



## Site Checklist

1. **Inspections will not be performed on any property that is not properly and safely maintained.** All construction sites are to be maintained in a safe and orderly condition. Used/scrap materials are to be properly disposed of and materials that are to be used are to be kept in an orderly fashion. Materials scattered about the lot and in the streets is not acceptable. When this condition is encountered, no inspections will be performed and failure to correct such situations may result in re-inspection fees or Stop Work Orders.
2. The contractor is responsible to provide ladders or a buck hoist on larger projects to safely get the inspector to the work being inspected. Safe access to each building will be required for the inspectors to enter the structure. Walk-boards, make-shift ladders and situations where "pulling up" are required to enter the structure are not acceptable as safe entry to a building
3. Adequate temporary or permanent handrails and guardrails shall be provided at stairs and floor openings.

**Guards.** Where needed, guards should be located along open-sided walking surfaces, including mezzanines, equipment platforms, stairs, ramps and landings that are located more than 30 inches measured vertically to the floor or grade below at any point within 36 inches horizontally to the edge of the open side. Guards should be adequate in strength and attachment. Railing boots are recommended.

**Height.** Required Guards should not be less than 36 inches tall.

**Opening limitations.** Guards should shall not have openings which allow passage of a sphere 21 inches in diameter.

4. Traffic lanes are to be kept open at all times. It is essential that emergency vehicles have access to all properties. Employees and sub-contractors should park on only one side of the street with no staggering from side to side. Ideally, there should be a staging area for materials and construction worker parking. Inspectors will not perform inspections if they cannot access to the property.
5. Open burning of construction materials or burn barrels are prohibited unless specifically permitted by local jurisdiction.
6. Restroom facilities for construction personnel shall be available onsite or within requirements of the jurisdiction.
7. The address shall be clearly posted on the jobsite at all times to serve as a reference for the inspectors. For residential projects, the address shall be clearly discernable from the street.
8. A copy of the permit shall be posted in a visible location if you are working in a suite inside a building to identify the jobsite to the inspector.
9. The general contractor is responsible for assuring the work to be inspected is ready for inspection when the inspector arrives. When necessary for inspectors to witness system testing the general contractor is responsible to assure personnel trained to operate such equipment are onsite.
10. The most current approved set of construction plans shall be available onsite. If the plans cannot be located the inspection may be canceled.
11. Siltation control is vital on each construction site. Silt fences are to be in place and maintained at all times. Driving over silt fencing is not acceptable.
12. Streets are to be kept free of building materials, dumpsters, debris, and/or portable toilets.

\*The Johnson County Building Officials Association does not warrant the accuracy, completeness, or timeliness of the information contained in this handout. To verify the requirements where you are working, please refer to the official version of the ordinance for the jurisdiction you are performing work in.