



CATOOSA COUNTY BUILDING INSPECTION

184 Tiger Trail
Ringgold, Georgia 30736

Phone: 706-965-4226
Fax: 706-965-4104

Catoosa County Third Party Inspector & Plans Review Program General Information

All construction inspections in Catoosa County are to be made under the requirements of the Catoosa County Unified Development Code which contains the titles and editions of all building codes that Catoosa County enforces. These documents may be purchased from the Catoosa County Building and Zoning Office or may be accessed on Catoosa County's website www.catoosa.com.

Registered Professional Engineers and Architects may only perform work within their "scope of expertise" as demonstrated through education, experience, certifications or other information that can be provided to the Building Official to demonstrate proficiency in the area.

Information

If the Registered Professional Engineer or Architect's certification/license or accreditation is revoked in any county or municipality in Georgia, the engineer or architect will immediately be removed from the list of Catoosa County Third Party Inspectors and Plans Reviewers. It is the responsibility of the engineer or architect to notify Catoosa County within ten (10) business days of any revocation or change in status.

If an approved Registered Professional Engineer or Architect or approved field technician terminates employment, for any reason, the principal engineer, architect or company in which employment was terminated, shall notify the Catoosa County Building Department in writing within ten (10) business days of the termination so that the individual may be removed from the approved list of Third Party Inspectors or Plans Reviewers.

If an approved Registered Professional Engineer or Architect, or approved field technician changes employment to another firm or company, a new application shall be submitted to the Building Department for review and approval. The Catoosa County Building Department shall have the authority to approve the change and determine if it will be necessary for the engineer to appear before the Building Official.

Requirements for Conducting a Third Party Inspection

Third Party inspections under this program **do not** include those inspections performed by Fire, Health, Sewer and Water Departments, or Engineering. A list and references of required building inspections can be found in the Unified Development Code. Zoning Inspections shall include any requirements of the Unified Development Code, Code of Ordinance, Zoning Conditions, Design Standards, or any other Zoning requirements applicable to the permit under review. This information is available on the County's website.

At the time of submitting a building permit, a builder or property owner may elect at that time to have all inspections conducted by a Third Party Inspector. Should the builder or property owner elect this option, no Catoosa County inspections will be performed, unless the County chooses to conduct a follow up inspection.

When requesting an inspection through the Catoosa County Building Department, the builder or permit holder will be notified if the County is more than one (1) day out on performing inspections, and the builder or permit holder will have the option of using a Third Party Inspector for that day.

All Third Party inspections are at the expense of the builder or permit holder.

The Third Party Inspector shall verify the following at the job site prior to conducting the requested inspection:

1. The building permit card, approved site plan and zoning conditions are posted;
2. Setbacks, easements and stream buffer requirements are in compliance.

In addition to Building Code requirements, the final building inspection is to include confirmation of the installation of addresses and address posts in accordance with the Catoosa County Code of Ordinances, and the planting of any required trees in compliance with requirements for the project and/or lot, or the Catoosa County UDC, whichever is applicable, and any other conditions of zoning that may be imposed on the lot or project.

After the inspection has been completed, the Third Party Inspector shall:

1. Immediately sign and date the building permit card in the appropriate block to indicate approval.
2. If discrepancies are found, convey findings to the builder & include Catoosa County Building Inspections in that reporting via email at careomy.glenn@catoosa.com, brittany.rowland@catoosa.com
3. Complete the Third Party Inspection Report per the instructions below.

Third Party Inspection Report Submittal Please note: No work shall be covered prior to Catoosa County approving the inspection report.

All Third Party Inspection Reports are to be submitted electronically within one (1) business day of the completion of the inspection. Fillable forms are available on the County website. Completed reports are to be e-mailed to careomy.glenn@catoosa.com and brittany.rowland@catoosa.com . No other forms of submittal will be accepted.

Failure to submit the inspection report within one (1) business day of the inspection will result in a denial of the inspection.

If our staff cannot read the Third Party Inspection Report, it will be returned to you and will be considered incomplete.

All Third Party Inspection Reports shall address any violations previously identified by Catoosa County Inspectors or a Third Party Inspector, and each corrected action shall be addressed individually in the Report.

Third Party Inspection Reports not meeting the criteria will be rejected.



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In accordance with State Code, Catoosa County has two (2) business days to determine the inspection report incomplete or the inspection inadequate. County inspectors may conduct follow up inspections on Third Party Inspections during this timeframe. No work shall be covered prior to Catoosa County approving the inspection report. Catoosa County will approve or deny the inspection report, and the results will be reflected in the permit file.

Third Party Inspection Reports are processed in the order that they are received in our office.

After-the-Fact Inspections After-the-fact, inspections are only allowed in certain situations. Approval to perform these types of inspections is granted on a case-by-case basis. Failure to follow the inspection process or concealing construction components prior to passing inspection does not justify approval for an after-the-fact inspection.

When requested to perform an after-the-fact inspection, the Third Party Inspector must contact the Catoosa County Chief Building Official and request, in writing (preferably by e-mail), for permission to perform the inspection. In this request, the Third Party Inspector shall specify in what way he/she will ensure that the elements that have been covered will be assessed to be in compliance with applicable codes. Not until the Third Party Inspector receives written permission are they to proceed with the inspection. After completing the inspection, the inspection report shall be sent to the County for approval following the instructions above.

Requirements for Third Party Plans Review

Individuals performing Third Party Plans Review may submit plans electronically. Catoosa County will review the plans and determine if they are complete. A complete application shall include approval from any other department or division required to review and approve the plans, including but not limited to Fire Department, Health Department, and Water and Sewer Department, as well as any required fees.

Third Party Plans Reviewers shall complete and submit the Plans Review Affidavit, which may be obtained from the Georgia Department of Community Affairs.

In accordance with State Code, upon receipt of the required documents and payment, the Catoosa County Building Department may review the plans to determine compliance with applicable building codes, zoning requirements. The Department will communicate with the applicant regarding any deficiencies.

Inspection Division Contacts If you encounter procedural or technical problems during any inspection, please contact the appropriate inspection personnel as follows:

- Mike Stewart, Building Inspector, mike.stewart@catoosa.com
- Danny Plunkett, Building Inspector, daniel.plunkett@catoosa.com
- Careomy Glenn, Permit Technician, careomy.glenn@catoosa.com
- Brittany Rowland, Permit Technician, brittany.rowland@catoosa.com

If you encounter management problems or questions, please contact:

- James Davis, Director of Planning and Inspections, james.davis@catoosa.com
- Fay Wood, Office Manager, fay.wood@catoosa.com