



**PUBLIC WORKS DEPARTMENT  
BUILDING INSPECTIONS  
205 Lawrence Street, Marietta, GA 30060  
PHONE: (770) 794-5659  
Tim Forbes CBO, Chief Building Official**

## **INSPECTION**

## **GUIDE**

### **NOTE:**

**Permits are required prior to any building, mechanical, plumbing, or electrical work on project. Unpermitted work will result in a Stop Work Order posted to property, double fees for required permit, and possible court ordered fines.**

**Current Code Editions  
Effective January 1, 2023**

**Current Mandatory Codes as Adopted by DCA:**

- **International Building Code, 2018 Edition, with Georgia Amendments ([2020](#)), ([2022](#))**
- **International Residential Code, 2018 Edition, with Georgia Amendments ([2020](#))**
- **International Fire Code, 2018 Edition (Contact State Fire Marshal Below)**
- **International Plumbing Code, 2018 Edition, with Georgia Amendments ([2020](#)), ([2022](#)), ([2023](#))**
- **International Mechanical Code, 2018 Edition, with Georgia Amendments ([2020](#))**
- **International Fuel Gas Code, 2018 Edition, with Georgia Amendments ([2020](#)), ([2022](#))**
- **National Electrical Code, 2020 Edition, with Georgia Amendments ([2021](#))**
- **International Energy Conservation Code, 2015 Edition, with Georgia Supplements and Amendments ([2020](#)), ([2022](#)), ([2023](#))**
- **International Swimming Pool and Spa Code, 2018 Edition, with Georgia Amendments ([2020](#))**
- **For information and questions regarding the Life Safety Code (NFPA 101), IFC Georgia Amendments or the Georgia Accessibility Code please [contact the State Fire Marshal's Office](#).**

**Current Permissive Codes as Adopted by DCA:**

- **Disaster Resilient Building Code IBC Appendix([2013](#))**
- **Disaster Resilient Building Code IRC Appendix ([2013](#))**
- **International Property Maintenance Code, 2018 Edition, with Georgia Amendments ([2021](#))**
- **International Existing Building Code, 2018 Edition, with Georgia Amendments ([2021](#))**
- **National Green Building Standard, 2008 Edition, with Georgia Amendments ([2011](#))**

A copy of these codes is available for review in our office or at Department of Community Affairs

[www.dca.state.ga.us/development/constructioncodes](http://www.dca.state.ga.us/development/constructioncodes)

You may also access these codes with GA Amendments imbedded at: <https://up.codes/codes/georgia>

## GENERAL INFORMATION

- **Building Inspections office hours are 8:00a.m. to 5:00 p.m. Monday thru Friday. Inspectors are in the office between 7:30 a.m. – 8:30 a.m.; and 4:00 p.m. – 4:30 p.m. to answer code questions or answer any questions concerning an inspection. Their respective phone numbers are listed below. Leave a detailed message if necessary and your call will be returned as soon as possible.**
- **We require the General Contractor to schedule all inspections needed for project unless the application is a Property Owner Permit. Subcontractors will schedule their own inspections on the Property Owner's Permit. No building inspections will be set up until all necessary permits are obtained for the project.**
- **Schedule inspections through the Sages website. Inspections requested before 4pm will be scheduled for the next day.**
- **Land Disturbance/Site Inspection/Grading, and Soil Erosion inspections are also scheduled using Sages. Any questions should be directed to Tim Dixon at (770) 794-5653.**
- **An inspector may request documentation such as an engineer's letter of approval when work falls out of the scope of applicable codes or is not included in the approved set of plans.**
- **Inspector may refuse inspection if permit is not posted and approved plans are not available or on site.**
- **All sub-permits must be posted on the job site.**
- **If you have gated access or a lock box, please provide access code and/or entry instructions in the notes section of your inspection request in Sages.**

### **Reinspection Fees**

- **1<sup>st</sup> inspection – no charge**
- **1<sup>st</sup> Disapproved re-inspection - \$50.00**
- **2<sup>nd</sup> Disapproved re-inspection - \$75.00**
- **3<sup>rd</sup> Disapproved re-inspection – \$100.00**
- **Each additional failed re-inspection - \$150.00**

