



# Residential 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.

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## **Adopted Codes for Forsyth County**

### **Applicability**

New construction of, additions to, and alterations or modifications to all 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>.

<b>Building:</b>	2018 International Residential Code (IRC), with GA Amendments
<b>Mechanical:</b>	2018 International Residential Code (IRC), with GA Amendments
<b>Fuel Gas:</b>	2018 International Residential Code (IRC), with GA Amendments
<b>Plumbing:</b>	2018 International Plumbing Code (IPC), with GA Amendments
<b>Electrical:</b>	2023 National Electrical Code (NEC)
<b>Energy Conservation:</b>	2015 International Energy Conservation Code (IECC), with GA Supplements and Amendments
<b>Swimming Pools:</b>	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**

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 of the approved plans may require resubmittal for revision review.

### **Requesting Inspection**

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

- Email: [inspectionsschedules@forsythco.com](mailto:inspectionsschedules@forsythco.com)
- Phone: 770-781-2114
- Online portal: [https://css.forsythco.com/EnerGov\\_Prod/SelfService/#/home](https://css.forsythco.com/EnerGov_Prod/SelfService/#/home)

### **Job Site Supervision/Representatives**

To provide better clarity and a lowered 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 present to grant premises entry.

### **Preconstruction Meeting**

While not required by the Building 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](mailto:hbbennett@forsythco.com).

### **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.

### **Temporary/Construction Power Poles**

Forsyth County does not inspect temporary poles for construction power. The permit holder, contractors, 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.

## **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.

### **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 Schedule staff at [inspectionschedules@forsythco.com](mailto: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.

### **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.

### **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 that include the Georgia State Amendments to the code. Additionally, those specific amendments can be found at the link to the DCA website on page 3. 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.

## **General Information for Construction and Inspections (Continued)**

### **Requirements by Other Departments**

Occasionally, a project may require additional inspections, submittals, or reviews in order to complete the 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

## **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 IPC

**Footing:** Inspection of the footing to include depth, bearing strength of soil, any reinforcement required, etc. See IRC R403

**Monolithic Slab:** Inspection of all parts of the foundation including but not limited to soils, footing depth, reinforcement requirements, slab preparation, etc. See IRC R403, R506

**Slab:** Inspection of the slab preparation including fill, base, vapor retarder, reinforcement, etc. See IRC R506

**Foundation Wall:** Inspection of the foundation wall preparation including placement, reinforcement, forms, height, etc. See IRC R404

**Rebar Ground:** Inspection of the rebar or conductor that will make up the concrete encased electrode for the required grounding electrode system. Done 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. Ensure exterior wall fire rating requirements for proximity to property line are being met per R302.1.

**Combination Rough Inspection:** Complete inspection of all trades to include framing, electrical, mechanical, gas and plumbing.

- **Rough Mechanical/Gas:** Inspection of all parts of the mechanical, HVAC, and gas piping systems. All ducting, duct insulation, piping, piping insulation, fire blocking, 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. Should be scheduled at same time as Rough Electrical. See IRC Chapters 12 – 24
- **Rough Electrical:** 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 fire blocking is in place. Should be scheduled at same time as Rough Mechanical. See NEC
- **Rough Plumbing:** Inspection of all components of drainage, waste, vent, and water service and distribution piping systems. All piping should be in place, supported, and protected from physical damage; all fixture connections are made; all piping insulation installed; required pressure tests are applied; all boots and flashings installed; required fire blocking in place. See IPC
- **Rough Framing:** Inspection of all components of the framing, bracing, fire blocking, 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. Nothing is to be covered without County approval. See IRC and IECC with Georgia State Supplements

**Insulation:** Inspection of all required insulation of the building thermal envelope that will not be accessible at final inspection. Includes verification of required R-values and installation of insulation per Appendix RA of the Georgia State Supplements and Amendments to the 2015 IECC.

## **Types of Inspections Defined (Continued)**

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 separation wall between townhomes. All parts must be properly installed without defects per the manufacturer's instructions; if common wall must follow all prescriptions for construction of common wall; approved firestopping for penetrations through common walls; fire blocking required at floor and ceiling levels of any fur walls along with horizontal fire blocking 10' O.C.

