



BUILDING INSPECTIONS

Building Permit Cards must be placed on each lot or construction site visible from the street and attached to a weatherproof structure a minimum of 5' above ground.

Erosion control measures must be in place and properly maintained before any inspections will be made.

Inspections are typically performed Monday, Wednesday or Friday unless closed for a Holiday. The Building Inspector requires all inspections to be called in the day BEFORE you wish to receive the inspection by 4:30 p.m.

Call the Department of Planning & Development at **770.985.3513** or **770.985.3514** to schedule. Do not leave inspections on the voicemail.

Requested inspections that are not ready for inspection when the Building Inspector arrives or which do not successfully pass requiring a re-inspection are subject to re-inspect fees, which must be paid before scheduling the next inspection. The following fee structure applies to failed inspections:

1 st re-inspection fee	\$50	4 th re-inspection fee	\$125
2 nd re-inspection fee	\$75	5 th re-inspection fee	\$150
3 rd re-inspection fee	\$100	subsequent re-inspections	\$150

Subcontractor Affidavits for Plumbing, Electrical, and HVAC must be in our office prior to scheduling of the appropriate inspections.

Third party inspections must be pre-approved by the Building Inspector in advance of the inspection. The builder/permit holder shall be responsible for all fees associated with any third party inspection. Copies of all third party inspections must be provided to Planning & Development for the inspector to review and for permanent record keeping.

The inspector will mark the inspection and result on the yellow permit card.

Upon successfully passing the building final for C.O. inspection, and any other additional requirements, a Certificate of Occupancy shall be issued, provided all fees have been paid in full. Commercial remodels and new commercial buildings are required to provide the Fire Safety Certificate of Occupancy to Planning & Development **before** receiving the Building Certificate of Occupancy.

Inspections are usually called in the following sequence:

1. Site Inspection – Swimming pools only
2. Footing Inspection – Made after all trenches are excavated, forms erected and the steel (if required) in place. Building setbacks will be verified at this time. All lot lines must be tightly strung and clearly visible.
3. Swimming Pool Inspection – Basket Inspection, building, electrical, HVAC and plumbing.
4. Monolithic Slabs – Slab MEP inspections shall be signed off first; gravel (if specified) and vapor barrier shall be installed before footing inspection is signed off.
5. Basement Foundation Walls – Walls over 8' in height require design by PE with reinforcing and wall thickness noted.
6. Basement Slabs – Plumbing shall be signed off first; gravel and vapor barrier shall be installed before slab inspection is signed off.
7. Garage/Carport Slab – When fill exceeds 24", it requires design by PE with reinforcing noted; Floor must slope to vehicle entrance.
8. HVAC Rough Inspection – Boot stack heads in; furnace vents roughed in; thermostat wire in place; pre-fab fireplaces and decorative appliance set; concealed gas lines installed and pressure tested.
9. Plumbing Rough Inspection – Waste lines and vent installed; waste line braced and strapped every 5 feet; water test on waste lines; water piping installed; water piping strapped every 5 feet.
10. Electrical Rough Inspection – Electrical panel set in place; all wiring installed and terminated in approved boxes or fittings; service cable installed and meter can set; all splices and taps made up and all wire fastened or stapled according to code.
11. Framing Inspection – All framing complete; fire blocking and bracing in place; roof complete; pre-fab fireplace must be set, vented through roof and capped; bath fans vented.
12. Insulation Inspection - Insulation to be installed **after** framing inspection is signed off.
13. Firewall Inspection – All commercial and multi-family construction with firewalls and fire rated assemblies after gypsum board is installed on one side but before mudding and taping has started.
14. Commercial Final Building Inspection – Made after final electrical, plumbing and HVAC inspections have been 100% signed off; interior and exterior is complete; landscaping is completed; 100% fire marshal signature; sewer signature; health signature; building to be complete and ready for occupancy, with all holds released.
15. Residential Final Building Inspection – Made after electrical, plumbing and HVAC inspections have been signed off; framing inspection has been signed off; all subcontractor affidavits are on file; all holds released, if any; interior and exterior is complete including driveway, sidewalks, sodded yards (where required) and trees planted, Final inspection must be made on swimming pools (including fences and alarms) before a Certificate of Occupancy is issued.