

## 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. 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, a Gainesville Energy Compliance Certificate, which can be found on our website, needs to be turned in to the Building Inspections Division. 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 the inspection includes the complete master permit number including letters (ex. RES2003-01234), address of the property to be inspected, and the three-digit inspection code which can be found on the inspection request brochure. 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) 656-3790 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.

## WEBSITES 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)

## APPLICATIONS AND FORMS

All of our applications and forms can be found at the link below:

[www.gainesville.org/applications-/-forms](http://www.gainesville.org/applications-/-forms)



**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 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 live in the home as their primary residence, and hire licensed sub-contractors or perform the work themselves. All contractors must bring in the necessary subcontractor affidavits at the time of permitting for new construction only. These affidavits must have original signatures of the subs.



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

The first step is to obtain a land disturbance permit from the Planning Division which requires you to go through their Civil Plan Review process. After the Civil Plan Review process is complete, you are ready to apply for the Architectural Plan Review. The Plan Review Application needs to be filled out and fees paid along with four complete sets of Architectural Plans which should include Structural, Electrical, Plumbing and HVAC plans stamped and signed by the appropriate engineers. These all have to be turned in to the Building Inspections Division by 12:00 noon on Tuesday in order to be reviewed by the Plan Review Board that Wednesday. The plans are then reviewed for code compliance and when all conditions have been met, the General Contractor can apply for the Commercial Building Permit. Procedures for special inspections complying with Chapter 17 of the IBC are now required.

## WHAT CODES ARE CURRENTLY BEING ENFORCED IN GAINESVILLE?

The International Building, Fuel Gas, Mechanical, Plumbing, Residential and Fire Codes, 2018 edition along with Georgia amendments, the International Energy code 2015 edition, as well as the National Electrical Code, 2017 edition, both with Georgia amendments. Gainesville also enforces the 2018 edition of the International Property Maintenance Code.