Deck Setback: Inspection of the extents of the deck structure to ensure location does not cross setback or build lines.

Deck Footing: Inspection of piers or footings to support decks and/or deck stairs. Includes inspection of soil bearing pressure, reinforcement, dimensions, etc. See IRC R507.3

Combination Final Inspection: Complete inspection of all trades to include framing, electrical, mechanical, gas and plumbing.

- 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; all final trim and required labeling is in place; installation is ready for its intended use. Should be scheduled at same time as Final Electrical. See IRC Chapters 12 – 24
- 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 NEC
- 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 IPC
- 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.; Energy Code Compliance Certificate is fully completed and posted near electrical panel or air handler; all 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 IRC and IECC with Georgia State Supplements



## New Single-Family Construction

The following flow charts give the typical inspections to be expected. For those new homes that have decks, the setback and footing inspection for the decks can be done at the same time and/or any time but must be completed before starting final inspections. All areas of the required inspections listed in the definitions above may not apply.

### Slab Home (No Basement)


	Setback	<b>MUST PASS BEFORE ROUGH INSPECTIONS</b>
	Plumbing Underground	
	Monolithic Slab & Rebar Ground	
	Combination Rough Inspection <ul style="list-style-type: none"> <li>• Rough Mechanical/Gas</li> <li>• Rough Electrical</li> <li>• Rough Plumbing</li> <li>• Rough Framing</li> <li>• Firewall (Townhomes)</li> </ul>	<b>MUST PASS BEFORE INSULATION</b>
	Insulation	<b>MUST PASS BEFORE TEMP TO PERM</b>
	Temp to Perm	
	Deck Setback (if applicable)	<b>CAN BE DONE AT THE SAME TIME. MUST PASS BEFORE FINAL INSPECTIONS. IF DECK FOOTINGS ARE DONE AFTER THE ORIGINAL SETBACK, THEN AN ADDITIONAL SETBACK IS REQUIRED.</b>
	Deck Footing (if applicable)	
	Combination Final Inspection <ul style="list-style-type: none"> <li>• Final Mechanical/Gas</li> <li>• Final Electrical</li> <li>• Final Plumbing</li> <li>• Final Building</li> </ul>	<b>MUST PASS BEFORE FINAL BUILDING, AND ALL REINSPECTION FEES MUST BE PAID. <u>CERTIFICATE OF OCCUPANCY</u> ISSUED UPON PASSING FINAL BUILDING INSPECTION</b>

### Home on Basement

	Setback	<b>MUST PASS BEFORE ROUGH INSPECTIONS</b>
	Plumbing Underground	
	Footing & Rebar Ground	
	Foundation Wall	
	Slab	
	Combination Rough Inspection <ul style="list-style-type: none"> <li>• Rough Mechanical/Gas</li> <li>• Rough Electrical</li> <li>• Rough Plumbing</li> <li>• Rough Framing</li> <li>• Firewall (Townhomes)</li> </ul>	<b>MUST PASS BEFORE INSULATION</b>
	Insulation	<b>MUST PASS BEFORE TEMP TO PERM</b>
	Temp to Perm	
	Deck Setback (if applicable)	<b>CAN BE DONE AT THE SAME TIME. MUST PASS BEFORE FINAL INSPECTIONS. IF DECK FOOTINGS ARE DONE AFTER THE ORIGINAL SETBACK, THEN AN ADDITIONAL SETBACK IS REQUIRED.</b>
	Deck Footing (if applicable)	
	Combination Final Inspection <ul style="list-style-type: none"> <li>• Final Mechanical/Gas</li> <li>• Final Electrical</li> <li>• Final Plumbing</li> <li>• Final Building</li> </ul>	<b>MUST PASS BEFORE FINAL BUILDING, AND ALL REINSPECTION FEES MUST BE PAID. <u>CERTIFICATE OF OCCUPANCY</u> ISSUED UPON PASSING FINAL BUILDING INSPECTION</b>

