RESIDENTIAL PERMITTING INFORMATION SHEET

THE OWNER IS RESPONSIBLE FOR ALL ACTIVITY ON THE JOB SITE.

Permits must be posted at the road right-of-way at eye level as close to the driveway as practical. **No permit posted = no inspection performed.**

**The Noise Ordinance and legal working hours must be posted on site in three (3) separate locations and in plain view:**
1. In the permits box
2. On the permit box
3. Prominently located at the structure entrance

The Code adopted by the City of Sandy Springs for residential construction includes:

- International Residential Code
- International Plumbing Code
- All applicable Georgia amendments to above
- All applicable Sandy Springs Ordinances – Including Zoning and Development Regulations

**Required inspections:**

- Preconstruction meeting onsite: with Land Development Officer
- Footings – after footings are dug and steel is in place
- Foundation wall – after forms and steel are in place
- Rough framing – after dry in and before insulation
- Rough electrical – after rough is in and before insulation
- Rough plumbing after rough in and before insulation

**Note: pressure on waterlines and a head on the waste system**

- Rough mechanical – after rough in and before insulation
- Gas line inspection – after all gas lines are installed and pressured up
- Insulation – after insulation is installed and before any coverings are installed
- Final electrical, mechanical, plumbing (or “final combo”) and/or building – conducted when the home is finished and in move-in condition
- Final site inspection – this is due when all landscaping is completed.

**Please note: If at all possible, schedule all roughs or all finals at the same time.**
**Requesting Inspections:**

The City schedules through the on-line permitting and inspections system: [https://build.sandyspringsga.gov](https://build.sandyspringsga.gov)

Inspections requested before 12:00 noon will be scheduled for the next business day. All inspections requested after 12:00 noon may be scheduled for the second business day.

**No building shall exceed 40 feet in height:** Measure from average grade plane to average height of roof.

Accessory structures may be located in rear or side yards only. Use standards may apply (see zoning).

The home must be built to the approved site plan – **any variation to approved plans must be re-submitted** for review and approved before work can begin.

**Requirements for electrical power to be supplied to the house:**

- □ All doors and windows will be installed and lockable
- □ Meter base and grounding will be installed
- □ One GFCI receptacle and at least one breaker should be in the panel
- □ And a passed temp power inspection

**Note:** No final mechanical or plumbing inspection will be performed without the gas meter.

All Certificates of Occupancy must be applied for subsequent to all required building finals and final site inspections.

**All questions regarding inspections, please call the Call Center: 770-730-5600**

Using the Call Center is the fastest way to get assistance and helps the City track your question and ensure accountability for responding to your needs.

**Building Inspectors and Plan Review**

- Building Officer: Robert Wheeler
- Building Plans Review: John Cheek
- Chief Building Inspector: vacant
- Building Inspector: Michael Rothman
- Building Inspector: Christopher Sack
- Building Inspector: Jason Stevenson
- Plans Coordinator: Gail Munoz
- Permits Clerk: Ronnell Harper

**Land Development Inspectors**

- Environmental Compliance Officer: James Sanders
- Field Supervisor: Terrance Byrd
- Inspector: Alex Rodriguez
- Inspector: German Medina

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