

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

**423-434-6047**

**423-434-6048**

**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, 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 / 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.
- The permit holder is responsible for communicating their inspection results with their project team.

**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.**

**INSPECTIONS**

**INSPECTIONS MUST BE SCHEDULED 24 HRS IN ADVANCE**

Inspections may be requested by phone or by email. Please call 423-434-6232 to leave a voice message, or email '[Inspections@johnsoncitytn.org](mailto:Inspections@johnsoncitytn.org)' and include the following information:

- |  |   |
|--|---|
| <input type="checkbox"/> Permit number             | <input type="checkbox"/> Name and phone number of primary contact |
| <input type="checkbox"/> Project address           | <input type="checkbox"/> Special instructions for the inspection  |
| <input type="checkbox"/> Type of inspection needed | <input type="checkbox"/> 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.

**NOTE:** All fire inspection requests must be made with the Fire Prevention Inspector of that area.



## **BUILDING**

**Foundation / Footing:** AFTER trenches are excavated and forms are erected (before concrete is poured)

**Framing:** 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:** (single family dwellings are exempt)

- AFTER wall is erected and fire-stopped, before any ceilings are installed

**Insulation:** 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).
- At the time the Building Final is schedule - Landscaping, Seeding, **Parking Lot Striping, Drainage**, and any remaining items which inspectors feel need to be addressed to insure code compliance.

\*Note –**Fire Final Inspection** – are required on each Commercial project regardless of the scope of work. Inspection will need to be set up independently with your City Fire Marshall and then called in to the inspection line to be scheduled.

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

## **PLUMBING**

**Underground:** 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)

- AFTER rough-in, AFTER all plumbing in ceiling is in place and completed, BEFORE installing drop ceiling tiles

**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)

- AFTER rough-in, AFTER fixtures are in place, BEFORE installing drop ceiling tiles

**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”:** 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:** 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 Service Only above\*)

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



## **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

**\*\*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)

- AFTER rough-in, AFTER diffusers are in place, BEFORE installing drop ceiling tiles

**Final Gas / Mechanical:** AFTER all work is completed

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

**ELECTRICAL 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.

## **FIRE PREVENTION INSPECTIONS**

### **FIRE ALARM PERMITS:**

**Fire Alarm Final:** AFTER all work is complete

### **HOOD SUPPRESSION PERMITS:**

**Hood Suppression Final:** AFTER all necessary Mechanical, Gas, and Electrical final inspections have passed

### **SPRINKLER SYSTEM:**

**Sprinkler Rough-in:** AFTER all new piping has been installed, and is connected to riser and to overheads, before any such piping has been covered or concealed

**Sprinkler Pressure Test:** Wet System: 2 hr 200 lb. hydro / pressure test  
Dry System: 24 hr air test

**Above Ceiling:** SPRINKLER ONLY, AFTER rough-in has been completed

**Sprinkler Final:** AFTER all work has been completed. Flow Test & Response Test will be done at this time.

### **UNDERGROUND SPRINKLER SYSTEM PERMITS:**

**Underground Rough-In:** AFTER all new piping has been installed and before any such piping has been covered or concealed

**Underground Pressure Test:** AFTER rough-in and all lines are in place, BEFORE tie-in to riser

**Flushing:** BEFORE being tied into the riser; a letter from the GC is acceptable

