



Commercial Inspections Policies and Procedures

NOTICE

This document is a summary of various federal, state, and county building construction laws, rules, and regulations. The information within is not all inclusive, nor is it designed to be, but rather presents a general overview of construction laws and processes relative to the inspection procedures in Forsyth County.

Table of Contents

Adopted Codes for Forsyth County	3
General Information for Construction and Inspections	4
Types of Inspections Defined	7
New Commercial Building / Building Addition Example Workflow	9
Commercial Interior Build-Out Example Workflow	10
FAQs	11

Adopted Codes for Forsyth County

Applicability

New construction of, additions to, and alterations or modifications of all buildings other than one- and two-family dwellings not more than three stories in height, one-family townhouses not more than three stories in height, and all accessory structures located on residential lots. All Georgia Amendments can be found at:

<https://www.dca.ga.gov/local-government-assistance/construction-codes-industrialized-buildings/construction-codes>.

Building:	2018 International Building Code (IBC) and 2018 NFPA 101 LSC, with GA Amendments
Mechanical:	2018 International Mechanical Code (IMC), with GA Amendments
Fuel Gas:	2018 International Fuel Gas Code (IFGC), with GA Amendments
Plumbing:	2018 International Plumbing Code (IPC), with GA Amendments
Electrical:	2023 National Electrical Code, with GA Amendments (NEC)
Energy Conservation:	2015 International Energy Conservation Code (IECC), with GA Supplements and Amendments
Swimming Pools:	2018 International Swimming Pool and Spa Code (ISPSC), with GA Amendments

For information on what type of work requires a permit, visit:

<https://www.forsythco.com/Departments-Offices/Building-Licensing/Permitting#needpermit>

General Information for Construction and Inspections

Permit Card and Jobsite Address

The permit card should be posted on the front of the structure or a permit box that is visible from the street. The permit card should be available to the inspector at every inspection. The job site address must be visible from the street at all points during construction.

Plans

The approved plans must be on-site and available to the inspector for every inspection. Deviation from the approved plans may require resubmittal for revision review. Questions about plan revision and submittals should be directed to:

- Ken Jacobsen, Senior Plan Reviewer, kjacobsen@forsythco.com, 770-205-4549

Requesting Inspection

The permit holder, contractor, or designated agent may request inspections by email, phone, or through the online CSS portal.

- Email: inspectionschedules@forsythco.com
- Phone: 770-781-2114
- Online portal: https://css.forsythco.com/EnerGov_Prod/SelfService/#/home

Additionally, there are some projects that may require direct communication with Senior Inspectors over the specific trades to schedule partial or time-sensitive inspections.

- Building/Structural – Ray Burnette, Senior Combination Inspector, drburnette@forsythco.com, 678-513-5865
- Electrical/Mechanical – David Clark, Senior Combination Inspector, dlclark@forsythco.com, 678-455-8383
- Plumbing – Joe DeMaio, Senior Combination Inspector, jwdemaio@forsythco.com, 770-886-2774

Job Site Supervision/Representatives

To provide better clarity and lower the likelihood of reinspection requirements, it is highly recommended that either the permit holder, contractor, or designated representative be on-site during the inspection. These individuals should be prepared to answer questions regarding the inspection of work being done. County inspectors will not enter and perform any interior building inspections at occupied buildings without a permit holder, property owner, or an authorized adult representative present to grant premises entry.

Preconstruction Meeting

While not required by the Building and Licensing Department, a preconstruction meeting can typically alleviate any questions or concerns with the construction and inspection process. A preconstruction meeting can be requested with the Chief Building Official by calling 678-513-5943 or by email at hbbennett@forsythco.com.

General Information for Construction and Inspections (Continued)

Construction Hours

Per UDC 10-1.13, outside construction shall be limited to the hours of 7:00 AM to 7:00 PM Monday through Friday, 8:00 AM to 6:00 PM Saturday, and there will be no outside construction on Sunday. Application can be made to the Department of Building and Licensing for approval of limited concrete work outside of these hours. That application can be found [here](#).

