



## Rome/Floyd County Building Inspection Department Check List for Single Family Dwellings

\*\*\*We cannot accept or review any application until all items are provided\*\*\*

### **Address**

If you live in Floyd County, contact the Floyd County Engineering Department @ 706-291-5114.  
If you live within the city limits, contact the City of Rome Public Works Department @ 706-236-4466.

### **Driveway Permit**

Floyd County residents, to obtain a driveway permit, contact Floyd County Engineering Department located @ 12 E. 4<sup>th</sup> Avenue, 706-291-5114.

### **Zoning Verification**

This form states the required setbacks for properties located in Rome & Floyd County. The Zoning Office is located @ 607 Broad Street, 706-236-4675 or 236-5025.

### **Site Plan/Erosion Control Plan**

You are required to submit a site plan to show that the selected site complies with provisions of the standard building code. The location of the proposed dwelling must be outlined on the site plan. Also required are setbacks, sediment barriers, and construction entrance locations.

### **Septic Tank/Sewer Receipt**

If your home will be connected to a septic tank, you must provide us with a certificate from the Floyd County Health Department located @ 16 E. 12<sup>th</sup> Street, 706-295-6316.

If your home will be connected to public sewer, you must provide us with a receipt from the City of Rome Water Billing Office or Floyd County Water Department depending upon your location.

### **Building Plans**

In the review process, you must submit 1 full set of building plans. The plans must consist of foundation plan, framing plan, and exterior elevations.

**Rome/Floyd County Building Inspection Department  
Single Family Dwellings Plan Review**

Date: \_\_\_\_\_  
Project Type: \_\_\_\_\_ Project Address: \_\_\_\_\_  
Subdivision: \_\_\_\_\_

Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Building Dimensions (Overall): \_\_\_\_\_ x \_\_\_\_\_  
Building Size: \_\_\_\_\_ Square Feet.  
Cost of Construction: \_\_\_\_\_

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**INFORMATION BELOW THIS LINE TO BE FILLED IN BY BUILDING DEPARTMENT:**

Zoning Verification Application: \_\_\_\_\_  
On-site Sewage Disposal Permit  
or Sewer cut-in: Number. \_\_\_\_\_  
Private water verification or  
Water meter receipt: Number. \_\_\_\_\_  
Number of complete sets of  
Construction documents: \_\_\_\_\_

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**PLAN APPROVALS:**

Building Plans:  
Building Department review by: \_\_\_\_\_  
Site plans: \_\_\_\_\_  
Foundation plan: \_\_\_\_\_  
First floor plan: \_\_\_\_\_  
Second floor plan: \_\_\_\_\_  
Elevations: \_\_\_\_\_  
Other: \_\_\_\_\_

Additional Comments:

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## Rome/Floyd County Building Inspection Department 1&2 Family Dwellings Inspection Procedures:

1. Footing Inspection – Prior to concrete placement.
2. Underslab Plumbing Inspection – Test required.
3. Slab Inspection – Prior to concrete placement.
4. Basement Wall Inspection – Prior to concrete placement.
5. Foundation Inspection – Prior to framing.
6. Sheathing Inspection – Prior to siding
7. Rough-In Inspections – PLG, electrical, HVAC, gas lines, fireplaces.
8. Framing Inspection – After or concurrent with rough-ins.
9. Electrical Meter Inspection – for service.
10. Gas Inspection – for service.
11. Driveway Pipe Inspection.
12. Final Inspections – Concurrently for Certificate of Occupancy.

### Policies Regarding Inspections:

1. All inspections require a minimum of 24 hour notice.
2. All inspections shall be scheduled through the Building Inspection office.
3. When calling in your inspection, you must have the address, permit number, and type of inspection before your inspection is scheduled.
4. Appointments may be scheduled by the inspector after an inspection has been assigned to the inspector and as their schedule will allow. Consideration is given to time sensitive inspections such as electrical changer-overs, footings, slabs, etc.
5. No inspection will be made if erosion control measures are not in place and acceptable. (Re-inspection fee will be required).

Re-inspection fees are currently \$65.00

## Contractor Affidavit

This form must be completed, signed and submitted to the Rome/Floyd County Inspections Department.

Combination Permit Number \_\_\_\_\_ Date of Permit Issuance \_\_\_\_\_

Job Site Address \_\_\_\_\_

Contractor \_\_\_\_\_

State Card # \_\_\_\_\_

Electrical Contractor

Company or Contractor \_\_\_\_\_

Address \_\_\_\_\_

State Card # \_\_\_\_\_ Issued Date \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

Plumber

Company or Contractor \_\_\_\_\_

Address \_\_\_\_\_

State Card # \_\_\_\_\_ Issued Date \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

Conditioned Air

Company or Contractor \_\_\_\_\_

Address \_\_\_\_\_

State Card # \_\_\_\_\_ Issued Date \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

**I DO CERTIFY THAT I AM RESPONSIBLE FOR EACH REQUIRED LICENSED CONTRACTOR.  
ANY FALSE INFORMATION WILL VOID PERMIT.**

X \_\_\_\_\_

# Rome/Floyd County Building Inspection Department

## Required Minimum Building Plans: Single Family Dwelling

### **Site Plan (Plot Plan)**

1. Property Boundary Lines and Adjacent Public Ways (roads, waterways, railways, etc.).
2. Adjacent Property Owners and Uses.
3. Existing Structures and Easements.
4. Location of Proposed Improvements and Minimum Setbacks.
5. Flood Plain Areas; if applicable.

### **Foundation Plan/Basement Plan**

1. Footing Size(s), Location, and Type.
2. Include Reinforcement Steel Information and Concrete Type.
3. First Floor Framing Information: (Girders, Beams, Joists-Grade, Sizes and Spans.) Foundation Vent Locations.
4. Slab Information: Thickness, Strength, and Expansion/Crack Control.
5. Foundation Wall: Material, Thickness, Moisture Proofing and Reinforcement Schedule as Required.

### **Floor Plan**

1. Room Layout, Names, and Dimensions.
2. Door and Window Sizes and Types.
3. Fire Protection Requirements: Garages, Stairways, Smoke Detector Location, Exits. Ceiling or Second Floor Framing Information: Bearing Walls and Columns; Beams and Joists-Grades, Sizes, and Spans.
4. Porches and Decks: Framing Information, Flashings, and Supports.
5. Location of HVAC Equipment, Electrical Service Panel and Meter, Appliances, Plumbing Fixtures, Fires Places and Other Major Accessories.

### **Exterior Elevations**

1. Exterior Finishes; (Siding, Roofing, Etc.)
2. Handrails and Guardrails.
3. Roof Slopes.
4. Chimneys.
5. Doors and Windows: Sizes and Types.

### **Additional Information Required for Plan Review**

1. Septic Tank Certificate or Sewer Receipt (as applicable).
2. Verification of Water Source to Property.
3. Zoning Verification: City and County.
4. Property Address.