

**DEVELOPMENT SERVICES DEPARTMENT – BUILDING DIVISION
GENERAL INFORMATION FOR PERMITS & INSPECTIONS**

423-434-6047

PROPER PERMITS MUST BE OBTAINED PRIOR TO INSPECTION

Each job site must provide a toilet, street address, and erosion control before inspections will be conducted.

If you need to speak with an inspector, their regular office hours are 7:30 – 8:00 AM, and 3:30 – 4:00 PM.

POLICIES

- Inspections must be scheduled by the permit holder (I.E. the contractor or homeowner who purchased the permit)
- Building access shall be provided on the scheduled inspection day as needed.
- If City Approved drawings are required for the project, the drawings shall be on site.

Before scheduling a framing or final building inspection, the general contractor shall consult with sub-contractors to confirm that the rough or final inspections have been COMPLETED AND APPROVED.

The permit holder is responsible for communicating their inspection results with their project team.

INSPECTIONS MUST BE SCHEDULED 24 HRS IN ADVANCE

All inspection requests should be called in, please call 423-434-6047, and select option 1 to leave a voice message and include the following information:

- Permit number
- Project address
- Type of inspection needed
- Name and phone number of primary contact
- Special instructions for the inspection
- Requested date for inspection*

* Open trench project inspections (i.e. water / sewer lines, footers, electrical ditches, and electrical service change outs in occupied structures) may be requested for the same day by calling before noon.

Please note that requests for inspections received by 4:30 pm may be scheduled as early as the next business day, while those received after 4:30 pm will be scheduled no earlier than the second business day.

An estimated time of arrival may be obtained on the day of your scheduled inspection by calling 423-434-6051 between 7:30 am - 8 am.



PLEASE REQUEST INSPECTIONS IN THE ORDER LISTED BELOW, AS APPROPRIATE TO YOUR PROJECT.

BUILDING

Foundation / Footing Inspection:

- AFTER trenches are excavated and forms are erected (before concrete is poured)

Framing Inspection:

- AFTER electrical, plumbing, HVAC rough-in inspections have been completed AND approved.
- AFTER the roof, all framing, fire blocking and bracing is in place, all concealed wiring, all pipes, chimneys, ducts, and vents are completed.
- *Note – Engineering seal is required on all truss components at time of framing.

Foundation Drain / Damp-proofing of Foundation Wall:

- BEFORE backfilling.

Fire Wall Inspection: (single family dwellings are exempt)

- BEFORE any ceilings are installed.
- AFTER wall is erected and fire-stopped

Insulation Inspection:

- AFTER all rough-in inspections have been completed and approved
- AFTER windows/ doors have been installed, and all sidewall insulation has been placed. Overhead insulation and floor insulation (over heated spaced) will be completed at final inspection.
- *Note – This inspection will verify correct crawl space ventilation, vapor barriers (as needed), slab perimeter insulation, caulking, sealing around windows & doors, and all openings in exterior walls & floors.

Final Building Inspection:

▪ Single Family Residential

- AFTER all building work has been completed,
- AFTER all other final inspections have been approved, including: Electrical, Plumbing, and HVAC. (see individual trade inspection lists below)

*Note – Final inspection on paving, seeding, and positive drainage (away from building) will also be conducted at the time of the Building Final Inspection.

▪ Commercial (Including Apartments & Condos)

- AFTER all building work has been completed
- AFTER final inspections have been completed and approved on electrical, plumbing, and HVAC (see individual trades below).

*Note – At the time a final building inspection is scheduled, final inspections will also be scheduled for the following: **Fire Final** (conducted by City Fire Marshal), Landscaping, Seeding, **Parking Lot Striping**, **Drainage**, and any remaining items which inspectors feel need to be addressed to insure code compliance.

** Setbacks are to be measured from overhang to property line **



PLUMBING

Underground Inspection:

- AFTER trenches or ditches are excavated, piping installed, and BEFORE any backfill is in place

Water / Sewer Lines:

- AFTER lines are in ditches (before covering) and bedding material, if needed, is in place beneath lines

Rough-In Plumbing:

- AFTER roof, framing, fire blocking and bracing is in place and all water, soil, & waste vent piping is complete (prior to installation of wall or ceiling membranes)

Inspection must be completed and approved before framing inspection can be scheduled

Above Ceiling: (single family dwellings are exempt)

Final Plumbing:

- AFTER all plumbing is completed, all plumbing fixtures are in place and properly connected, and structure is ready for occupancy

Must be completed and approved before final Building Inspection can be scheduled

ELECTRICAL

Temporary Power Pole: (if applicable)

- AFTER pole is set with proper bracing, ground rod is driven, and grounding wire is clamped to ground rod. If approved, staff will forward approved notice to JC Power Board the same day of inspection.

*Note – Please be aware that applications must be completed with the JC Power Board / Brightbridge before service can be energized by them (423.952.5000).

Rough-In Electrical:

- BEFORE insulation is installed, after all splices are made, panel is set, and all grounds made up (ground rod, water line). Must be completed and approved before framing inspection can be scheduled.

Above Ceiling: (single family dwellings are exempt)

Underground:

- BEFORE pipe in ditch is covered.

*Note – Utility tape must be placed in ditch after 1' of dirt is placed over electrical line

“Service Only” Inspection:

- MADE AFTER THE FOLLOWING:

- All switches, receptacles, lights, etc. shall be installed, or light fixture boxes properly blanked off
- Permanent address numbers must be installed on the exterior of the building
- Permanent grounding installed, including water line grounding.
- All doors and windows must be installed and lockable.



*Note – Electrical service will only be released in the general contractor or electrician’s name until such time that all final inspections have been completed and a certificate of occupancy is issued for the project. When the C.O. is issued, power will be released into owners / tenant’s name. An application with the JC Power Board must be made before they will connect the service.

FINAL Electrical Inspection:

- AFTER all fixtures are in place, (smoke detectors, etc.) and ALL electrical work is completed.
*Note – Building must have power to test electrical system, (either from temporary power pole or service-only inspection **see above**)

GAS / MECHANICAL

Rough-In Gas / Mechanical:

- AFTER all new piping and duct have been installed and before any such piping or duct has been covered or concealed or any fixtures or gas appliances have been attached. It shall be the duty of the installer of the gas / mechanical equipment to give 24 hrs notice when work is ready for test or inspection
Inspection must be completed and approved before framing inspection can be scheduled

Underground:

- AFTER trenches or ditches are excavated, piping installed, and before any backfill is put in place

Above Ceiling: (single family dwellings are exempt)

Final Gas / Mechanical Inspection:

- AFTER all work is completed
Must be completed and approved before final Building Inspection can be scheduled

ELECTRICAL FOR HVAC

Electric for HVAC: All HVAC permits require a separate electrical permit and separate inspections.

SITE INSPECTION and / or LANDSCAPING

Inspections shall be made on exterior site, as applicable (residential or commercial) to determine compliance with codes on parking, seeding, landscaping, drainage, driveway entrances, striping of parking lots, buffer strips, and any other required codes prior to issuance of a certificate of occupancy. Inspection(s) will be scheduled at the time of the Final Building Inspection.