Temporary/Construction Power Poles

Forsyth County does not inspect temporary poles for construction power. The permit holder, contractor, or representative must contact the power company and request construction power. This does not apply to meter bases for construction trailers. Those permits would still require inspection and approval sent to the power company as part of the construction trailer permit.

Construction Trailers

Separate permits and inspections are required for all construction trailers. The application for temporary construction trailers can be found [here](#).

Permit Expiration and Renewals

Building permits shall expire twelve (12) months from the date of issuance. Renewal must be made by application within three (3) months of the expiration date and payment of one hundred dollars (\$100) to the department. At least one inspection must have been completed and passed prior to the renewal of a permit. Renewals shall be limited to one renewal per permit. Should the permit expire after issuance of a renewal, a new permit must be acquired.

Structure Address Numbers

The developer, owner, occupant, or person in charge of any dwelling unit, structure, or use to which a number has been assigned shall cause the number of the dwelling unit, structure, or use to be posted in designated locations as listed in Section 18-64 of Chapter 18 Article III of Forsyth County Code of Ordinances.

Inspection Results

Your results will be uploaded to the CSS portal when the inspection is complete. Click on the inspections tab, select the inspection, and click on the Checklist tab. If there is difficulty viewing results, contact Inspection Scheduling staff at inspectionschedules@forsythco.com or 770-781-2114. If you do not understand a violation or result of an inspection, contact the individual inspector listed on the inspection or the Chief Building Inspector.

Reinspection Fees

If the building inspection division fails the inspection because of defects noted at the time of inspection, a trade violation fee in the amount of \$25.00 shall be charged for the first inspection and shall increase in increments of \$25.00 for each subsequently failed inspection for the same inspection type.

Stop Work Order

A stop work order may be given for violations of codes. No work is to commence until the conditions of the notice are fulfilled and/or the violations are resolved.

General Information for Construction and Inspections (Continued)

Inspection Approvals

No permit holder, contractor, superintendent, or authorized agent shall cause for work to be concealed or covered up prior to acceptance and approval by the Department of Building and Licensing. Approval from a third-party inspector does not satisfy all requirements necessary to proceed. Reports from third-party inspectors are subject to review and reinspection prior to approval/denial. Prior to any cover-up, concealment, or burial, the permit holder must receive confirmation of approval for each required inspection of the components to be covered.

Special Inspection Requirements

Many projects under the scope of the 2018 International Building Code will require Special Inspections as outlined in Chapter 17 as amended. Examples of special inspection requirements would be components such as bolted or welded connections, foundations, soil-bearing pressures, etc. As a part of your approved plans, the design professional will include a Schedule of Special Inspections along with a selected Special Inspection Agency. Those listed inspections in the Schedule of Special Inspections must be completed by that special inspector. At the conclusion of the project, a completed Statement of Special Inspections must be submitted and accepted, stating that all required special inspections listed on that schedule were completed and approved.

Code References and Materials

The International Code Council provides a digital copy of each codebook that will be referenced in this manual or referenced in your inspection violations. Other digital copies are available, including the Georgia State Amendments to the code. Additionally, those specific amendments can be found [here](#). Furthermore, code sections can be provided to you in person if requested. If you are unsure of the authenticity of the listed code section or don't understand the language or intent of the code, contact the individual inspector, Chief Building Inspector, or Chief Building Official for guidance.

Requirements by Other Departments

Occasionally, a project may require additional inspections, submittals, or reviews in order to complete a project. The permit holder, contractor, or representative should confirm, with each department, all necessary steps and requirements during construction and at project completion. Other departments include, but are not limited to:

- [Planning and Community Development Department](#) 770-781-2115
- [Fire Department](#) 770-781-2180
- [Engineering Department](#) 770-781-2165
- [Forsyth County Water and Sewer Department](#) 770-781-2160
- [City of Cumming Utilities \(City of Cumming Water and Sewer\)](#) 770-781-2020
- [Environmental Health Department](#) 770-781-6909

Certificate of Occupancy

A Building Certificate of Occupancy and Fire Certificate of Occupancy is required to occupy and use any building in Forsyth County. To obtain a Building Certificate of Occupancy from the Building and Licensing Department, all conditions, requirements, inspections, and other workflow steps must be completed as required. These may involve other departments listed above.

