

New Affordable Housing Projects

Top 10 Things to Know About the Inspection Process



- 1** Ensure that the building permit and copy of the approved plans are posted at the project site. The inspection process will be delayed if the plans and/or permit are not available on site, leading to a FAILED status. From the time construction begins until the project is finished, these documents must always be maintained on site.
- 2** Before starting any construction work, make sure all safety measures, such as barriers and pedestrian safety features, are in place. These elements are essential for operating a safe and orderly construction environment.
- 3** If foundations are to be inspected for several pours, ensure that all daily logs and images of special inspections are kept up to date and sent to the designated building inspector for verification.
- 4** If using a third-party inspection company, ensure that the company is familiar with the inspection process used by the Office of Buildings. Third-party inspection companies are required to adhere to the detailed protocols outlined in the handbook. For reference, the third-party manual is available on the city's website.
- 5** To help the management and inspection team ensure that the sequence is followed, the Office of Buildings recommends that all projects keep an up-to-date inspection log on site. Until the project is finished entirely, this log needs to be signed and dated with the status of each inspection or partial inspection.
- 6** To guarantee efficiency, make sure the inspection sequence is followed when requests for physical inspections are made.
 - a. Example #1: A building series (Framing Rough Inspection 180) is requested before the MEP wall roughs have been passed in the system. This will result in a FAILED inspection.
 - b. Example #2: A building series (Ceiling Cover Inspection 125) is requested before the ceiling MEP and sprinkler rough inspections have been passed in the system. This will result in a FAILED inspection.

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- 7** When a Third-Party inspector completes a building series inspection before the necessary MEP trade inspection, these errors might result in an extremely difficult and expensive resolution.
- 8** When installing fire-resistant construction features, avoid these typical mistakes:
 - a. The incorrect installation of fire stop, fire block and draft stopping materials. These mistakes involve the use of permitted material and the failure to follow UL-detailed fire penetration protection guidelines.
 - b. Errors are frequently made near fire-rated walls, floor/ceiling fire-rated elements, and fire-rated separations.
 - c. Make sure that before covering these components, all vertical shafts and chases are examined to verify that the right material is being utilized. Additionally, make sure that any MEP work done on these components has been adequately supported and inspected before it is covered up.
- 9** While construction is underway, make sure all means of egress routes are kept clear of obstacles and equipped with emergency lighting. In the event of an emergency, this is vital for worker safety as staff must escape right away.
- 10** Before requesting the final building inspection, it is necessary to pass all MEP final inspections and have them documented. The system must show that the final site inspection and the arborist inspections have passed. The site and arborist inspections must be performed by City of Atlanta inspectors only and cannot be performed by a private third-party provider.