INSPECTIONS INFORMATION

CITY OF CONWAY, ARKANSAS

Inspections – General Information

- Inspections are requested by calling 501-450-6107 or emailing them to permits@conwayarkansas.gov
- Inspections may be requested any time the office is open. However, they must be in by 2:00 P.M. prior to the workday in which the inspection is desired.
- Permits must have been issued for the work involved before the inspections will be performed.
- Complete addresses are required for all requests for inspections.
- Building permits must be posted in a readily accessible and visible position on the building site.
- If the work passes the inspection, it will be signed off on the appropriate space on the building permit placard.
- If the work does not pass inspection, a red tag will be left on site. If the code violations are few enough to be easily written on the card, they will be shown. In other cases, the card will say to contact the building inspector.
- In the case of a legitimate emergency which threatens health or property, these procedures may be modified at the discretion of the Permits and Inspections Department.

Required Inspections

The following structural inspections are required when the structural elements are present:

- Footing and Rough Plumb inspections are to be scheduled one day **prior to**, with an AM (7am - 12pm) **or** PM (12pm - 3pm) **OPTION**.
- Footing (Must be called for before concrete is poured. Prior to any footing inspection, all lot lines must be staked and marked by flagged string which is affixed in such a way as to not be readily moved about.)
- Foundation wall (May be combined with footing on a monolithic pour.)
- Framing (Applies to all framing, regardless of material. Must be inspected before it is covered by insulation or finish materials.)

The following plumbing inspections are required when plumbing work is performed:

- Rough-in plumbing (if a concrete slab is involved, this must be called for before concrete is poured). For a crawl space, it must be called for while it can be inspected without crawling through the crawl space.
- Top-out plumbing (must be inspected before it is covered by insulation or finish materials).
- Final plumbing (called for after all fixtures have been installed. Copy of permit must be displayed).

The following electrical inspections are required when electrical work is performed:

- Rough-in electrical (must be inspected before it is covered by insulation or finish materials).
- Final electrical (called for after all fixtures and mechanical units have been installed. Copy of permit must be displayed).

The following gas inspections are required when the gas lines mentioned are installed or tested (They may be combined in a single inspection.):

- House and/or yard (air pressure gauge with 30 pounds pressure and fittings and line are inspected).
- Service line (line side of meter, air pressure gauge with 60 pounds pressure and fittings and line are inspected).

The following mechanical inspections are required when heating, ventilating, or cooling equipment is installed:

- Rough mechanical (performed at the time the framing is inspected. Interior air handling and heat exchanging units must be in place to inspect for appropriate clearance).
- Final mechanical (all units must be installed).

Procedures

Inspections must be called for by the contractor or sub-contractor taking out the permit; the builder calls for structural inspections, the electrician calls for electrical inspections, the plumber calls for plumbing inspections, mechanical contractor calls for mechanical inspections, and the individual taking out the gas permit calls for the gas inspections.

Footing inspections, rough-in plumbing inspections under slabs, and any inspections on projects where no other trades are involved will be inspected with no concern for other trades turning in related inspections.

Foundation walls will normally be inspected at the time of the footing inspection, and do not need to be called for separately except for crawl spaces. At the time of the foundation wall inspection involving crawl spaces, the floor framing must be left exposed (no sub-floor or floor) and will be called for and inspected at that time.

Re-inspections

When an inspection does not pass, the re-inspection must be paid for and then called for, following the procedures above, before it will be performed.
The cost for each re-inspection is $25.00.

If you have further questions, please contact:
City of Conway Building Permits at 501-450-6107
Director: ext. 3741
Electrical Inspector: ext. 3720
HVAC Inspector: ext. 3731
Building Inspector: ext. 3742
Plumbing Inspector: ext. 3719