Types of Inspections Defined

Plumbing Underground: Inspection of all drainage and water service and distribution piping, sleeves, and protectants that are to be covered up under the slab of the building. All parts of the piping systems must be visible and under required test pressure. See 2018 IPC with GA Amendments

Electrical Underground: Inspection of all electrical components (boxes, conduit, direct burial wire, etc.) to be covered up under the slab of the building. See 2020 NEC with GA Amendments

Mechanical Underground: Inspection of all mechanical ducts, gas lines, and mechanical components to be covered up under the slab of the building. See 2018 IFGC and 2018 IMC with GA Amendments

Footing: Inspection of the footing to include depth, bearing strength of soil, any reinforcement required, etc. Details for the footings on commercial buildings should be included in the structural drawings of the approved plan set.

Monolithic Slab: Inspection of all parts of the foundation including but not limited to soils, footing depth, reinforcement requirements, slab preparation, etc. Details for monolithic slabs on commercial buildings should be included in the structural drawings of the approved plan set.

Slab: Inspection of the slab preparation including fill, base, vapor retarder, reinforcement, etc. Details for slabs on commercial buildings should be included in the structural drawings of the approved plan set.

Foundation Wall: Inspection of the foundation wall preparation including placement, reinforcement, forms, height, etc. Details for foundation walls on commercial buildings should be included in the structural drawings of the approved plan set.

Rebar Ground: Inspection of the rebar or conductor that will make up the concrete encased electrode for the required grounding electrode system. Completed as part of the Monolithic Slab or Footing Inspections. See NEC 250.52.

Setback: Inspection of the extents of the structure to ensure location does not cross setback or build lines. Ensuring adequate fire separation distance requirements are being met per 2018 IBC Section 602.

Mechanical Wall Cover/Ceiling Cover: Inspection of all parts of the mechanical, HVAC, and gas piping systems. All ducting, duct insulation, piping, piping insulation, fireblocking, firestopping, firedampers, control wiring, and all other mechanical system components must be in place, completed, supported properly, with required pressure tests applied, and flues and vents are stubbed through roof and weather capped. See 2018 IMC, 2018 IFGC, and 2015 IECC with GA Amendments and approved plans.

Electrical Wall Cover/Ceiling Cover: Inspection of all components of the electrical systems. All service cable, branch circuit distribution wiring, and low voltage wiring should be in place and stubbed into boxes set and secured to the structure; properly bonded and grounded; required conduit is in place and fastened properly; wiring is protected from physical damage; required fireblocking and firestopping is in place and maintained. See 2020 NEC with GA Amendments and approved plans.

Plumbing Wall Cover/Ceiling Cover: Inspection of all components of drainage, waste, vent, and water distribution piping systems. All piping should be in place, supported, and protected from physical damage; sized and installed per code and approved plans; all piping insulation installed; efficiency requirements are in place per energy code and approved plans; required pressure tests are applied; all boots and flashings installed; required fireblocking and firestopping is in place and maintained. See 2018 IPC and 2015 IECC with GA Amendments and approved plans.

Types of Inspections Defined (Continued)

Framing: Inspection of all components of the framing, bracing, fireblocking, firestopping, draftstopping, means of egress sizing, etc. All framing should be completed and uncovered. Structure should be dried-in and weather protected. All exterior walls and gabled ends are covered with weather protective barriers. Doors and windows are installed, sealed, and insulated around; all mechanical, electrical, and plumbing rough installs are complete. When necessary, all fire rating requirements are completed, all parts of air barriers and air sealing are complete. See 2018 IBC, 2018 LSC, 2015 IECC all with GA Amendments and approved plans.

Insulation: Inspection of all required insulation of the building thermal envelope that will not be accessible at final inspection; Verification of COMcheck requirements listed in approved plans. See 2015 IECC with GA Amendments and approved plans.

Temp to Perm: Inspection of safety requirements for energizing the building. The intent of this inspection is to ensure that the building can be safely energized by the power company.

