



## **BUILDING DEPARTMENT HOURS**

**8:00 AM – 4:30 PM, Monday through Friday (except holidays)**

## **HOURS OF INSPECTION**

**8:00 AM – 3:00 PM, Monday through Friday (except holidays)**

### **INSPECTION REQUIREMENTS**

1. Inspections will not be scheduled before 8:00 am or after 3:00 pm.
2. A 24-hour minimum notice is required for inspections.
  - a. Identify the property by address number with a sign or paint the number on the outside of the house.
3. Inspection record card must be posted, as soon as physically possible inside the garage – not higher than six (6) feet from the floor.
4. NOTE: Lino Lakes requires:
  - a. Permanently installed sump pump plumbed to the outside when the foundation drain is not daylighted to grade.
  - b. Tree preservation plan
  - c. Driveway covers for curb stops located in the driveway – fee per City of Lino Lakes Fee Schedule

### **WHEN TO CALL FOR CITY OF LINO LAKES INSPECTIONS:**

#### **FOOTINGS**

After all forms and rebar is in place. Plans, survey and inspection card are required to be on the jobsite at the time of inspection. Silt fence **MUST** be up prior to this inspection being approved.

#### **FOUNDATION**

Prior to backfilling, after damproofing is finished and required sub-grade insulation is installed.

#### **POURED WALL**

If Applicable

#### **ROUGH-IN PLUMBING**

When air test can be performed on waste system and potable water lines are installed. Must be completed either prior to or at the same time as the Rough-in Heating and Framing inspection.

#### **ROUGH-IN HEATING**

After vent/flue is installed and rough openings for warm-air/cold-air registers are cut in. Note: Rough-in heating inspection may be done at the time of the framing inspection.

#### **FRAMING**

When all framing is done and after subcontractors have finished electrical, rough heating and rough plumbing work. This inspection is to be done **prior** to any insulating.

## **GAS-LINE AIR TEST**

25 psi for 12 hours is required – plan ahead during winter construction.

## **FIREPLACE**

Before any part of the unit is enclosed or concealed.

## **INSULATION**

Work must be **complete** or the inspection will be failed and a reinspection fee will be charged. Consider scheduling an early inspection the day after the insulators do the work.

## **FIREWALL**

When one (1) hour assembly (1/2" sheetrock) has been completed between the garage and living areas. This inspection is typically done at the time of the final building inspection. Taping is required for joints not backed by framing.

## **FINAL PLUMBING**

This inspection is completed prior to or at the same time as the Certificate of Occupancy inspection.

## **AS BUILT**

The City of Lino Lakes requires you to submit an as-built survey, which must be approved by the City Engineer prior to the Final Inspection being scheduled. During the winter months only, a Temporary C/O will be issued in exchange for an escrow agreement and fee amount per City of Lino Lakes fee schedule.

## **FINAL HEATING/MECHANICAL**

When all appliances, gas supply lines, vents and registers are in place. This inspection includes a gas line manometer test.

## **FINAL BUILDING – CERTIFICATE OF OCCUPANCY**

When the building is finished, including landscaping, grading, electrical final and the approved as-built survey, a final inspection may be scheduled. "I'm going to do that tomorrow" is not an acceptable substitution for finishing the house. Houses that are incomplete at the time of final inspection may be subject to reinspection fees.