

**Insulation Inspection**  
*Building Official Inspection*

When insulation has been applied, prior to being covered.

**Final Handicap Inspection**  
*Third Party Agency*

A final inspection is required for handicap provisions. A copy of the final inspection certificate must be forwarded to the Williamsport Bureau of Codes office, prior to the Certificate of Occupancy being issued.

**Final Occupancy Inspection**  
*Building Official Inspection*

At this inspection, the final mechanical and plumbing inspections are completed. The final occupancy inspection is made when the project is completed and ready for occupancy. NOTE: No one is permitted to occupy any new structure without the above inspections being completed.

*Be advised a complete set of drawings must accompany the permit application. Once the project(s) have been approved a permit will then be issued.*

**Third Party  
Electrical Inspectors**

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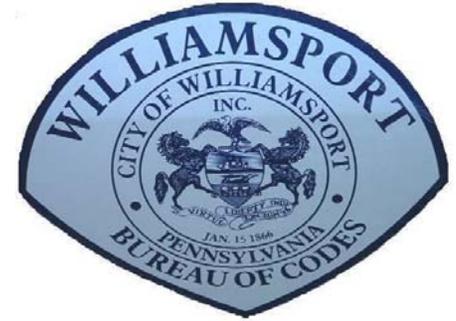
Commonwealth Code	570-584-4416
American Inspect	570-321-7611
Kranz Inspection	570-494-1450
Yost Electrical	570-458-6160

**Third Party  
Handicap Inspectors**

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Code Inspection Inc	570-547-0488
Ron Decker	
McTish, Kunkel & Associates	570-368-3040
Ben Thomas	

**City of  
Williamsport  
Bureau of Codes**



**Inspections  
Required**

**City Hall**  
245 West Fourth Street  
Williamsport, PA 17701

(570) 327-7517 Phone  
(570) 327-7572 Fax

Questions? Contact the office:  
Monday thru Friday, 8:30am to 4:30pm.

[codes@cityofwilliamsport.org](mailto:codes@cityofwilliamsport.org)

## Information on Inspections Required

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Each contractor, owner or builder shall be responsible for contacting the Williamsport Bureau of Codes when the project under construction has reached the following stages:

*(Refer to the appropriate boxes checked)*

### Contact Information

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#### Building Official

Name: Joe Gerardi  
Address: 245 West Fourth Street,  
Williamsport, PA 17701  
Telephone: (570) 327-7527  
[Bldgofficial@cityofwilliamsport.org](mailto:Bldgofficial@cityofwilliamsport.org)

#### Zoning Official

Name: David Hines  
Address: 245 West Fourth Street,  
Williamsport, PA 17701  
Telephone: (570) 327-7518  
[Zoning@cityofwilliamsport.org](mailto:Zoning@cityofwilliamsport.org)

**All notification must be received at  
least 24 hours in advance**

### Types of Inspections Required

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**Zoning Inspection**  
*Zoning Official Inspection*

Prior to beginning construction, the exterior walls of the proposed building

or building addition must be staked out and inspected to verify setback requirements.

**Footer Inspection**  
*Building Official Inspection*

When the footer has been formed and any reinforcement has been installed, the work must be inspected prior to any pouring of concrete.

**Foundation Inspection**  
*Building Official Inspection*

When the footings, foundation walls, anchor bolts, waterproofing, drainage tile, insulation and reinforcing are in place, **BUT** before backfilling of the foundation.

**Rough Plumbing Inspection**  
*Building Official Inspection*

When all rough plumbing, plating and hangers have been installed. This applies to both the domestic and sanitary lines. Please call for information on testing method.

**Rough Mechanical Inspection**  
*Building Official Inspection*

When duct work, hot water base board piping, chases, cutting, plating has been installed. R-Values of insulated ducts must be visible.

**Rough Wiring Inspection**  
*Third Party Agency*

This inspection is done by a third party inspection agency. A copy of the inspection **MUST** be forwarded to the Williamsport Bureau of Codes office.

**Final Electrical Inspection**  
*Third Party Agency*

This inspection is done by a third party inspection agency. A copy of the final inspection certificate **MUST** be forwarded to the Williamsport Bureau of Codes office, prior to the Certificate of Occupancy being issued.

**Rough Framing Inspection**  
*Building Official Inspection*

When all framing is completed, windows and doors installed (do not removed the U-Value labels) hangers, tie-downs, fire stopping, fire caulking, stairs and bathroom exhaust system have been installed

**Sprinkler Inspection**  
*Building Official & Fire Inspector*

When the system is fully installed the sprinkler system shall be tested in accordance with the appropriate NFPA standards

**Commercial Cooking System**  
*Building Official Inspection*

When a commercial cooking system has been installed a "Puff" test must be performed and inspected.