**OFFICE OF BUILDINGS:**

# BUILDING INSPECTION PROCESS

## STEP 1 - PRE-CONSTRUCTION MEETING

This onsite inspection is required for all sites that involve land disturbance activity. Call (404) 546-1305 to schedule this inspection with your Environmental Compliance Officer once the permit is secured. No land disturbance shall take place prior to this inspection.

## STEP 2 - FOOTINGS, FOUNDATION AND SLAB INSPECTIONS

These inspections shall be made after all foundation supports are installed, footings and slabs excavated. This inspection is designed to check foundation supports, crawlspace leveling, ground clearances and positive drainage when required.

## STEP 3 - FRAMING INSPECTIONS:

Building framing inspections shall be made after the roof, excluding permanent roof covering, wall ceiling and floor framing is complete with appropriate blocking, bracing and fire-stopping in place. The following items shall be in place and visible for inspection:

- Pipes
- Chimneys and vents
- Flashing for roofs, chimneys and wall openings
- Insulation baffles
- All lintels that are required to be bolted to the framing for support shall not be covered by any exterior or interior wall or ceiling finish material before approval.

- Work may continue without approval for lintels supported on masonry or concrete. Truss engineering is required to be on site when applicable.

## STEP 4 - TRADE INSPECTIONS

**MECHANICAL**: The Mechanical Division is responsible for assessing proper installation of all mechanical equipment (heaters, furnaces, A/C systems, ventilation) and gas pipes.

***ELECTRICAL***: The Electrical Division is responsible for the inspection of electrical and low voltage permits for code compliance. This division also issues power authorizations and checks installation against plans for compliance with light power density.

**PLUMBING**: The Office of Buildings' inspectors are qualified to inspect all building permits for compliance. Building codes have been established to ensure life safety standards. Building inspection is the method whereby the city of Atlanta ensures that construction work is conducted and held in compliance with the state of Georgia's Minimum Standard Codes. Building Inspectors also issue Certificates of Occupancy if and when appropriate. It is the responsibility of the owner/agent to ensure that all inspections are completed. Advanced notice is typically required to schedule inspections. Inspections may be scheduled in person, by phone or online.

**OFFICE OF BUILDINGS:**

# BUILDING INSPECTION PROCESS

**STEP 5 - INSULATION INSPECTION**:

Insulation inspections are made after an approved building framing and rough-in inspection and after the permanent roof covering has been installed with all insulation and vapor retarders in place, but before any wall or ceiling covering has been applied.

- COMMERCIAL BUILDINGS:
  - Additional firewall inspections may be required for commercial buildings.

**STEP 6 - DRYWALL INSPECTION**:

Inspector checks for continuous air barrier and insulated, weather-stripped attic hatch.

**STEP 7 - FIRE PROTECTION INSPECTION**:

Fire protection inspections shall be made in all buildings where any material is used for fire protection purposes. The permit holder or agent should notify the inspection department after all fire protection materials are in place. Fire protection materials shall not be concealed until inspected and approved.

**STEP 8 - ZONING**:

The Zoning Division reviews and inspects all sign permits for code compliance; reviews and approves all building permits for zoning compliance; and conducts zoning research and verification. The Zoning Division also interprets and enforces the zoning ordinance, conducts investigations related to zoning complaints, and reviews business and alcohol license applications for approval.

**STEP 9 - ARBORIST**:

Please contact customer service representative in the Arborist Division at (404) 330-6870, or send an email to: arborist.dpcd@atlantaga.gov. For more arborist information and to obtain final inspections forms, please visit: http://www.atlantaga.gov/index.aspx?page=339

**STEP 10 - ENVIRONMENTAL COMPLIANCE FINAL INSPECTION**:

Once all construction activity has been completed, 100% of the site has been stabilized with permanent vegetation, and all Erosion Control Best Management Practices (BMPs) have been removed, an Environmental Compliance Final Inspection can be scheduled. Contact (404) 546-1305 to schedule this inspection.