



Department of  
**CITY PLANNING**

Office of Buildings  
96 Mitchell Street  
Atlanta, Georgia 30303  
Tel: 404.865.8400

Email: [inspections-oob@atlantaga.gov](mailto:inspections-oob@atlantaga.gov)

**INSPECTION REQUEST FORM**  
Building, Mechanical, Electrical, Plumbing, Fire Life Safety, & Arborist

**Note:** Please type or print – Complete all fields

<b>Date of Request</b>		<b>Permit Number</b>	
<b>Address of Property</b>			<input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW

**Submit requests by:** Email [inspections-oob@atlantaga.gov](mailto:inspections-oob@atlantaga.gov) Subject line: Inspection Request

JOB SITE CONTACT INFORMATION	
<b>Site Contact Name</b>	
<b>Site Contact Number</b>	
<b>Contact Email</b>	

Inspection Type (Place a check next to the inspection type you are requesting)		
BUILDING	MECHANICAL	PLUMBING
<input type="checkbox"/> 100 - Footing	<input type="checkbox"/> 405 - Gas Pipe	<input type="checkbox"/> 300 - Plumbing Slab
<input type="checkbox"/> 110 - Foundation Wall	<input type="checkbox"/> 480 - Mechanical Rough	<input type="checkbox"/> 305 - Sewer
<input type="checkbox"/> 115 - Retaining Wall	<input type="checkbox"/> 490 - Mechanical Final	<input type="checkbox"/> 315 - Water Service
<input type="checkbox"/> 120 - Monolithic Slab		<input type="checkbox"/> 330 - Water Heater
<input type="checkbox"/> 125 - Ceiling Cover	<b>ELECTRIC</b>	<input type="checkbox"/> 335 - Lawn Sprinkler
<input type="checkbox"/> 130 - Deck Footing	<input type="checkbox"/> 200 - Electrical Slab	<input type="checkbox"/> 380 - Plumbing Rough
<input type="checkbox"/> 135 - Deck Framing	<input type="checkbox"/> 205 - Electrical Ditch	<input type="checkbox"/> 390 - Plumbing Final
<input type="checkbox"/> 140 - Pool Steel Matt Bond	<input type="checkbox"/> 210 - Temporary Pole	
<input type="checkbox"/> 170 - Insulation	<input type="checkbox"/> 215 - Temporary Power - New Construction Only	FIRE LIFE SAFETY
<input type="checkbox"/> 180 - Framing Rough	<input type="checkbox"/> 220 - Swimming Pool/Rough Bonding	<input type="checkbox"/> 345 - Fire Sprinkler Rough
<input type="checkbox"/> 185 - Building Permit Temporary C. O.	<input type="checkbox"/> 230 - Wall Cover	<input type="checkbox"/> 350 - Fire Sprinkler Final
<input type="checkbox"/> 190 - Building Final	<input type="checkbox"/> 235 - Ceiling Cover	- Underground
	<input type="checkbox"/> 240 - Disconnect / Reconnect	- Tamper and Flows
	<input type="checkbox"/> 280 - Electrical Rough	- Fire Pump Test
ARBORIST	<input type="checkbox"/> 290 - Electrical Final	
<input type="checkbox"/> 500 - Posting		
<input type="checkbox"/> 590 - Final	- Electrical Vehicle (EV)	

COMMENTS / JOB SITE DIRECTIONS

***PLEASE NOTE***	
<b>The INSPECTION TYPES above can be conveniently scheduled using our automated inspection phone system.</b>	
Automated Inspection Phone Number	(404) 658-6800
Inspection Division Contact Numbers	
Building, Mechanical, Electrical, & Plumbing Inspections	(404) 865-8400
Fire Life Safety Inspection Division	(404) 546-0183
Arborist Inspection Division	(404) 330-6874
Erosion Control/ Site Inspection Division	(404) 546-1305