

Town of Smyrna Residential Building Inspection Checklist

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

Public Works 615-459-9766 (for erosion/sidewalk/final grade inspections)

Here is a list of items to be completed for each phase of a project. This list is not all inclusive, 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 the next day inspection.** 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 at the time of scheduling 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.

Prior to any inspection request:

- The lot number and/or address should be posted at the worksite. This lot ID should be maintained throughout the duration of your project. No inspections will be made without proper lot documentation.
- The erosion inspection must be completed and inspected by Public Works (and in place at all times during construction). Track in/out consisting of 2 ½" stone or larger installed.
- Port-o-john to be located within 300' of project
- Property lines are to be marked or pinned (and visible). A surveyor may be required to set these if existing lines cannot be located.
- If MPE or MFE required, make arrangements for obtaining at foundation (top of form) but no later than framing inspection. A final report will also be required prior to the Certificate of Occupancy.

Foundation Inspections:

- 1 Electrical - grounding and any conduit
- 2 Footing - Dug under the frost line (12") to UNDISTURBED SOIL, clear of debris, with rebar installed. You can use built forms (we do not accept rock/dirt pushed up to make the form).
- 3a Plumbing in Slab - DWV pipe should be water (10 ft head) or air tested (5 psi). All piping should be exposed and supported for inspection.
- 3b Slab - gravel fill, moisture barrier, insulated panels if required

At this point we will request the MPE/MFE if required. Failure to provide the documentation will delay the next inspections.

Electrical - called in by electrical permit holder and approved by electrical inspector, needs to be approved before framing.

Framing / Rough In Inspections (r/i)

Structure should be dried in: roof, exterior doors & windows installed (sealed and caulked). Pre-insulation installed (caulking around windows/doors, plates on exterior walls, all penetrations to exterior sealed, etc). Air barrier applied to the unconditioned side of attic walls.

- 1 Tyvek inspection at the exterior should be completed prior to installation of exterior finishes. Exterior penetrations sealed, windows flashed and taped. You can call this in prior to framing r/i if you are ready to install exterior finishes.
- 3 Framing - all framing, fire-blocking, exhaust installed and secured, any furred in areas when necessary to accommodate insulation, plumbing - with air/water test, gas lines on test @ 10 PSI, mechanical lines installed, taped and sealed, return air installed and sealed, pre-insulation caulking and exterior penetrations sealed.

Water/Sewer

Sewer line from house tied into city tap with cleanouts in place. Water line to meter a minimum of 18" depth. Back water valves installed (where required).

Insulation

Wall insulation installed, air barriers at eaves and above walls conditioned vs unconditioned areas (i.e. porches, walls in attic areas) to ensure full-depth of blown insulation. Air baffles in sloped areas. Blown in insulation will be checked at final inspection.

Final Inspection

- 1 MPE/MFE certificate if required.
- 2 Final approval from Public Works (completed before the final building inspection)
- 3 Final yard graded, seed/straw, sod, landscape matting, etc
- 4 Final Electrical (HVAC and building, completed before the final building)
- 5 Any reports requested by inspector
6. Construction debris/materials removed from site
7. Insulation (blown in and in crawl space)
- 8 Gas lines attached to properly vented appliances
- 9 House is ready for occupancy