



## 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 ft x 20 ft geo-tech mat and gravel
- Erosion control measure per tertiary plan (if applicable)
- Jobsite address and lot number clearly marked at the street
- 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 with two business days of the day the request is received. Inspections should be requested through the office by calling 706-335-4200. 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 \$75.00 re-inspection fee will be applied. 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

Job site should be maintained free of construction debris and trash. Inspectors will not perform any permit related inspection before verifying that the job site is in compliance with the City Solid Waste Ordinance. Jobsites that are in gross non-compliance will be cited. A \$75 re-inspection fee will be assessed to the contractor and the inspection must be rescheduled once the jobsite is in compliance.

BMP's - Best Management Practices are to be maintained at all times. Inspectors will not perform any permit related inspection before verifying that the job site is in compliance with the section of the City Ordinances and in accordance with the Georgia Erosion and Sedimentation Act of 1975 as amended through 2016. Jobsites that are in gross non-compliance will be reported to the Environmental Protection Division. A \$75 re-inspection fee will be assessed to the contractor and the inspection must be rescheduled once the jobsite is in compliance.

Third Party inspections. Commerce inspectors will perform all required inspections. Inspections are guaranteed to be performed the next business day following the inspection request provided the 4 pm cut off is made. The use of an approved third party engineer is allowed in lieu of the Commerce inspection only with permission from the Building Official. Any work performed without inspection is subject to removal and/or a monetary penalty. Inspectors may require the use of an engineer's report at his/her discretion to perform the appropriate inspection.

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. The City of Commerce will not guarantee issuance of a Certificate of Occupancy when inspection is performed on a "closing" date.

## 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. No MEPs may be installed prior to this inspection. 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. Roof covering is allowed to 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 and exterior doors should be installed.

**MEP Rough/Gas Line & Pressure Test** - 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 & 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/Perm Power** - Allows for the testing of all electrical and mechanical systems and equipment prior to final inspection. Panel and service entrance covers should be removed. Inspectors are not responsible for the removal or replacement of covers. Upon completion of Temporary Power Request 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 separate final site inspection may result in the removal of materials to expose complete work.