



INSPECTIONS REFERENCE GUIDE

NOTE: This form is provided for informational purposes and as a general guide to inspections required by the City. This list may not reflect the most up-to-date requirements and is subject to change at the discretion of the Planning & Development Department.

All inspections for residential and commercial building permits and land disturbance permits should be scheduled online here:

https://www.citizenserve.com/Portal/PortalController?Action=showPermit&type=Permit&ctzPagePrefix=Portal_&installationID=267

All inspections requested prior to 4 PM Monday - Thursday and prior to 11 AM on Friday will be scheduled for the next business day. All inspections requested outside of these times or on holidays will be scheduled for the second business day.

GENERAL COMPLIANCE REQUIREMENTS (all projects):

- All permits and approved plans must be posted on site during construction.
- Construction hours are **7 AM to 7 PM Monday through Friday, and 9 AM to 5 PM on Saturday.**
No construction on Sundays or Certain Holidays.
- All inspections should be scheduled by the General Contractor.
- All subcontractor forms must be remitted prior to construction.
- Construction dumpster and portable toilet must be on site, out of right-of-way, and clear from storm drains (if applicable).
- Smoke detectors must be upgraded.
- Certificates of Occupancy & Completion must be requested 2 business days prior to issuance.

SINGLE-FAMILY RESIDENTIAL INSPECTIONS (Separate Land Disturbance Permit Not Required):

NOTE: Pre-Construction Meeting Required (for new standalone permits only that are not part of a common development. For common developments a pre-construction meeting is only required for the first building permit).

- Pre-Construction Meeting, if required (permit card will be issued at this time)
- Initial Site (prior to land disturbance) – New Structure/Additions Only
 - Tree Protection Fencing
 - Construction Entrance/Exit
 - Concrete Washout
 - Stormwater BMP
- Land Disturbance:

- Storm Drain (prior to covering)
- Final Grading (prior to placement of impervious surface)
- Driveway
 - Base (prior to pouring)
 - Final
- Curb (prior to pouring)
- Deceleration Lane
 - Subgrade (prior to placement of base)
 - Base (prior to placement of binder course(s))
 - Pavement (prior to striping)
 - Striping/Signage
- Retaining Wall (requires separate permit)
 - Footing
 - Final
- Sidewalk
 - Base (prior to pouring)
 - Final
- ADA Ramps (prior to pouring)
- Temporary Power Pole
- Slab/Underground Plumbing – requires 10 ft stack of water
- Slab/Underground Electrical
- Footing (prior to pour) ufer ground required
- Foundation Walls
- Slab Prep (prior to pour)- chairs must be in place
- Sheathing (plywood cover on outside)
- House Wrap/Moisture Barrier (Tyvek insp)- All windows/doors must be installed
- Rough – includes framing and all Mechanical, Electrical and Plumbing (MEP). **Inspections performed at the same time unless a stand-alone permit is issued (Combination Inspection).**
Indicate whether gas pressure test is needed. Make sure water is on or air pressure is on for waterlines. All windows/doors must be installed
- Sewer lateral/line
- Temporary to Permanent Power – must be secured and sheetrock must be installed
- Insulation
- Building and all Mechanical, Electrical and Plumbing (MEP) Finals - **Inspections performed at same time unless a stand-alone permit is Issued (Combination Inspection)**
- Zoning Final

COMMERCIAL/MULTIFAMILY/MIXED-USE/INDUSTRIAL & OTHER INSPECTIONS (will also require external agency inspections: DeKalb, GDOT, Department of Agriculture, etc.; Separate Land Disturbance Permit Required-see below):

NOTE: Pre-construction Meeting Required for new construction only.