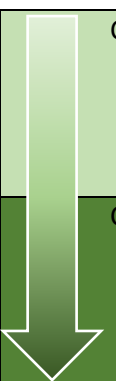
## New Single-Family Construction (Continued)

### Home on Crawl Space

	Setback	<b>MUST PASS BEFORE ROUGH INSPECTIONS</b>
	Footing & Rebar Ground	
	Foundation Wall	
	Garage Slab (if needed)	
	Combination Rough Inspection <ul style="list-style-type: none"> <li>• Rough Mechanical/Gas</li> <li>• Rough Electrical</li> <li>• Rough Plumbing</li> <li>• Rough Framing</li> <li>• Fire Wall (Townhomes)</li> </ul>	<b>MUST PASS BEFORE INSULATION</b>
	Insulation	<b>MUST PASS BEFORE TEMP TO PERM</b>
	Temp to Perm	
	Deck Setback (if applicable)	<b>CAN BE DONE AT THE SAME TIME. MUST PASS BEFORE FINAL INSPECTIONS. IF DECK FOOTINGS ARE DONE AFTER THE ORIGINAL SETBACK, THEN AN ADDITIONAL SETBACK IS REQUIRED.</b>
	Deck Footing (if applicable)	
	Combination Final Inspection <ul style="list-style-type: none"> <li>• Final Mechanical</li> <li>• Final Electrical</li> <li>• Final Plumbing</li> <li>• Final Building</li> </ul>	<b><u>CERTIFICATE OF OCCUPANCY</u> ISSUED UPON PASSING FINAL BUILDING INSPECTION</b>

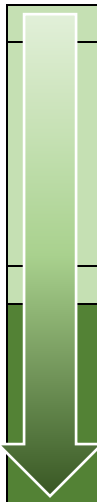
### Sales Office to Garage Conversion

When a garage of a spec or model home has been used as a sales office for a subdivision, the following workflow lays out the inspections required. A Certificate of Occupancy will be issued when the garage conversion is completed.

	Combination Rough Inspection <ul style="list-style-type: none"> <li>• Rough Mechanical/Gas</li> <li>• Rough Electrical</li> <li>• Rough Plumbing</li> <li>• Rough Framing</li> </ul>	<b>MUST PASS BEFORE FINAL INSPECTIONS</b>
	Combination Final Inspection <ul style="list-style-type: none"> <li>• Final Mechanical</li> <li>• Final Electrical</li> <li>• Final Plumbing</li> <li>• Final Building</li> </ul>	<b><u>CERTIFICATE OF OCCUPANCY</u> ISSUED UPON PASSING FINAL BUILDING INSPECTION</b>

## **Basement Finish / Residential Remodel**

The following flow charts give the typical inspections to be expected. All listed inspections may not be required. All areas of the required inspections listed in the definitions above may not apply.

	Under-slab Plumbing (if applicable)	<b>MUST PASS BEFORE ROUGH FRAMING</b> <b>MUST PASS BEFORE INSULATION</b>
	Combination Rough Inspection <ul style="list-style-type: none"> <li>• Rough Mechanical</li> <li>• Rough Electrical</li> <li>• Rough Plumbing</li> <li>• Fire Wall/Barrier (if applicable)</li> <li>• Rough Framing</li> </ul>	
	Insulation	
	Combination Final Inspection <ul style="list-style-type: none"> <li>• Final Mechanical</li> <li>• Final Electrical</li> <li>• Final Plumbing</li> <li>• Final Building</li> </ul>	<b>ALL REINSPECTION FEES MUST BE PAID BEFORE FINALS</b> <b><u>CERTIFICATE OF COMPLETION</u> ISSUED UPON PASSING FINAL BUILDING INSPECTION</b>


