



## Inspection Procedures

**No construction is to begin until permit is posted.** Permit should be posted in a weather protective box located adjacent to the construction exit at the street. Post permit in a manner that is accessible and will allow inspectors to sign and leave comments. Do not post permit on trees or fences. Before scheduling the first inspection the following measures should be in place:

- construction entrance/exit consisting of a 50'x20' geo-tech mat and gravel
- erosion control measures
- toilet facility for workers
- front and side lot lines marked by string and intermediate stakes (for setback verification)

**Call for inspection when 100% ready for inspection.** Inspections will be given within 48 hours of the day the request is received. Inspections should be requested through the Office by calling 770-534-2365. Inspectors will **not** take inspection requests. Requested inspections that are not ready at the time the inspector arrives on site will result in a failed inspection and a \$75 re-inspection fee will be applied. Appointments will be made at the discretion of the inspector. Inspectors will not handle keys or combination locks. A locked structure or inaccessible jobsite will be considered not ready for inspection. The following must be provided for the inspection to be scheduled:

- permit number
- type of inspection
- jobsite address
- contractor's name and contact number

**Procedure for obtaining Certificate of Occupancy/Completion.** When structure is 100% complete a Final inspection should be requested. All applicable fees and outstanding re-inspection fees should be paid. No dwelling may be inhabited prior to receiving the Certificate of Occupancy and be free of any furniture or personal property during the inspection. Required landscaping and soil stabilization methods should be in place before requesting inspection. Temporary occupancy will **not be issued** for any residential single or multi-family dwelling.



## Required Inspections

### Residential/Single Family

**Foundation – Prior to pouring concrete.** All footings for any foundation are required to be a minimum of 12 inches below undisturbed grade. Footing depth will be measured from bottom of form boards or grade to bottom of footing. Reinforcing steel should be supported on chairs or tied to steel stakes and runs tied together throughout. Floating steel into the concrete as it is poured is prohibited. Footings should be clean and free of water and debris. Front, rear and side setbacks will be verified during this inspection.

**Foundation Wall Steel – Prior to pouring concrete.** Basement walls and retaining walls greater than 4 feet in height will be inspected for reinforcing steel grid pattern and position within the wall forms. Inspection should be called in before all forms are completely installed.

**Under-Slab Plumbing –** Plumbing drain and waste lines should be properly joined together in open trenches to verify the required degree of fall from beginning of line to exit of structure. Lines through the footing should be sleeved in a pipe 2 times its diameter. The entire system should be filled with water. A test stack of 10 feet from bottom of joint to top of stack will provide the required amount of pressure to the system. Each small stack on the system will be checked for water content. Supply water lines should be coded for hot/cold and sleeved where penetration through the slab occurs. Air will only be allowed to test system when temperatures are forecast to be 32 degrees and below.

**Slab Cover – Prior to pouring concrete.** All plumbing trenches have been backfilled and graded over. A basement slab will require gravel throughout. Required vapor barrier should be in place and sealed tightly around all plumbing penetrations. Welded wire mesh used for slab reinforcement should be supported throughout the slab on chairs, top hats or concrete pavers. Hooking and lifting the mesh during the concrete pour is prohibited.

**Framing Rough –** Dwelling is dried in. All framing, fire-blocking, sheathing, draft-stopping, bracing and fasteners are in place. Fall prevention barriers should be in place for multi-story structures. Structure should be accessible and free of construction debris. MEPs should **not** be installed.

**Moisture Barrier** - Building wrap, membranes, flashings, and any other required moisture barrier systems is done **prior** to the installation of exterior finishing materials. Windows should be installed and properly taped.

**MEP Rough** – Mechanical, electrical, and plumbing systems should be completely installed and inspected **prior** to covering or concealment before fixtures or appliances are installed. HVAC systems should be made accessible for inspection. Structure should be accessible and free of construction debris.

**Note: Moisture barrier and MEP rough inspection may be called in together.**

**Insulation** – Exterior wall plates and wall joints at corners and tees should be sealed to prevent air infiltration. All penetrations through bottom and top plates, whether interior or exterior, should be sealed. Required insulation in exterior walls, attic knee walls, vaulted and basement ceilings should be installed. **Stocking drywall before insulation inspection has passed is prohibited.**

**Temporary Power** - Allows for the testing of all electrical and mechanical systems and equipment **prior** to final inspection. Upon completion of Temporary Power to House Request Form and successful inspection, the house meter will be released for a period not to exceed 30 days.

**Final Inspection** – The building is 100% complete and ready for immediate occupancy. A final site inspection will be performed to verify compliance with landscaping, site stabilization and drainage requirements.

***Please note:***

*Depending on the scope of work, other inspections may be required to ensure complete code compliance.*

*Approved third party inspections are allowed only at the discretion of the Building Official. When permissible, the inspection report must be submitted to the Building Official before the next phase of construction may continue.*