Fire Wall/Barrier Inspection: Inspection of all components of required fire separations. All parts must be properly installed without defects per the tested design and approved plans. Each layer application in multilayer fire rated assemblies must be inspected and approved individually.

Final Mechanical: Inspection of all completed components of the mechanical, HVAC, and gas piping systems. All public utilities are connected; all appliances are installed and in full operation; hook-ups for future connections are terminated in approved manner and labeled as such when required; all controls, compressors, condensate drains, insulation, ties and supports, and other system designed components are in place and fully connected; efficiency measures outlined in a mechanical COMcheck may require a commissioning report; all final trim and required labeling is in place; installation is ready for its intended use. See 2018 IMC, 2018 IFGC, and 2015 IECC with GA Amendments and approved plans.

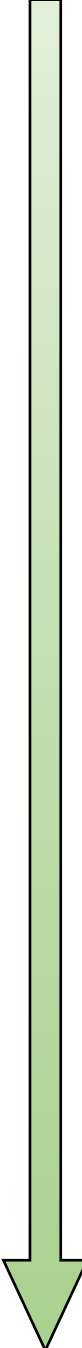
Final Electrical: Inspection of all completed components of the electrical systems and devices. All public utilities are connected; all installed electrical systems are in full operation; all equipment, motors, appliances, fixtures, controls, guards and other related systems are tested and labeled; hook-ups for future connections are terminated in approved manner and labeled as such when required; completed electrical installation is ready for its intended use. See 2020 NEC with GA Amendments and approved plans.

Final Plumbing: Inspection of all completed drainage, waste, vent, and water service and distribution piping systems and fixtures. All plumbing fixtures are installed, operational, and in correct locations with proper clearances and separations; properly trapped and connected to drainage system; properly vented; all valves and back flow preventions are in place connected to potable water system; water heating and other plumbing devices and appliances are labeled, connected, vented, pressure protected, secured in place, supported, insulated and sealed as needed; hook-ups for future connections are terminated in approved manner and labeled as such when required; completed plumbing installations are ready for intended use. See 2018 IPC and 2015 IECC with GA Amendments and approved plans.

Final Building: Inspection of the building or structure after completion and when ready for safe occupancy and use. All requirements for means of egress, safety glazing, fall protection, smoke and carbon monoxide alarms, energy compliance, etc.; any deck framing is completed with all connectors, supports, anchors, etc.; all weather proofing, sealing, painting, flashing etc. is complete; all parts of site development and landscaping complete; building address numbers as required by Forsyth County Code of Ordinances Chapter 18 Article III are installed; building or structure is ready to be occupied and used after release of Certificate of Occupancy or Certificate of Completion. See 2018 IBC, 2018 LSC, 2015 IECC with GA Amendments and approved plans.

New Commercial Building / Building Addition Example Workflow

The following flow charts give an example of the types of inspections to be expected. As a part of the Commercial Plan Review procedure, a complete list of required inspections will be entered into the workflow shown on the CSS Portal. All listed inspections may not be required. All areas of the required inspections listed in the definitions above may not apply.

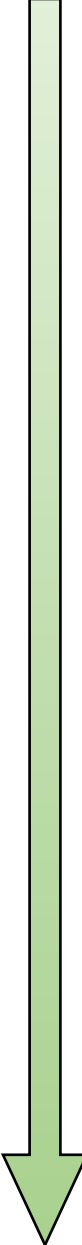


Setback*	You must pass all underground and foundation inspections prior to moving forward with any rough MEP or framing inspections. Foundations that require special inspections will need reports submitted prior to moving forward.
Plumbing Underground	
Electrical Underground	
Foundations* <ul style="list-style-type: none"> • Footing & Rebar Ground • Monolithic Slab & Rebar Ground • Foundation Walls 	
Slab	
Wall Cover Inspections <ul style="list-style-type: none"> • Electrical • Mechanical • Plumbing 	You must pass all rough MEP and framing inspections prior to installing insulation or wall/ceiling coverings. These inspections may require scheduling in different orders. Partial inspections may allow for continuation into Framing inspections for specific portions of the project as approved by Senior Inspectors
Ceiling Cover Inspections <ul style="list-style-type: none"> • Electrical • Mechanical • Plumbing 	
Framing	On some projects, multiple framing inspections may be required based on the scale of the project or the feasibility of access. Forward progress is permitted following partial approval from Senior Inspectors.
Insulation	You must pass insulation inspections in any area to be concealed with wall/ceiling covering prior to installation of those coverings.
Temp to Perm	
Final Mechanical	Final inspections and the Statement of Special Inspection may be requested and completed in any order. Partial inspections may be permitted based on the size of the project; however, partial approval does not allow for occupancy and use of the building without a CO.
Final Electrical	
Final Plumbing	
Special Inspections Report	
Final Building	