### **Common violations to be aware of on a basement finish and residential remodel:**

- Requirements for smoke detectors and carbon monoxide detectors per R314 and R315 of the IRC. Important to be aware that work requiring a permit in existing structures, such as basement finish and remodel, requires that smoke detectors and carbon monoxide detectors be installed in locations as required for new construction.
- Emergency escape and rescue openings are required per section R310 of the IRC.
- Fire blocking may not have been done when the home was originally constructed as it would not have been required in unfinished space. Walls and ceilings to be covered as part of the basement finish will be required to have all fire blocking in place per IRC R302.11
- Draft stopping may not have been done when the home was originally constructed as it would not have been required in unfinished space. Ceilings to be covered as part of the basement finish will be required to have all draft stopping in place per IRC R302.12
- Clearances to combustibles must be maintained when framing in new drop ceilings, chases, soffits, etc.
- Changes in wall layouts and room sizes may affect the amount of combustion air available to fuel-burning appliances. See G2407 of the IRC

## Decks

The following flow charts give the typical inspections to be expected. All listed inspections may not be required. All areas of the required inspections listed in the definitions above may not apply. Trade inspections may not apply.

Guidance for proper deck framing can be found in **Section R507** of the IRC.

	Deck Setback Deck Footing	<b>MUST PASS BEFORE FINAL BUILDING INSPECTION</b>
	Combination Rough Inspection <ul style="list-style-type: none"> <li>• Rough Mechanical/Gas (if applicable)</li> <li>• Rough Electrical (if applicable)</li> <li>• Rough Plumbing (if applicable)</li> <li>• Rough Framing (if covering prior to final)</li> </ul>	
	Combination Final Inspection <ul style="list-style-type: none"> <li>• Final Mechanical (if applicable)</li> <li>• Final Electrical (if applicable)</li> <li>• Final Plumbing (if applicable)</li> <li>• Final Building</li> </ul>	<b><u>CERTIFICATE OF COMPLETION ISSUED UPON PASSING FINAL BUILDING INSPECTION</u></b>

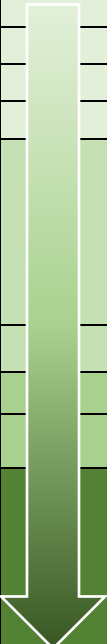
**\*\*If using existing footings, then a footing inspection is still required to ensure the existing footings can withstand the additional weight being added.**

### **Common violations to be aware of on a deck build:**

- Deck footings covered and poured without an inspection. The inspection of the deck footing serves to verify the depth, soil type, soil bearing pressure, and any reinforcement necessary, all of which must be done prior to pouring concrete or covering.
- Improperly anchoring deck ledger to the house band. All parts of R506.9 must be followed. Special attention should be paid to the ledger/band joist connection details in section R506.9.1.3 and Tables R506.9.1.3(1) and (2)
- Lateral connection must be provided in accordance with Figure R507.9.2(1) at the spacing shown in R507.9.2
- Deck joists span. Table R507.6 gives the allowable span lengths of deck joists and cantilevers.
- Deck beam span. Table R507.5 gives the allowable span lengths of deck beams.

## Additions

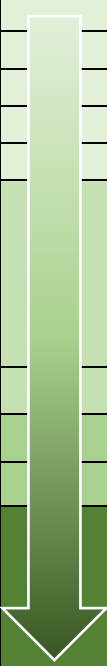
This category applies to sunrooms, room additions, and all other attached structures. All listed inspections may not be required. All areas of the required inspections listed in the definitions above may not apply. Trade inspections may not apply.



Setback	<b>MUST PASS BEFORE ROUGH INSPECTIONS</b>
Footing (if applicable)	
Foundation Wall (if applicable)	
Slab (if applicable)	
Combination Rough Inspection <ul style="list-style-type: none"> <li>• Rough Mechanical/Gas (if applicable)</li> <li>• Rough Electrical (if applicable)</li> <li>• Rough Plumbing (if applicable)</li> <li>• Rough Framing</li> </ul>	<b>MUST PASS BEFORE INSULATION</b>
Insulation (if applicable)	
Deck Setback (if applicable)	<b>CAN BE DONE AT THE SAME TIME. MUST PASS BEFORE FINAL INSPECTIONS</b>
Deck Footing (if applicable)	
Combination Final Inspection <ul style="list-style-type: none"> <li>• Final Mechanical (if applicable)</li> <li>• Final Electrical (if applicable)</li> <li>• Final Plumbing (if applicable)</li> <li>• Final Building</li> </ul>	<b><u>CERTIFICATE OF OCCUPANCY</u> ISSUED UPON PASSING FINAL BUILDING INSPECTION</b>

## Detached Accessory Structures

The following flow charts give the typical inspections to be expected. All listed inspections may not be required. All areas of the required inspections listed in the definitions above may not apply. All trade inspections may not be needed.


