CODE ENFORCEMENT AGENCY
1633 Route 51, Suite 100, Jefferson Hills, PA 15025
1-866-410-4952 www.cea-code.com

2026 Residential Inspection Process

This guideline outlines the key legal and procedural requirements for residential inspections and permitting under the Pennsylvania Uniform Construction Code (PA UCC). It is designed to help applicants and permit holders maintain compliance and ensure smooth project progression.

---

1. Permit Display & Documentation Requirements

- **Permit Visibility:** The Residential Building Permit must be displayed in public view at the job site.
- **Onsite Documentation:** A copy of the PA UCC Permit and approved plans must remain onsite for the duration of the open permit.

---

2. Initial Communications & Scheduling

- **Contact Point:**
  All inspection-related communications must go through the **CEA Administrative Office**:
  (412) 455-3400 permits@cea-code.com Office Hours: Monday–Friday, 8:00 AM–4:30 PM (excluding holidays).
- **Preparation Before Contacting:**
  Have the following ready:
  - Permit number
  - Property address
  - Type of inspection
  - Contact info for scheduling agent

  Incomplete requests may require resubmission or asked to call back with details.

---

3. Permit Requirements & Inspection Requests

- **Inspection List:**
  Your approved permit will list all required inspections. These must be followed in the sequence provided.
- **Scheduling Inspections:**
  - Minimum 24-hour notice required
  - All requests must be formally recorded by CEA
  - No same-day re-inspections allowed

---

4. Inspection Progress & Site Documentation

- **Progress Sheets:**
  After each inspection, a progress sheet will be issued showing pass/fail status. Failed inspections will include detailed code deficiency notes.
- **Failed Inspections:**
  - Must be corrected and re-approved by CEA (must reschedule with office)
  - Additional fees may apply if the site is unprepared or inspection is not canceled in time
- **Site Records:**
  - Failed inspection sheets must remain onsite
  - Inspectors will communicate directly with the applicant or contractor only

---

5. Legal Restrictions & Compliance

- **No Forward Progress Without Approval:**
  Work cannot proceed to the next phase until the current inspection is passed.
- **Unauthorized Work:**
  If work continues without approval, a **sealed opinion** from a Pennsylvania Design Professional may be required by the Building Code Official to assume legal responsibility.
- **No Verbal Changes Accepted:**
  All changes to approved plans must be submitted in writing and approved by the Building Code Official.
  No verbal, voicemail, text, or unacknowledged drop-offs will be accepted.
- **Permit Holder Responsibility:**
  The permit holder is responsible for all contractors, vendors, and trades, including inspections, tests, documents, and approvals.

---

6. Specific Inspection Requirements

- **Electrical Inspections:**
  - Must be completed by CEA before other rough-ins or framing inspections
  - **CEA box sticker must be present in the electrical panel**
- **Footing & Foundation:**
  - Must be ready for visual inspection before pouring
  - Unstable or poor conditions must be reported to CEA prior to inspection
- **Mechanical & Plumbing:**
  - Must be properly prepared and under test method before inspection
- **Energy Compliance:**
  - Blower door test results required if applicable by FINAL
  - Res-Check applicants must provide energy compliance documentation before final inspection

---

7. Final Inspection & Certificate of Occupancy

- **Final Inspection Requirements:**
  Submit all required forms, tests, and third-party results (e.g., Allegheny County Plumbing, energy tests, "as-built" drawings) to CEA before requesting final inspection.

- **Certificate of Occupancy:**
  - Issued only after all inspections are passed
  - Most Certificates are issued by your **local municipality**
  - CEA does **not** provide advance copies or photocopies

- **Timing:**
  - Final inspections do **not** guarantee same-day Certificate issuance
  - Allow up to **5 business days** for processing
  - Do **not** schedule closings or payments based solely on inspection dates