



**City of Fort Oglethorpe**  
**Building Department**  
500 City Hall Drive  
Fort Oglethorpe, Georgia 30742  
706-866-2544 ext. 1200

## **FORT OGLETHORPE BUILDING INSPECTION PROCEDURES**

### **POST YOUR BUILDING PERMIT ON SITE**

- 1. Obtain a building permit before site preparation begins.**
- 2. First inspection is a BMP (*See instructions on next page*).**
- 3. If the footing is dug before the BMP inspection, you are subject to a 30-Day Stop Work order.**
- 4. All inspections require 24-hour notice. This does not mean your inspection will occur the next day.**
- 5. Do NOT call the inspector to schedule an inspection. You MUST call the office at 706-866-2544 EXT. 1200 in order to receive an inspection.**
- 6. Have the address and permit number when calling to schedule an inspection.**
- 7. Subcontractors are required to come into the office and sign the permit and pay any subcontractor fees.**
- 8. If your inspection fails, you are subject to a \$25.00 re-inspection fee. You must pay this fee before scheduling any further inspections.**

## REQUIRED INSPECTIONS

1. **BMP Inspection**- You must have a BMP inspection prior to digging any footings or scheduling any other inspections. You must have the following for the BMP Inspection:

- A.) Silt Fence must be D.O.T. approved.
- B.) Silt Fence must be entrenched.
- C.) Construction Exit must be in place. Construction Exit must be made up of 1.5”-3.5” stone. Geotextile liner must be placed under the stone the full length and width of the entrance. Construction Exit must have a minimum pad thickness of 6”, a minimum pad width of 20 feet and a minimum pad length of 50 feet. When the construction is less than 50 feet from the paved access, the length shall be from the edge of the existing pavement to the permitted building being constructed.
- D.) Building Permit must be posted on site.
- E.) A toilet facility must be on site.

*NOTE: If you dig your footings prior to receiving the BMP Inspection, the following penalties will apply:*

- 1<sup>st</sup> offense – 24 hour stop work notice
- 2<sup>nd</sup> offense – 7 day stop work notice
- 3<sup>rd</sup> offense – 30 day stop work notice

2. **Temporary Electric Pole/Footing Inspection**- These inspections will be the first inspections performed by the building inspector. The footing inspection must be completed prior to concrete placement, 20' electrode inside footing per NEC.

3. **Under Slab Plumbing Inspection**- 10' Stack filled with water is required before plumbing is covered.

4. **Slab Inspection**- Performed prior to concrete placement.

5. **Basement Wall Inspection**- Performed prior to concrete placement.

6. **Rough-In Inspection**- This inspection includes rough-in for plumbing, electrical, HVAC, gas lines, and framing and must pass before insulation is installed.

7. **Insulation Inspection**- For safety reasons, the inspector will not enter a structure, or perform an inspection where insulation is being blown. In the event this occurs, the inspection will need to be rescheduled and a \$25.00 re-inspection fee will be charged.

8. **Tyvek Inspection**- Performed prior to installing siding and/or brick.

9. **Pre-final**- An inspection performed for permanent electrical service prior to a final inspection. You must request a final inspection within 60 days of the pre-final inspection.

10. **Final Inspection/Certificate of Occupancy**- NO certificate will be issued on permits that did not have all required inspections. NO certificate will be issued if a building or residence has been permanently occupied prior to the final inspection.

*For Questions or Comments, please contact:*

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