

**TO ALL CONTRACTORS AND HOMEOWNERS:**

**BUILDING INSPECTION DEPARTMENT:**

Phone Number: (423) 209-7860  
Fax Line: (423) 209-7861  
E-mail: [inspect@mail.hamiltontn.gov](mailto:inspect@mail.hamiltontn.gov)

Office Hours:  
Monday – Friday 8:00 a.m. – 4:00 p.m.  
(after hours, you may leave a message on the answering machine.)

ENGINEERING – 209-7810  
ENVIRONMENTAL HEALTH GROUNDWATER – 209-7782  
WWTA – 209-7842

**CODES & EDITIONS:**

International Building Code	- 2003
International Residential Code	- 2003
International Plumbing Code	- 2003
International Mechanical Code	- 2003
International Fuel Gas Code	-2003
International Fire Code	- 2003
International Energy Conservation Code	- 2003
National Electrical Code	- 2005 North
Carolina Accessibility Code-2002 w/2004 revision	

**INSPECTIONS**

All inspections must be called into this office one day in advance before 3:00 p.m. All permits must be obtained prior to inspections.

Homeowners requesting to install wiring, plumbing, mechanical, or gas piping must contact this office for instructions.

Please have the following information to give the attendant to insure you inspection will be done as requested:

- 1) TYPE OF INSPECTION NEEDED  
specify type(building, electrical, plumbing, gas, mechanical) and phase(rough-in, final, etc.)
- 2) ADDRESS OR SUBDIVISION AND LOT NUMBER
- 3) NAME BUILDING PERMIT IS RECORDED UNDER
- 4) YOUR NAME OR COMPANY NAME

**BUILDING INSPECTIONS**

- FOOTING – when it is dug, before concrete is poured. (rebar must be two continuous ½” steel rods minimum, metal grade pins & bulk heads must be in place or a soil bearing test will be required.)
- BASEMENT SLAB – before concrete is poured.
- ROUGH IN ON FRAMING – before any insulation or sheetrock is installed.
- FINAL ON STRUCTURE – when all structural items have been completed.
- COMBINED – a rough-in and final inspection can be done at the same time providing that no part of the structure has been concealed, covered, or enclosed in a manner that will interfere with a thorough inspection.

**PLUMBING INSPECTIONS**

- PLUMBING IN SLAB – before gravel or concrete is poured.
- ROUGH IN ON PLUMBING – with a water test, before insulation or sheetrock.
- FINAL- when all fixtures have been set.
- COMBINED – a rough-in and final inspection can be done at the same time providing that no part of the plumbing has been concealed, covered, or enclosed in a manner that will interfere with a thorough inspection.

**ELECTRICAL INSPECTIONS**

- TEMPORARY POLE – (when applicable.)
- ELECTRICAL MISCELLANEOUS - slab, conduit, ceiling, septic pump, heat pump, service and / or panel change.
- ROUGH IN ON ELECTRICAL WIRING – before insulation and sheetrock have been installed.
- FINAL ON ELECTRICAL – when all fixtures and receptacles have been set, panel and service are completed.
- COMBINED – a rough-in and final inspection can be done at the same time providing that no part of the electrical wiring has been concealed, covered, or enclosed in a manner that will interfere with a thorough inspection.

**GAS PIPING AND VENTING INSPECTIONS**

- ROUGH IN ON GAS – before insulation and sheetrock have been installed. Pressure test is required and must hold 10 lbs. For 15 minutes.
- FINAL ON GAS – when all appliances have been installed.
- COMBINED – a rough-in and final inspection can be done at the same time providing that no part of the gas piping / venting system has been concealed, covered, or enclosed in a manner that will interfere with a thorough inspection.

**MECHANICAL INSPECTIONS**

- ROUGH IN – before sheetrock is installed. The roof, framing, draftstopping, fireblocking and bracing are in place, all ducting, venting, piping and other concealed components are complete.
- FINAL – when all items authorized by the permit have been installed and all portions which are to be covered or concealed are so concealed.
- COMBINED – a rough-in and final inspection can be done at the same time providing that no part of the mechanical system has been concealed, covered, or enclosed in a manner that will interfere with a thorough inspection.

**SETBACKS ARE FROM PROPERTY LINES**

Note: BEFORE A STICKER FOR ELECTRICAL SERVICE WILL BE ISSUED, ALL FINALS MUST BE COMPLETED AND APPROVED.