. This inspection is to take place after all “rough-In” inspections are done and signed off. We will be checking all structural bearing points, connections, bracing and supports. Required sizes and spec items, fire blocking and draft stopping, clearances to combustibles and fire proofing. The general contractor is responsible for this inspection and corrections.

Insulation Inspection – After all rough-in inspections and frame inspections/corrections are completed the insulation and vapor barriers are to be installed and inspected, and attic bypasses sealed. This inspection is to be done prior to applying any wall coverings.



Final Plumbing – HVAC – Electrical Inspections – After all mechanical and plumbing equipment is installed. Required alterations or corrections are to be corrected and re-inspected prior to the occupancy final inspection. Each contractor will be responsible for their own work. An electrical final is required when all electrical work is complete.

Topsoil Inspection/ Requirements - Load tickets from approved topsoil sources must be submitted prior to laying any sod or applying seed/hydroseed. Four inches of topsoil, which meets MnDOT specification 3877 C (Premium Topsoil Borrow), is to be spread across all disturbed areas. Please contact Mike McDowall at 763-286-7130 with questions.

Landscaping Inspection – All landscaping should be completed prior to the issuance of the Certificate of Occupancy, including the installation of topsoil, sod in the boulevard area, sod, seed or other acceptable ground cover for the remainder of the yard and all required plantings. If one or more of these landscaping components is not complete and fully established when the Certificate of Occupancy is requested, an escrow will be collected.

Final Building Inspection for Occupancy – A final building inspection for occupancy is to be completed prior to occupancy of the structure and prior to moving any equipment or furniture into the structure. All final fire, plumbing, mechanical and miscellaneous inspections must have been completed and approved at this point. All fire rated separations must be complete. All life safety items must have been installed and buildings must be totally completed inside and out. Final grade, parking, signage, handicap accessibility, exterior fire access, and hydrants must be operational. Landscaping should be ready for inspection unless winter conditions prevent completion.

Miscellaneous Inspections – Fire rated walls – dampers – penetrations, spray on fire proofing, structural slabs, reinforced grouted masonry, special roof applications, special grading and other miscellaneous life safety and access inspections may be required by the inspector(s). All domestic potable water lines must be chlorinated, pressure tested and flushed prior to the plumbing final inspection. These will be worked out with the general contractor as scheduling requires.



Fire Sprinkler Systems – Alarms – All portions of the fire suppression system and alarming systems are to be inspected by the Ramsey Fire Marshal or Chief. All inspection tests are to be completed prior to approval of all or any of the systems. Sprinkler system installers must be licensed by the state of Minnesota and provide proof of licensure before starting work.

Special Inspection(s) – In accordance with Section 1704 of the International Building Code (IBC) the owner, engineer or architect acting as the owner’s agent shall employ one or more special inspectors to provide specialized inspections in accordance with that section. Copies of all third party testing reports must be submitted to the city of Ramsey Building Division.

All Inspections: A 24 hour notice in the off peak season (winter) and a 48 hour notice in the on peak season is required. You must have the permit number and address to schedule any inspections. Call 763-433-9850 to schedule inspections.

