



Building Inspections

Community Development Department Phone: 678-421-2027

65 Lawrenceville Street Norcross, GA 30071

www.norcrossga.net

BUILDING INSPECTIONS

Building Permits must be placed on each lot or construction site visible from the street.

Erosion control measures must be in place and properly maintained before any inspections will be made.

Inspections are typically performed every day starting at 8AM. The Building Inspector requires all inspections be called in the day BEFORE you wish to receive the inspection by 4:30 pm. The inspector will be out at the property at 8AM or after please be on time. **The Inspector WILL NOT call you before the inspection.**

Call the Community Development and Planning Department at 678-421-2027 or email inspections@norcrossga.net to schedule an inspection. Do not leave inspections on the voicemail.

Requested inspections that are not ready for inspection when the Building Inspector arrives, or which do not successfully pass requiring a re-inspection are subject to re-inspection fees. These fees must be paid before scheduling the next inspection.

Third party inspections must be pre-approved by the Building Inspector in advance of the inspection. The builder/permit holder shall be responsible for all fees associated with any third-party inspection. Copies of all third-party inspections must be provided to Community Development for the inspector to review and for permanent record keeping.

Reinspection fee is \$75.

The inspector will mark the inspection and result on the Inspection sheet and a yellow copy will be provided to someone on site. The results can also be viewed on our online portal.

<https://eplansolution.com/norcrossga>

Upon successfully passing the building final for CO inspection, and any other additional requirements, a Certificate of Occupancy shall be issued, provided all fees have been paid in full. Commercial remodels and new commercial buildings are required to provide Gwinnett County Fire Certificate of Occupancy to the Community Development Department **before** receiving the Building Certificate of Occupancy.

****For Change of Occupancy Applications: The Gwinnett County Fire Marshall Certificate of Occupancy needs to be issued prior to calling in for our City Building Inspector. We will NOT schedule an inspector if one has not been obtained.***



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SEQUENCE OF INSPECTIONS

Inspections are usually called in the following order:

1. Site Inspection – Swimming Pools only
2. Footing Inspection – Made after all trenches are excavated, forms erected and the steel (if required) in place. Building setbacks will be verified at this time. All lot lines must be tightly strung and clearly visible.
3. Swimming Pool Inspection – Basket Inspection, building, electrical, HVAC and plumbing.
4. Monolithic Slabs – Slab MEP inspections shall be signed off first: gravel (if specified) and vapor barrier shall be installed before footing inspection is signed off.
5. Basement Foundation Walls – Walls over 8' in height require design by PE with reinforcing and wall thickness noted.
6. Basement Slabs – Plumbing shall be signed off first; gravel and vapor barrier shall be stalled before slab inspection is signed off.
7. Garage/Carport Slab – When fill exceeds 24", it requires design by PE with reinforcing noted; Floor must slope to vehicle entrance.
8. HVAC Rough Inspection – Boot stack heads in; furnace vents roughed in; thermostat wire in place; pre-fab fireplaces and decorative appliance set; concealed gas lines installed and pressure tested
9. Plumbing Rough Inspection – Waste lines and vent installed; waste line braced and strapped every 5 feet; water test on waste lines; water piping installed; water piping strapped every 5 feet.
10. Electrical Rough Inspection – Electrical panel set in place; all wiring installed and terminated in approved boxes or fittings; service cable installed and meter can set; all splices and taps made up and all wire fastened or stapled according to code.
11. Framing Inspection – All framing complete; fire blocking and bracing in place; roof complete; pre-fab fireplace must be set, vented through roof and capped; bath fans vented.
12. Insulation Inspection – Insulation to be installed **after** framing inspection is signed off.
13. Firewall Inspection – All commercial and multi-family construction with firewalls and fire rated assemblies after gypsum board is installed on one side but before mudding and taping has started.
14. Commercial Final Building Inspection – made after final electrical, plumbing and HVAC inspections have been 100% signed off; interior and exterior is complete; landscaping is completed; 100% fire marshal signature; sewer signature; health signature; building to be complete and ready for occupancy, with all holds released.
15. Residential Final Building Inspection – Made for electrical, plumbing and HVAC inspections have been signed off; framing inspection has been signed off; all holds released, if any interior and exterior is complete including driveway, sidewalks, sodded yards (where required) and trees planted. Final Inspection must be made on swimming pools (including fences and alarms) before a Certificate of Occupancy is issued.
16. Architectural Review Inspection – For projects that require separate architectural approval by the Architectural Review Board (ARB) or Historic Preservation Commission (HPC) must schedule a final ARB/HPC Inspection for compliance with the approved elevations as shown on the approved building permit drawings.
17. Land Disturbance Permit Inspections – Projects that required a separate Land Disturbance Permit (LDP) must obtain a Final Site Inspection by contacting the City Engineer and Arborist 770-649-3100