	Setback	<b>MUST PASS BEFORE ROUGH INSPECTIONS</b>
	Plumbing Underground (if applicable)	
	Monolithic Slab <u>or</u> Footing & Rebar Ground	
	Foundation Wall (if applicable)	
	Slab (if applicable)	
	Combination Rough Inspection <ul style="list-style-type: none"> <li>• Rough Mechanical/Gas (if applicable)</li> <li>• Rough Electrical (if applicable)</li> <li>• Rough Plumbing (if applicable)</li> <li>• Rough Framing</li> </ul>	<b>MUST PASS BEFORE INSULATION</b>
	Insulation (if applicable)	
	Deck Setback (if applicable)	<b>CAN BE DONE AT THE SAME TIME. MUST PASS BEFORE FINAL INSPECTIONS</b>
	Deck Footing (if applicable)	
	Combination Final Inspection <ul style="list-style-type: none"> <li>• Final Mechanical (if applicable)</li> <li>• Final Electrical (if applicable)</li> <li>• Final Plumbing (if applicable)</li> <li>• Final Building</li> </ul>	<b><u>CERTIFICATE OF OCCUPANCY</u> ISSUED UPON PASSING FINAL BUILDING INSPECTION</b>

**\*\*For prefabricated buildings, the structure must be in place prior to scheduling the Setback inspection.**

## Miscellaneous Inspection Types

The permits listed typically involve only a final inspection. When new work done is to be located in a concealed space (i.e., new duct work, new gas lines, wiring for service upgrades, piping alterations for new plumbing fixtures, etc.) a rough inspection may be required. All listed inspections may not be required. All areas of the required inspections listed in the definitions above may not apply. All trade inspections may not be needed.

### Retaining Walls over 6' Tall


 Footing	<b>CAN BE DONE BY ENGINEER</b>
Final Building	<b><u>CERTIFICATE OF COMPLETION</u></b>

### Fences over 6' Tall

Final Building	<b><u>CERTIFICATE OF COMPLETION</u></b>
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### Stand Alone Mechanical, Plumbing, or Electrical

For permits issued for those items listed on the [Do I Need A Permit?](#) page of the website.

 Rough Mechanical, Plumbing, or Electrical (if needed)	
Temp to Perm (if needed)	
Final Mechanical, Plumbing or Electrical	<b><u>CERTIFICATE OF COMPLETION</u></b>

**\*\* For power reconnects, the power approvals are sent over to the designated power company at 4 PM the day of the inspection.**

## Additional Items in Workflow

Occasionally, you might see other items required in the workflow. These are often items required by other departments.

**Elevation Certificate (Engineering Department):** Required prior to moving beyond Foundation inspections. These certificates need to be emailed to [elevationcertificates@forsythco.com](mailto:elevationcertificates@forsythco.com).

**Sidewalk (Engineering Department):** Required before CO. Contact Engineering: 770-781-2165

**LGP (Engineering Department):** Required before CO. Contact Engineering: 770-781-2165

**As-Builts (Planning Department):** Required before CO. Contact Planning: 770-781-2115

## **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](mailto: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 Final, 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](mailto: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](mailto: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:** Can I schedule my Framing and Insulation at the same time?

**A:** Framing and Insulation cannot be scheduled at the same time; however, the inspector can add the insulation inspection in the field when performing the rough framing, provided that the insulation is ready to be inspected and all other pre-requisites have been met.

**Q:** Why do I need a Setback inspection?

**A:** The Setback inspection is used to verify the location of the permitted structure and ensure that it is located such that not part of the structure crosses the required setback or build-to line. Additionally, the setback inspection will allow the County and the builder a chance to verify the separation distance to the property line and will determine if any fire rating requirements are needed because of the proximity. Section R302.1 lays out specific requirements for exterior wall fire ratings and when they are required.