



City of Portsmouth Department of
Permits and Inspections

Commercial Development and Construction Order of Operations, Required Inspections

The commercial development and construction process can be daunting to the layman. We strongly encourage the use of a Registered Design Professional to create your construction documents. Furthermore, we would be happy to meet with you to discuss your project if you wish. The general order of operations is as follows:

- Obtain Zoning clearance/approval for the proposed project
- Submit Building permit application and construction documents.
- Review of application and documents for code compliance (3 week turnaround at this time)
- Prepare review comments as necessary for general information regarding the project as well as describing the compliance corrections necessary to approve the construction documents. Additional information is provided in the review document to assist the owner/developer/contractor, and inspector. If the proposal includes food service, Health Department approval will be required before permit issuance.
- Revise documents and resubmit
- Second review for approval
- Pay fees, issue permits
- Construction begins
- Contractor calls for intermittent inspections as required
- Construction compliance corrections addressed
- Contractor calls for Reinspection process
- Construction continues
- Contractor calls for Final inspections
- Construction compliance corrections addressed
- Contractor calls for Reinspection process
- Final inspections approved
- Certificate of Occupancy issued

Types of Building Inspections

1. Footing inspection (Prior to placement of concrete) proper placement on the lot, width, depth, soil, steel reinforcement, UFER rod prior to covering/concealment

- 2a. Foundation inspection (prior to deck sheathing). This checks for elevation, setbacks, anchors/straps, level of grade in crawl, joist and girder sizing, flood zone requirements (floor height, flood vents, use of salt treated lumber below DFE) prior to covering/concealment.
- 2b. Slab/concrete floor inspection. (prior to placement of concrete, and after installation of plumbing, mech. slab, elect., and slab insulation)
3. On-site sewer and water lines before covering/concealment
4. Sheathing/nailing
5. Exterior Air/moisture barrier- prior to installation of siding or masonry
6. Electrical, gas, mechanical (including duct sealing*) and plumbing rough-in inspections prior to covering (includes fire stopping for each discipline)
7. Gas and plumbing pressure test prior to covering/concealment
8. Framing inspection /Firewall/fire separation assembly inspections (include all interior flashing, fire blocking,
9. Insulation inspection (after building is dried in and secured) includes interior envelope sealing (air/moisture barrier*)
10. Electrical, gas, mechanical and plumbing final Inspection; these are sometimes inspected at the same time as the final building inspection.
11. Final building inspection

* Visual inspection required for mandatory energy code requirements

** All Inspections of fire protection systems as required by the applicable NFPA referenced standard