

**City of Jasper**  
**200 Burnt Mountain Road**  
**Jasper, Georgia 30143**  
**Phone 706-692-9100**  
**Fax 706-692-2126**

## **Step 1: Posting the Building Permit**

The property will not be inspected if it does not have a clearly posted building permit card.

- State law requires that the permit shall be clearly visible on site at all times during construction. No permit card – no inspection.
- The permit shall be kept in good condition, protected from weather [see above], and replaced promptly by the builder if damaged.
- The permit must be displayed no higher than 6 [six] feet from the ground.

## **Step 2: Temporary Electric Power Pole**

Once the Temporary Power Pole is installed, call the office of Planning and Development to inspect it. It must be inspected before the Power Company will hook up your electricity. The Meter itself is supplied by the Power Company.

## **Step 3: The Foundation Inspections**

There are multiple foundation inspections that have a required sequence. These steps are sequential. Do not move to the next step until the current step is approved.

1. Footing Inspection- This inspection comes before the concrete is poured and is focused on the steel reinforcement.
2. Masonry and Poured Wall Inspection – This inspection is required if the height of the wall requires steel [any Walls 5' or higher].
3. Foundation Water Proofing and Drainage Inspection – This inspection comes before backfill. All wood and debris must be cleared from the footing and the wall.
4. Plumbing in Slab Inspection – A 4" pipe must exit the slab and be properly connected to the septic tank. The plumbing must have a water test or air test. You can seal the pipe for test at the cleanout between the house and the septic tank after approval. Connection from the cleanout the the tank can be done.
5. Slab Inspection for Basement and Carports- Inspection made before the concrete is poured.

## **Step 4: Rough-In Inspection**

The rough-in inspection comes before siding, insulation, and wall-covering so the overall structure and supporting systems of the building can be visualized. Requirements for the rough-in inspection:

- Framing must be completely roughed-in [and dried-in].
- Pre-Brick Inspection [If the house has Brick or Stone].
- Electric must be completely roughed in.
- Plumbing must be completely roughed in.
- HVAC must be completely roughed in.
- Fireplace must be completely roughed in.
- No insulation or interior wall covering is to be installed until inspection is approved.
- House wrap must be inspected prior to siding.

## **Step 5: Energy/Insulation Inspection**

The insulation must be inspected after the rough-in approval and before it is covered up. An Affidavit is required for the insulation installation. It must be filled out by the licensed professional who performed the work and posted in the attic. If the house is being built for personal use and is not going to be sold, this work may be done by the builder or an unlicensed person. In this latter case, the builder/owner must fill out the affidavit. Work by unlicensed persons is subjected to the same inspection and standards as work by professionals.

## **Step 6: The Final Inspection**

The final inspection of the finished building prior to issuing the Certificate of Occupancy. The Permanent Electrical Power must be hooked up before the final inspection. The final inspection is just that, the last part of the Building Inspection process prior to occupancy.

### **Requirements for the final inspection:**

- The building must be completed and ready for occupancy.
- Please call to have the Permanent Electrical Power installed BEFORE the final inspection.
- All appliances must be installed and working.
- Please call at least one week prior to closing. Non closing final 24hrs notice.

### **Requirements for issuing a Certificate of Occupancy:**

- The final inspection has been approved.
- All necessary paperwork is on file in the Planning Office.