



Where Georgia comes together.

## Department of Community Development

### Phone

478-988-2720

### Email

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### Address

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### Staff Contacts

- **Dante Braddy, Permit  
Technician**

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## FIELD INSPECTION PROCEDURES

All inspection requests are to be made through the Citizens Self Service Portal. All permits when applied for must list each of the trade contractors and a job supervisor all of which will need to have created an online portal account. If they are not listed as contacts on the initial permit request the permit record will not be linked to their active online account, thus not allowing inspection requests to be made.

No telephone requests for inspections will be taken.

Inspections DO NOT have a specified time and NO SAME DAY INSPECTIONS. The inspection may be scheduled for morning or afternoon. No inspections will be conducted the day the permit is issued. The only exceptions are electrical, and sewer permits on existing structures due to damage or obstructions. Please have the site ready prior to scheduling an inspection. Sites not ready when the Inspector arrives will be noted as a failed inspection and re-inspection fee may be charged. A re-inspection fee will be charged for the third visit for the same inspection request. This fee must be paid before the next inspection is made.

Requested inspections WILL NOT be conducted if required silt fence and construction driveway are not in place, and properly maintained, and if adjacent streets are not clear of dirt, mud, and other debris related to construction project. Construction sites found to be in violation of these requirements must pay a re-inspection fee before scheduling a re-inspection. If violation is not corrected when re-inspection is conducted or found to be in violation at any subsequent inspection for the same builder/contractor, further action, including, but not limited to issuance of a "Stop Work Order" will be taken to ensure compliance.

The following inspections are required: Alternative inspections may be required based on the scope of work.

1). Sub slab systems: Inspection requires a 10' head test.

2). Footing/Monoslab: At the time of the footing/monoslab is conducted the following should be in place: Foundation formed, vapor barrier and rebar in place, proof of termite treatment. Construction exit and sediment barriers. Sanitary facilities for the workers should be on site.

3). Building Sewer: The City of Perry requires a cleanout at building and where connection is made to City. You must add additional cleanouts if over 100' feet between cleanouts. Two-way cleanout and check valves are not required, but may be used.

4). Rough-in electrical: Building is framed and dried in and electrical is roughed in.



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## FIELD INSPECTION PROCEDURES CONTINUED

5). Rough-in framing: all trades are completely roughed in and ready for inspection, appropriate beam calculations and truss sheets are current and in the portal.

6). Insulation: before any sheathing applied. Please do not cover any walls or ceilings prior to this inspection.

7). Permanent Power: All lights, appliances or terminations need to be completed. Please remember this is not the final inspection. If the dwelling is occupied before the Certificate of Occupancy/Completion inspection power to future projects may be withheld until completely finished at which time a power inspection will be made and then a Certificate of Occupancy/Completion inspection. Before any electrical inspections are requested or performed, you will be required to have no exposed wiring (i.e., disconnect whips, carriage light wiring, etc.) at the exterior of your jobsites. In addition, you will be required to have your lock sets for all exterior doors (either permanent or temporary) in place to prevent unexpected injury from uncovered interior devices and appliances.

8). Utility/Right-of-Way Inspections: The City of Perry Engineering Department will inspect that sidewalks are clean and clear and are in an acceptable standard, hydrant valves are at proper grade, manholes for sewer and stormwater lids are to be accessible, storm inlets are to be on grade and clear of debris, valves are to be on grade and clear of debris, collars are to be in place, and all easements, curbs and streets are to be clear and clean of any dirt/debris. Sidewalks and driveway crossings must be ADA acceptable as well as sidewalk ends and turnouts.

9). Final Inspections – Final Building, Final Electrical, Final Engineering: Building should be complete and all required landscaping installed. All water boxes and sewer cleanouts set to grade. All required certifications should be on file in the City of Perry Community Development Department; septic tank inspection from Houston or Peach Counties, energy certificate filled out completely and a copy on site and provided to the Community Development Department. Food service permits if required from the Houston County Health Department and Fire Marshall approvals if required.

10). Certificate of Occupancy/Completion Issuance: Will be issued within (48) hours of passing all final inspections.

Construction Debris - All scrap materials, waste and trash shall be placed in an approved dumpster and removed from property once dumpster is full.