

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 need to be turned in to the Building Inspections Department. Last is 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 will need when you call in includes the type of permit (RES, COM, etc.), the numerical portion of your permit number and the three digit code for the inspection you are requesting. Please refer to the Inspection Line Brochure for the inspection codes.

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

Southern Building Code Congress (SBCCI)

www.sbcci.org

International Codes Council (ICC)

www.intlcode.org

State of Georgia

www.state.ga.us

A MORE DETAILED LISTING OF THE POLICIES AND PROCEDURES FOR HALL COUNTY IS AVAILABLE AT DEVELOPMENT SERVICES, 2875 BROWNS BRIDGE RD GAINESVILLE (770) 531-6809.

HALL COUNTY BUILDING INSPECTIONS DEPARTMENT



POLICIES, PROCEDURES AND COMMONLY ASKED QUESTIONS

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?

If your property is in the county, impact fees will be added to the cost of your building permit. Ask for a copy of the brochure "IMPACT FEES" at Development Services or at the County Courthouse.

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 or County 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 do not hire licensed sub-contractors. 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 soil erosion 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) three 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 Friday in order to be reviewed by the review board the following Wednesday. The plans are reviewed for code compliance and when all conditions have been met, the building permit can be issued.