

Chief Executive Officer
Lorraine Cochran-Johnson

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director
Cedric Hudson

Inspection Process for Commercial Work

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 clear view on the site, in a weatherproof *enclosure* if outdoors, and a set of County-approved 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. Buildings unoccupied for 6 months must have an Electrical Permit and inspection before power can be turned back on. Under certain conditions the Power Company may require it for shorter intervals.
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 of the 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. 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 is received. 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 are 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. **Dampproofing Inspection** is performed prior to backfill and after all dampproofing measures are installed.
8. **Electrical Plumbing and Mechanical Roughs** can be requested in any order. All of the applicable Roughs must be requested and approved prior to requesting a Building Framing Inspection if wood framing is used. When steel framing is used, these inspections may be done in any order. Insulation is not to be installed until all required inspections are approved. Sheetrock may be applied to one side of interior walls prior to inspection.
9. **Temporary Power Release Inspection** can be requested anytime between the Rough and Final Electrical Inspections 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.
10. **Environmental Pre-grading Inspection** is requested after final grade has been established (lot prep) and prior to installing sod and/or permanent vegetation. This inspection must be scheduled and completed prior to requesting an Environmental Final Inspection.
11. **Plumbing and Mechanical Final Inspections** can be requested in any order. These will be followed by the Building Final and the Fire Marshal Final (if applicable). *****Final Electrical inspection must be requested after ALL other inspections are passed***.**
12. **Environmental Final** may be requested at any time once all final landscaping and water quality measures are installed. An as-built water quality certificate, tree letter or other required documentation must be presented to the inspector at the time of the inspection.
13. When all inspections are completed and all required documents are on file 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.