- Pre-Construction Meeting, if required (permit card will be issued at this time)
- All Land Disturbance-related Inspections (see below)
- Temporary Power Pole
- Slab/Underground Plumbing – requires 10’ stack of water
- Slab/Underground Electrical

- Footings (prior to pour) ufer ground required
- Slab Prep (prior to pour)- chairs must be in place
- Sheathing (plywood cover on outside)
- Moisture Barrier (Tyvek insp)- All windows/doors must be installed
- Rough – includes framing and all Mechanical, Electrical and Plumbing (MEP). **Inspections performed at the same time unless a stand-alone permit is issued (Combination Inspection).**
Indicate whether gas pressure test is needed. Make sure water is on or air pressure is on for waterlines. All windows/doors must be installed
- Sewer lateral/line
- Temporary to Permanent Power – must be secured and sheetrock must be installed
- Hood/Grease Hood/Light Test (if applicable)
- Balloon Test
- Duct Seal
- Ceiling Cover (all MEP's)
- Insulation
- Temporary to Permanent Power
- Building and all Mechanical, Electrical and Plumbing (MEP) Finals - **Inspections performed at same time unless a stand-alone permit is Issued (Combination Inspection)**
- Site Final – see below
- Zoning Final
- Fire Marshal Inspections – Fire Alarm, Fire Sprinkler, Fire suppression system inspections

DEMOLITION INSPECTIONS:

NOTE: Pre-construction Meeting Required (not including interior demolition)

- Pre-Construction Meeting, if required (permit card will be issued at this time)
- All utilities must be disconnected/verified prior to demolition with a pre-demolition inspection
- Initial Site
 - Tree Protection Fencing
 - Construction Entrance/Exit
 - Stormwater BMP
- Final Demolition Inspection (all debris must be removed)

SWIMMING POOL INSPECTION SCHEDULE:

- Initial Site (prior to land disturbance)
 - Tree Protection Fencing
 - Construction Entrance/Exit
 - Concrete Washout
 - Stormwater BMP
- Slab Plumbing
- Pool Basket
- Pool Bonding
- Gas Line Test
- Final including all Mechanical, Electrical and Plumbing (MEP). **Inspections performed at the same time unless a stand-alone permit is issued (Combination Inspection).** Pool final
- Site Final (all debris must be removed)

SIGN PERMITS

- Footing (ground signs only)
- Electrical Underground
- Electrical Final
- Final

MECHANICAL, ELECTRICAL, and PLUMBING (MEP) INSPECTIONS (Standalone):

- Gas Line Test
- Hood/Grease Hood/Light Test (if applicable)
- Balloon Test
- Mechanical Rough
- Mechanical Final
- Wall Cover-electrical
- Ceiling Cover-electrical
- Electric Disconnect/Reconnect
- Electrical Rough
- Electrical Final
- Plumbing Rough
- Plumbing Final
- Water Heater

DECK INSPECTIONS:

- Footing
- Framing
- Final

RETAINING WALL INSPECTIONS:

- Footing
- Final

LAND DISTURBANCE INSPECTIONS:

NOTE: Pre-construction Meeting Required

- Pre-Construction Meeting (permit card will be issued at this time)
- Initial Site (prior to land disturbance)
 - Tree Protection Fencing
 - Construction Entrance/Exit
 - Concrete Washout
 - Stormwater BMP
- Storm Drain (prior to covering)
- Final Grading (prior to placement of impervious surface)
- Driveway
 - Base (prior to pouring)
 - Final
- Curb (prior to pouring)
- Deceleration Lane

- Subgrade (prior to placement of base)
 - Base (prior to placement of binder course(s))
 - Pavement (prior to striping)
 - Striping/Signage
- Retaining Wall (requires separate permit)
 - Footing
 - Final
- Sidewalk
 - Base (prior to pouring)
 - Final
- Street/Alley Paving
 - Sub-Grade (prior to placement of base)
 - Base (prior to placement of binder course(s))
 - Pavement (prior to striping)
 - Striping/Signage
- ADA Ramps (prior to pouring)
- Parking Lot Striping
- Final
 - Arborist
 - Site
 - Zoning
 - Stormwater BMP

SITE FINAL INSPECTION CHECKLIST:

- All landscaping and irrigation must be completely installed
- All paving and striping must be complete (commercial only)
- All parking lot signs must be installed (commercial only)
- All construction debris, equipment, and temporary BMP's must be removed
- Construction dumpster and portable toilet must be removed
- Driveway, sidewalks, and storm drains must be cleaned of debris and sediment
- All damaged (cracked/broken) sidewalk and curb must be replaced
- Provide letter from engineer stating that Flo-wells or like product have been installed properly (residential)
- Provide letter stating underground detention has been vacuumed out, if applicable
- All downspouts must be properly drained to Flo-wells, splash blocks, French drains, or some other form of erosion control
- Conformance with all site development plans and documents