

City of Roswell Building & Inspection

Division Inspection Requirements

DOCUMENTS: Permits and Stamped Approved Plans must be on-site for every inspection. No documents, no inspection. Plans are not required for over-the-counter type jobs (HVAC/Water Heater/Electric Service Restore/Panel Changeouts, etc.). Permits are required to be on site for every job.

RE-INSPECTIONS: If an inspection fails, the fee may not be paid until the next business day. After the fee is paid, the inspection may be scheduled for the following day. EXAMPLE – fail on Monday, pay fee on Tuesday, schedule inspection on Tuesday for Wednesday. The inspectors do not have authority to alter this procedure nor remove fees for a failed inspection.

TEMPORARY POWER: “Temp Power” requests require that the panel box be in an area that is lockable. If located in a garage, then the overhead door must be installed with a way to secure it. If located anywhere else in the structure, doors must be installed with locks. Make sure electricians know of this requirement before they request an inspection. One GFCI breaker or outlet and one duplex outlet are required.

CANCELLING INSPECTIONS: You may cancel an inspection if you call us before 8AM the day of the inspection. You can call your inspector if he has given you his number, or the Building Official or Asst. Building Official. We never automatically cancel an inspection because of inclement weather. You must determine if you are prepared or not. The Building Official may cancel inspections due to storm/freezing weather but you will receive a phone call alerting you of this. Inspections may not be cancelled once the inspector has arrived on the site.

ACCESS: We require access to the job from 8AM till 4PM. We do not call ahead, regardless if you have requested this on the inspection line. Because of the inspection scheduling and volume of work, we cannot accommodate special requests of this type. The job must be open and if an occupied residence, someone must be present. We do promise next day inspections; we do not give specific times, nor AM PM requests.

INSPECTION RESULTS: The inspector will leave an inspection report on each job with the results noted. They only sign the permit when a job passes and please be aware that not every inspection on the permit may be required. Check with the inspector on this. Due to the ever increasing work load, we do not give inspection results over the phone. Contractors are expected to monitor and manage their jobs and check the permit box for their inspection results.

GENERAL REQUIREMENTS: General Contractors are required to call inspections in. We do not want nor will accept subs requests for inspections. Permits must be posted on site in a weather resistant device in an accessible, visible location.

QUESTIONS: Call Building Official Steven Kinnaird, 770-594-6279 (email skinnaird@roswellgov.com) or Steven Holder, Assistant Building Official/Plans Examiner, 770-594-6115 (sholder@roswellgov.com).