### Inspectors

#### Residential

**Tim Warner 770-794-5652**

**Nick Koller 770-794-5647**

**Thai Robinson 770-794-5654**

#### Commercial

**Norman Pineiro 770-794-5657**

**Leave message if necessary with name, address, type of inspection, etc.**

## INSPECTIONS AND SCHEDULING

- Inspectors and front desk personnel **do not** schedule inspections. Applicant is to use Sages.
  - No inspections will be done until necessary permits are obtained for type of work.
  - Building permits are to be posted throughout the construction process until a Certificate of Occupancy or Completion has been issued. Lot number/Addresses are to be posted at all times.
- 1) **Electrical T-pole Inspections:** These will be made after the pole is set and ready for service. T-pole is to be identified with the applicable lot number.
  - 2) **Under Slab Inspections (electrical, mechanical, and/or plumbing):** Electrical and plumbing rough-in under slab inspections will be done when the work is completed and ready to be covered. All plumbing pipes running through or under walls are to be properly sleeved and protected according to the current edition of the *International Plumbing Code with Georgia State Amendments*. The plumbing system shall have a ten (10) foot head water test on the drain lines and shall be ready for inspection. Electrical conduits are required to be inspected prior to covering per the *National Electrical Code*. Partial inspections may be requested for commercial projects.
  - 3) **Footing/Foundation/Slabs (Poured Concrete) Inspections:** Inspections are required when all forms and steel reinforcement are in place and before any concrete is poured. A Form Check, or location survey, by a licensed surveyor, may be required for some lots – check your approved plans. If the inspection fails, a letter from an engineer may be required for certain situations, but these letters will not relieve the contractor from having an inspection by the City of Marietta Building Inspection Division. Such letters are for special designs or problems and are not to be in lieu of the official inspection by the City of Marietta.
  - 4) **Foundation Inspection:** Foundation walls are to be placed on clean footings. Formed walls should have required steel reinforcing at correct schedule. For block walls, all head and bed joints should be free of cracks or voids. Interior area is to be properly graded to allow any water to drain to a positive drain. The positive drain must be in place at the time of the foundation inspection. Brick ledge is to be solid. Piers that are higher than four (4) times the smallest dimension of the pier are to be filled solid. Solid piers cannot exceed the height allowed by the current edition of the *International Building Code with Georgia State Amendments* or the current edition of the *International Residential Code with Georgia State Amendments*. Wall/brick ties are to be in place so that no tie supports more than 2 ¾ square feet of brick veneer. Failure to use brick ties will result in removal of brick veneer.

***Note: DO NOT PROCEED WITH FRAMING UNTIL THE ABOVE INSPECTIONS ARE APPROVED.***

- 5) **Sheathing Inspections:** Wall sheathing shall be inspected for proper fastening and spacing for wall bracing. This inspection is required for all new structures including residential remodels and additions. This inspection is done before housewrap. Failure to schedule this inspection will result in the removal of the housewrap or an engineer's letter of approval for the sheathing inspection.

- 6) **Rough-in Inspections:** The structure must be dried in, including roof and windows, before rough inspections will be conducted. Special order windows may be an exception in some cases. *Any variation from this is at the sole discretion of the Building Inspector.* Electrical, plumbing, mechanical, and frame inspections may be requested at the same time. It is up to the contractor to check the status of their inspections. For both residential & commercial projects, all approvals/disapprovals will be input to Sages.
- a) **Electrical Rough Inspection:** All wiring to be installed according to the current edition of the *National Electric Code (NEC)*. Outlet boxes shall be located in required locations and be properly spaced along wall areas where applicable. Ground-fault and Arc-fault protection are required on most all circuits per NEC and will be checked at electrical final inspection.
  - b) **Low Voltage Rough Inspection:** All low voltage wiring is required to be properly permitted and inspected according to the current edition of the *National Electrical Code*. Fire alarm systems will be permitted through the Marietta Fire Marshal's office.
  - c) **Plumbing Rough Inspection:** All plumbing pipes and related systems are to be installed according to the current edition of the *International Plumbing Code and the International Energy Code with Georgia State Amendments*. A minimum 50 PSI air test, or working pressure water test, is required on all water lines and a 10' head test is required on all drain lines for the plumbing rough inspection. Plumbing piping is to be properly supported and all penetrations must be sealed. *Minimum 2X6 walls required for all plumbing walls with 3" PVC pipes installed.* No more than 2 studs (2x4's) can be bored to 60% of width without either doubling the studs, using approved stud shoes, or increasing their size to 2x6's minimum. Hot water pipes shall be insulation per Energy Code.
  - d) **Mechanical Rough Inspection:** All mechanical systems are to be installed according to the current edition of the *International Mechanical Code (commercial) and the International Residential Code (residential) with Georgia State Amendments*. All duct work must be in place and properly sealed with mastic per code. HVAC units must be set at time of inspection. Exterior units may be an exception due to possible theft or vandalism. All vents (including bath exhausts) must be run to the exterior. Condensate lines must terminate at an approved location and all lines shall be protected from physical damage. Fireplaces/Gas Inserts will be checked at this time for proper installation and fire blocking.
- 7) **Gas test approvals:** All new gas line installations shall be tested and inspected before gas approval and meter connection. Gas lines should be tested at 15 PSI.

**NOTE: All rough inspections above must be approved before Frame Inspection can be approved.**

- 8) **Frame Inspection:** All structural systems are to be installed according to the current editions of the *International Building Code (commercial) or the International Residential Code (residential) with Georgia State Amendments*. All exterior penetrations are to be correctly sealed. Boring or notching of studs or other framing members must be compliant with applicable code. Specifications for all truss and engineered materials are to be on the job at time of rough inspection. Fire blocking shall be installed per IRC or IBC before insulation install.

