



RESIDENTIAL PERMIT INSPECTIONS REFERENCE GUIDE

NOTE: This guide outlines the inspection requirements for the City of Chamblee. Requirements may change at the discretion of the Planning & Development Department.

- **Scheduling Inspections:**

- <https://chamblee.portal.iworq.net/CHAMBLEE/permits/601>
- The contractor code is the Qualifying Agent's state license number or homeowner's numerical portion of their address.
- **Request Deadlines:**
 - Monday–Thursday: Submit before **4 PM** for next business day inspection.
 - Friday: Submit before **11 AM** for next business day inspection.
 - Late/holiday submissions: Inspections scheduled for the second business day.

GENERAL COMPLIANCE REQUIREMENTS (all projects):

- All permits and approved plans must be posted on site during construction.
- Construction hours are **7 AM to 7 PM Monday- Friday, and 9 AM to 5 PM on Saturday.**
No construction on Sundays or City Holidays.
- All inspections should be scheduled by the General Contractor or Homeowner acting as their own General Contractor.
- All subcontractor forms must be remitted prior to construction.
- The construction dumpster and portable toilet must be on site, out of right-of-way, and clear from storm drains (if applicable).
- Smoke detectors must be upgraded.
- Certificates of Occupancy & Completion must be requested 2 business days after approval of all final inspections.

SINGLE-FAMILY RESIDENTIAL INSPECTIONS (Separate Land Disturbance Permit Not Required):

NOTE: Pre-Construction Meeting Required (for new standalone permits only that are not part of a common development. For common developments, a pre-construction meeting is only required for the first building permit).

- Pre-Construction Meeting, if required
- Initial Site (prior to land disturbance) – New Structure/Additions Only
 - Tree Protection Fencing
 - Construction Entrance/Exit

- Concrete Washout
 - Stormwater BMP
- Land Disturbance:
 - Storm Drain (prior to covering)
 - Final Grading (prior to placement of impervious surface)
 - Driveway
 - Final
 - Curb (prior to pouring)
 - Retaining Wall (requires separate permit and inspection)
 - Footing
 - Final
 - Sidewalk
 - Base (prior to pouring)
 - Final
- Temporary Power Pole
- Slab/Underground Plumbing – requires 10 ft stack of water
- Slab/Underground Electrical
- Footing (prior to pour) ufer ground required
- Foundation Walls
- Slab Prep (prior to pour)- chairs must be in place
- Sheathing (plywood cover on outside)
- Residential Moisture Barrier- All windows/doors must be installed
- Rough – includes framing and all Mechanical, Electrical and Plumbing (MEP).
Inspections performed at the same time (Combination Inspection). Indicate whether gas pressure test is needed. Make sure water is on or air pressure is on for waterlines. All windows/doors must be installed
- Sewer lateral/line
- Temporary to Permanent Power – must be secured and sheetrock must be installed
- Insulation

CLOSE OUT INSPECTIONS:

- Building and all Mechanical, Electrical and Plumbing (MEP) Finals –
Inspections performed at same time (Combination Inspection)
- Zoning Final (This is for new construction projects only.)
- Site Final (new construction/addition projects)
 - Stormwater BMP (water quality certification documentation)
- Arborist final