**Only as needed based on foundation type. Check CSS for required inspections.*

Commercial Interior Build-Out Example Workflow

The following flow charts give an example of the types of inspections to be expected. As a part of the Commercial Plan Review procedure, a complete list of required inspections will be entered into the workflow shown on the CSS Portal. All listed inspections may not be required. All areas of the required inspections listed in the definitions above may not apply.



Plumbing Underground*	You must pass all underground and foundation inspections prior to moving forward with any rough MEP or framing inspections. Foundations that require Special Inspections will need reports submitted prior to moving forward.
Electrical Underground*	
Slab*	
Wall Cover Inspections <ul style="list-style-type: none"> • Electrical • Mechanical • Plumbing 	You must pass all rough MEP and framing inspections prior to installing insulation or wall/ceiling coverings. These inspections may require scheduling in different orders. Partial inspections may allow for continuation into Framing inspections for specific portions of the project as approved by Senior Inspectors
Ceiling Cover Inspections <ul style="list-style-type: none"> • Electrical • Mechanical • Plumbing 	
Framing	On some projects, multiple framing inspections may be required based on the scale of the project or the feasibility of access. Forward progress is permitted following partial approval from Senior Inspectors.
Insulation*	You must pass insulation inspections in any area to be concealed with wall/ceiling covering prior to installation of those coverings.
Temp to Perm*	
Final Mechanical	Final inspections and the Statement of Special Inspection may be requested and completed in any order. Partial inspections may be permitted based on the size of the project; however, partial approval does not allow for occupancy and use of the building without a CO.
Final Electrical	
Final Plumbing	
Special Inspections Report*	
Final Building	

*Only as applicable to the specific project. Check CSS and approved plans for inspection requirements.

FAQs

Q: How can I view the results of an inspection?

A: Your results are emailed to the contact on the inspection request. The results will also be uploaded to the CSS portal when the inspection is complete. Click on the Inspections tab, select the inspection, and click on the Checklist tab. If there is difficulty viewing results, contact Inspection Schedule staff at inspectionschedules@forsythco.com or 770-781-2114.

Q: What time is my inspection?

A: Inspections are anytime between 8 AM & 2:30 PM. You may contact the inspector between 7 & 7:30 AM on the morning of your inspection and request a 2-hour time window. The inspector's contact number will be listed on the Inspection Details page on your CSS portal.

Q: I am trying to schedule my Finals, but it says there are unpaid fees, but CSS says \$0.00 due?

A: Yes, there are fees due anytime there is a reinspection, but you must request for that to be invoiced for it to be available on CSS.

Q: What inspections do I have left to complete the Permit?

A: Contact Inspection Schedule staff at inspectionschedules@forsythco.com or 770-781-2114. Have your permit number ready, and they will be able to provide you with the remainder of the required inspections needed to complete your project.

Q: My third-party inspector sent over an inspection report, but I don't see it in the system yet?

A: We have up to 48 business hours to process third-party inspection reports from the date they are received. Contact Inspection Schedule staff at inspectionschedules@forsythco.com or 770-781-2114 for additional information.

Q: How soon can I get an inspection?

A: We guarantee one business day turnaround on all inspections. You have until 11:59 PM the night before to schedule an inspection for the following business day.

Q: I need to submit a revision to my approved plans; what do I do?

A: Contact our Plan Review team for assistance. Ken Jacobsen, Senior Plan Reviewer, kjjacobsen@forsythco.com, 770-205-4549.