- a) **Sill plate anchorage:** Bolts or approved straps are to be in the foundation within twelve (12) inches of the end of each board and not less than seven (7) bolt diameters from the end of the board. Bolts shall be no more than six (6) feet apart. Maximum bolt spacing for buildings over two (2) stories is four (4) feet. Any size board used for sill plates shall have no less than two (2) bolts or straps. Foundation ventilation requires one (1) square foot of ventilation per 150 square feet and at least one (1) vent within three (3) feet of each corner.
- 9) **Insulation Inspections:** Insulation is to be properly installed; all cracks and holes (including wire and piping holes) are to be properly filled. Insulate behind all tub/shower units. Properly caulk all exterior wall corners, wall top plates, and wall bottom plates. Insulation is not to be installed before the rough inspections have been passed unless specifically authorized by the Building Inspector. ***Paper facing on insulation is not allowed without wall or ceiling cover.*** To access Appendix RA of the 2015 IECC for key air sealing and insulation guide: [https://up.codes/viewer/georgia/iecc-2015/chapter/new\\_RA/air-sealing-and-insulation-key-points#new\\_RA](https://up.codes/viewer/georgia/iecc-2015/chapter/new_RA/air-sealing-and-insulation-key-points#new_RA)
- 10) **Safe to Connect Inspections:** Requires a separate permit by a licensed electrician. All drywall must be installed, if applicable, for STC approval. All bonding and grounding shall meet requirements in 2020 National Electric Code.
- 11) **Above Ceiling Inspections (commercial only):** This inspection is to ensure all penetrations have been properly sealed, all electrical junction boxes have covers installed, and that fire rated walls are properly stenciled. This is to be done before any ceiling tiles are put in place.
- 12) **+Final Inspections (As-built required to be submitted before request):** Electrical, low voltage, plumbing, mechanical, and structural final inspections may be requested at the same time. All approvals/disapprovals will be input to Sages. Georgia Residential Energy Certificate shall be posted on the electrical panel or air handler at all final inspections!
- 13) **Fire Marshal Inspection:** The City of Marietta Fire Marshal will do a final inspection for Fire Code compliance prior to issuance of a Certificate of Occupancy. *It is the responsibility of the contractor to get this final inspection scheduled with the Fire Marshal.*
- 14) **Site Inspections:** Landscaping, grade work, trees, and drainage will be checked during this inspection. This approval is required before a Certificate of Occupancy will be issued.
- 15) **Sign Inspections:** Signs (monument, pole, awning, wall, & roof mounted) require separate building and electrical permits. These must be inspected **prior** to any structural or electrical component being covered up.
- 16) **Building Final Inspection:** This inspection can only be scheduled when Fire Marshal inspections (if applicable) and site inspections, including As-builts (if applicable) are approved.
- 17) **Certificate of Completion:** When a permit is obtained to build a “shell building”, a Certificate of Completion for the shell will be issued at time of completion and approval of the shell building. Tenant build-outs require separate submittals of plans and separate permits.
- 18) **Certificate of Occupancy:** Will be issued via email when all of the proper approvals have been entered into Sages.

## Residential Inspection Sequence

Permit boxes – site clearly marked -approved plans on site

MEP permits obtained before work begins

Under-slab plumbing – 10' head / conduit through footing

Footing inspection – Box check (if required) must be on site. Townhouse = one box check for all

Greenlighted to begin framing

Sheathing inspection before house-wrap (Note: Wall bracing materials not listed or approved by the ICC will require engineer's letter of approval)

Schedule all MEP roughs on same day. Structure should be 'dried in.' -all windows and exterior doors installed

All MEP roughs must pass before framing can be approved

Pass framing – schedule insulation inspection (Careful attention should be paid to Appendix RA (Air Sealing and Insulation Key Points) of GA Amendments to 2015 IECC <https://up.codes/codes/georgia>)

Note: If using U370 or other common wall fire resistant assembly, an additional Building Miscellaneous inspection is required to check drywall screw pattern. In addition an affidavit for the cellulose installation is also required.

Pass insulation – greenlighted to drywall

Once drywall installed – schedule STC (Safe-to-connect) 'Temp to perm'

Finish house – schedule all MEP finals for same day

Schedule Grading final (Must be approved before Bldg. final can be scheduled)

Schedule Fire Inspection (Must be approved before Bldg. final can be scheduled)

Schedule Bldg. final – If approved, receive CO

## Engineer's Letter Requirements

1. Date of inspection
2. Address of inspection
3. AHJ Permit number
4. Applicable codes
5. Type of inspection / specific location / Before or after cover
6. Page references of approved plans if applicable
7. Approval/Disapproval
8. Comments and observations
9. On site inspector and contact information
10. On site inspector qualifications (Architect, Engineer, State license, ICC Certification, etc.)
11. All pages of letter required to be correctly signed, stamped, and dated by engineer per Board rule 180-12-.02(3):  
For engineering documents, the date of signature shall be placed immediately under the seal and signature.