

# Inspection Scheduling



## Building Department

25 LaGrange Street  
Newnan, GA 30263  
Ph. 770-254-2362 Fax 770-254-2361  
Email – canderson@cityofnewnan.org



The General Contractor (GC) is to schedule the required inspections with the Building Department. Please call your assigned inspector and leave the following information on their voice mail.

- GC name and phone number to be reached
- Address and lot number, include subdivision
- Type of inspection (t-pole, foundation, framing/rough-in, ect.)

All messages are date and time recorded. Messages left before 8:00 a.m. will be scheduled for that day. Messages left after that time will be scheduled for the following business day\*.

Standard inspections (other inspections not listed may be required).

- Site Prep (call engineering inspector, not building inspector; house corners marked)
- Temporary Power Pole (t-pole)
- Under Slab Plumbing – after trenching and plumbing lines installed and protected
- Footing/Site plan – rebar, Ufer ground and grade beams in place, before concrete is placed, house located according to site plan
  - Monolithic Slab – rebar, Ufer ground and grade beams in place, gravel and plastic in place, (no plastic under exterior footings), plastic sealed around penetrations, before placing concrete
- Foundation Wall and Retaining Walls Attached to Structure – forms erected, steel in-place, provisions for pipe penetrations installed and before concrete is placed
- Foundation Basement Wall Damp proofing – drain in-place, waterproofing on walls, before backfill
- Nail Pattern\*\* – after all sheathing nailed in place
- House Wrap\*\* – after house is wrapped and penetrations sealed
- Framing/Rough-in\*\* – after framing complete, plumbing pipes installed and protected, electrical panel in place, grounded, bonded and protected – HVAC installed, supply and return ducts installed and sealed
- Insulation/Energy – after all batt insulation in place, building envelope penetrations sealed, bottom plates gasketed or caulked
- 30 Day Power – electric ready to be energized, no sooner than 30 days before final inspection
- Final Building – City Ordinance requires residential buildings to be move-in ready before we issue our Certificate of Occupancy, (appliances installed and operational, trim and floor coverings installed), blown insulation is also inspected at this time
- Sidewalk, driveway and retaining walls not attached to structure – (call engineering inspector, not the building inspector; forms in place, before placing concrete)

\* Messages left on Holiday and Friday mornings after 8:00 a.m. and before Monday morning at 8:00 a.m. will be scheduled for Monday. At busier times of the year, some inspections will require 48 hour notice, please communicate with your inspector on scheduling lengthy inspections, such as the rough framing and final.

\*\* Window installation will also be checked during one of these inspections, depending upon manufactures installation instructions.

**Re-inspections are charged a \$50.00 re-inspection fee.**

**PHONE NUMBER FOR THE BUILDING DEPARTMENT AND ENGINEERING:  
770-253-8433 FOLLOWED BY THE EXTENSION LISTED BELOW**

**Rick Daugherty, Commercial Building Inspector.....Ext. 218**

**Jack Allen, Building Inspector.....Ext. 223**

**Bill Blanchard, Commercial Building Inspector.....Ext. 222**

**Lance Duncan, Building Inspector.....Ext. 216**

**Frank Williamson, Building Inspector.....Ext. 239**

**Shane Pridgen, Code Enforcement Officer.....Ext. 219**

**Please contact the Engineering Department in regards to their scheduling procedures  
at 770-253-8433 ext. 241**

**Dana McCauley, Civil Engineer – sidewalks, retaining walls, site prep.... Ext. 241**

**Rob Hill, (ponds, illicit discharge) .....Ext. 231**

**Please contact the Street Department in regards to their scheduling procedures at  
770-253-1823 - Mr. Ray Norton - sidewalks, driveways, utility cuts**

**Call Newnan Utilities @770-683-0994 before burying water and sewer lines!**