

Town of Smyrna Commercial Building Inspection Checklist

Building Codes 615-355-5704 or permits@townofsmyrna.org (for building/electrical inspections)

Here is a list of items to be completed which may or may not be in the order of your particular build. This list is not all inclusive, nor will all items on this list apply to your project. All projects must be built to plan and phases vary within each project. If you have any questions, please speak with your inspector.

Inspection requests should be made **no later than 3:30 the day prior to qualify for potential next-day inspection (when available)**. Any inspection requests received after this cut off time will be scheduled for the next business day. If you would like to make special arrangements with your inspector, please leave a name and number so that the inspector can contact you.

Electrical work order requests can only be called in by the electrical permit holder. Inspections are made on a first come first serve basis. Priority will be given to final inspections and open ditch when possible. Electrical must be approved prior to building inspections.

Prior to any inspection request:

- The site address should be posted with contact information. Approved building plans must also be on site.
- The erosion inspection must be completed and inspected by Public Works (and in place at all times during construction)
- Port-o-john to be located within 300' of project
- Property lines are to be marked or pinned (and visible).

Foundation/Underground Inspections:

- 1 Electrical - grounding and any conduit
- 2 Footing - per plan - dug to undisturbed soil, clear of debris, with rebar installed.
- 3a Plumbing in Slab - DWV pipe should be tested per plan, either water (10 ft head) or air (no less than 10 psi). All piping exposed and supported for inspection.
- 3b Slab - gravel fill, moisture barrier, metal/rebar per plan.
- 4 Underground piping for fire line per plans provided by registered design professional
5. Underground sewer with cleanouts - backflow if required, and water lines from service to building.
6. Fire protection and access to be approved by the Fire Marshall prior to vertical construction.

Exterior waterproofing - should be completed prior to installation of exterior finishes. Exterior penetrations sealed, windows flashed and taped. You can call this in prior to framing if you are ready to install exterior finishes.

Above Ceiling

Any covered areas to be inspected prior to covering.

Grid and lighting to be installed prior to Electrical

Exhaust installed and secured, penetrations of fire walls fire caulked and permanently marked, gas lines marked, sprinklers installed, mechanical lines installed, taped and sealed.

Framing / Rough In Inspections

Electrical must be approved prior to calling in request.

All framing, fire-blocking, plumbing - with air/water test, gas lines on test, mechanical lines installed, taped and sealed, exterior penetrations sealed. Sprinklers per plan. Hood systems (light/smoke tested and wrapped). You can install wallboard on one side only for inspection if approved by inspector.

Reports due on metal framing or third party inspections. As-builts due on exterior utilities.

Insulation

Wall insulation installed per plan. Is spray foam, provide installation certificate also.

Fire Inspections

Puff test (hood systems - will also need mechanical inspection (light) during hood installation)

Flush test (for underground/backflow) by installer (report to be submitted)

Bucket test (for sprinkler systems)

Mechanical draft systems

Pressure test for lines

Two weeks prior to %

Call in office to alert departments to do final inspections:

Utilities (W/S) - as built (if not submitted at rough in), site

Backflow - as built or reports, site

Street - as built, site

Stormwater - erosion control installed, as built, site

Fire Department - life safety, site

Planning - parking, exterior finishes, any approved conditions or amenities, signage, landscaping, site

CUD - if water provided by them

Fire

Will test alarms (flow, pull stations, smoke detectors, mechanical vent systems)

Hydrants, exit signs and access, emergency lighting, knox boxes, yelp sensors on gates, sprinkler and fire alarm rooms posted, extinguishers, address posted etc.

Final Inspection

1. Final electrical (HVAC is to be called in by HVAC contractor) and building electrical, signage.
2. Third party inspection reports and/or final reports certified by registered design professional or structural engineer.
3. Construction debris/materials removed from site
4. Any reports requested by inspector
5. Amenities, exterior finishes, parking, etc must be approved
6. Signage
7. Ready for occupancy

The Certificate of Occupancy will only be issued once all departments have signed off.

Final Inspection Group Contacts

Street / Sidewalk - Ricky Bounds (615-517-0043) ricky.bounds@townofsmyrna.org

Utilities (Sewer) - Robert Mullicane (615-459-9742 x 2198) robert.mullicane.sr@townofsmyrna.org

Utilities (Water) - Mark Parker (615-459-9742 x 2110) mark.parker@townofsmyrna.org

Stormwater - Patrick Owen (615-459-9766 x 2196) patrick.owen@townofsmyrna.org

Back Flow - Randy Roberts (615-459-9742 x 3451) randy.roberts@townofsmyrna.org

Fire Dept - James Lawrence (615-459-9765 x 7520) james.lawrence@townofsmyrna.org

Planning - Mitchell Wensman (615-459-9742 x 2181) mitchell.wensman@townofsmyrna.org

CUD - William Steele (615-225-3313) or wsteele@ cudrc.com (if applicable)