



INSPECTION PROCESS FOR SINGLE FAMILY DWELLINGS

Required inspections must be requested prior to concealment of work. Concealment of work without required inspections will result in the inspection being rejected. Rejected inspections for code violations are subject to a re-inspection fee. The permit card must be posted in a weatherproof enclosure, visible from the street and a set of construction plans and a site plan must be maintained on the site at all times. Guardrails must be installed on all stairs and raised floors above 30 inches.

1. Temporary Power Pole required inspection by the electrical section prior to DeKalb County approval being provided to the applicable power company for connection.
2. Initial Environmental Inspection is required after all sediment and erosion control measures, construction drives and tree save fences are installed. This inspection is required prior to any other following inspections.
3. Footing/Foundations inspections must be requested and approved prior to placement of concrete. A concrete encased electrode must be placed in the footing to meet or exceed NEC Article 250.50(A)(3). The building inspector will check for the electrode during the footing inspection. A "box check" is required before the footing inspection will be performed. The building inspector must authorize the use of engineer letters for footings. Engineer letters for footings or slabs will not be accepted unless prior approval. After the fact inspections will not be accepted.
4. In Slab Concealed Electrical, Plumbing or Mechanical Inspections, if applicable must be requested and approved prior to requesting a Structural Slab Inspection.
5. Slab Inspections are performed after item 4 requirements, if applicable, are met and all forms, gravel, vapor barrier and reinforcement is in place.
6. Concrete Poured Walls are not inspected but are required to be code compliant. Foundation walls greater than 9 feet in height require approved engineered design and inspection. Engineer report must be supplied to the inspector no later than the framing inspection.
7. Damp proofing Inspection performed prior to backfill and after all damp proofing measures are installed.
8. Pre-cladding inspection is performed after all windows and doors are installed and properly flashed, weather resistant barrier is installed, roofing material and all applicable flashings are installed and prior to exterior cladding installation, if desired MEP's need not be installed or inspected.
9. Electrical, Plumbing and Mechanical Roughs can be requested in any order. All of the applicable roughs must be requested and approved prior to request in a Building Framing
10. Building Framing Rough/insulation inspection will be performed after all applicable electrical, plumbing and mechanical roughs are passed and any required elevation certificates, engineer letters or any other required documents are on file at the time of the requested inspection. Insulation is to be installed. Sheetrock shall not be installed until the required building framing inspection is approved.
11. Temporary Power Release inspection can be requested any time between the rough and final electrical inspection to allow power to the structure. Request for Temporary Electrical Service application must be on file before the electrical temporary power inspection can be performed.
12. Pre-grading Environmental Inspection is requested after final grade has been established (lot prep) and prior to installing sod and/or permanent vegetation. This inspection must be called in prior to requesting an Environmental Final Inspection.
13. Electrical, Plumbing and Mechanical Final Inspections can be requested in any order. All applicable finals must be requested and approved prior to requesting a Building Final.
14. Environmental Final may be requested at any time once all final landscaping and water quality measures are installed and prior to the Building Final. An as built water quality certificate, tree letter or other required documentation must be presented to the inspector at the time of the inspection.
15. Building Final may be requested and will be performed if all required prior inspections were approved. Upon approval of the Final Building Inspection the permit card must be presented to the Permits Division before a Certificate of Occupancy will be issued. As built surveys shall be submitted to the Land Development Division prior to submitting the permit card to the Permits Division.