

## WHEN DO I NEED AN INSPECTION?

An inspection is required at various stages of the construction process. The first inspection would probably be a temporary power pole followed by a footer inspection before any concrete is poured. If there is a slab involved, any plumbing and/or electric installed under that slab would also need inspecting before concrete is poured. Next is the damp proofing of the foundation walls before backfilling, which requires a letter from the water proofing company or homeowner. The next inspection would be the rough-in inspection, which includes the framing, plumbing, electrical, HVAC, and gas systems before any drywall is installed. This inspection also includes fireplaces. Sometime between this inspection and the final, an Energy Conservation and Insulation Affidavit needs to be turned in to the Building Inspections Department. Lastly comes the final inspection where framing, plumbing, electrical, HVAC, driveway and culvert pipe, house number, landscaping and soil erosion measures are to be completed. We will issue a Certificate of Occupancy when approvals from all departments have been received.

## WHAT DO I DO WHEN I'M READY FOR AN INSPECTION?

Call the inspection request line at (770) 531-6777 and follow the prompts. The information you need when you call in includes the complete master permit number including letters (ex. RES2003-1234), address of the property to be inspected, and the three digit inspection code. Be careful to listen to all the prompts before making your selection.

## WHO SHOULD I CALL IF I HAVE QUESTIONS REGARDING LICENSES, TESTS AND INVESTIGATION OF CONTRACTORS' WORKMANSHIP?

Call the Construction Industry Licensing Board at (478) 207-1416

## WHO SHOULD I CALL IF I HAVE A COMPLAINT OR DISPUTE WITH MY BUILDER?

Call the Governor's Office of Consumer Affairs at (404) 651-8600 or 1-800-869-1123

## WHO DO I CONTACT TO ASK QUESTIONS ABOUT MANUFACTURED HOMES?

Contact the Office of the Georgia Safety Fire Commissioner, Manufactured Housing Division at (404) 656-9498

## WEB SITES OF INTEREST

Department of Community Affairs (DCA)

[www.dca.state.ga.us](http://www.dca.state.ga.us)

International Codes Council (ICC)

[www.iccsafe.org](http://www.iccsafe.org)

State of Georgia

[www.state.ga.us](http://www.state.ga.us)

A MORE DETAILED LISTING OF THE POLICIES AND PROCEDURES FOR GAINESVILLE INSPECTION SERVICES IS AVAILABLE AT OUR OFFICES AT GREEN STREET STATION, 311 HENRY WARD WAY IN GAINESVILLE. (770) 531-6570

# CITY OF GAINESVILLE INSPECTION SERVICES DEPARTMENT



POLICIES, PROCEDURES  
AND  
COMMONLY ASKED  
QUESTIONS  
770-531-6570  
Inspection Request Line  
770-531-6777

## WHAT ARE THE ADVANTAGES TO BUILDING CODES?

Each one of us relies on the safety of structures that surround us in our everyday living. Building codes provide safeguards and even though no code can eliminate all risks, reducing them to an acceptable level provides for a better living environment. Other advantages would include helping to prevent instant slums, establishing a means of updating property assessments, lower insurance rates, helping in getting state and federal grants and satisfying the requirements of the water conservation act.

## WHEN DO I NEED A PERMIT?

If you intend to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure or to install, alter, repair or replace any part of the electrical, gas, plumbing or HVAC systems, a permit is required. Other specific items would include but not be limited to manufactured homes, decks, storage buildings, pole barns, etc.

## HOW DO DEVELOPMENT IMPACT FEES AFFECT ME?

Impact fees are being added to the cost of all building permits in the city of Gainesville. The City of Gainesville impact fees can be obtained by calling Inspection Services.

## WHAT DO I NEED TO BRING WITH ME WHEN I COME FOR A RESIDENTIAL PERMIT?

Before a permit can be issued you need to provide us a recorded copy of the plat of the property showing lot lines and size of the lot. A copy of the septic tank and well permit (if applicable) issued by Environmental Health Department and if City water system is used, a receipt for a water meter application must also be submitted.

General contractors and licensed sub-contractors on the job **MUST** be the permit holders and sign the permit application. **HOWEVER**, a homeowner can be their own contractor so long as they hire licensed sub-contractors or perform the work themselves.

All contractors, either homeowners or licensed, must bring in the necessary subcontractor affidavits at time of permitting. These affidavits must have original signatures of the subs. Faxed copies will be accepted.



## WHAT IS THE PROCEDURE FOR OBTAINING A COMMERCIAL PERMIT?

The first step is to obtain a land disturbing permit from the Department of Engineering. The second step is to contact the Planning and Zoning Department and go through their Civil Plan Review process. After the Civil Review process is complete you are ready to apply for the Plan Review and Building Permit. Application needs to be filled out and fees paid along with 1) three sets of the approved and stamped site plans along with route sheet complete with signatures from Planning and Zoning and 2) four complete sets of Architectural, Structural, Electrical, Plumbing and HVAC plans stamped and signed by the appropriate engineers. These all have to be turned in to the Building Inspections Department by 12:00 noon on Monday in order to be reviewed by the review board that Wednesday. The plans are then reviewed for code compliance and when all conditions have been met, the building permit can be issued. Procedures for special inspections complying with Chapter 17 of the IBC are now required.

## WHAT CODES ARE CURRENTLY BEING ENFORCED IN GAINESVILLE/HALL COUNTY?

The International Building, Fuel Gas, Mechanical, Plumbing, Residential and Fire Codes, 2006 edition along with Georgia amendments, the International Energy code 2000 edition, as well as the National Electrical Code, 2005 edition, both with Georgia amendments. Gainesville also enforces the 2003 edition of the International Property Maintenance Code and the 1994 Standard Swimming Pool Code.