



Rome/Floyd County Building Inspection Department Check List for Single Family Dwelling Remodel/Addition.

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

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.

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.

Septic Tank

If your application is for an addition and your home is connected to a septic tank, you must provide us with a certificate from the Floyd County Health Department located @ 16 E. 12th Street, 706-295-6316, that the existing septic tank will support the addition.

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

Date: _____
Project Type: _____
Project Address: _____

Owner: _____ Contractor: _____
Address: _____ Address: _____
Phone: _____ Phone: _____

Check: Addition _____ Remodel: _____

Addition Dimensions (Overall): _____ x _____

Cost of Construction: _____

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: _____

PLAN APPROVALS:

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

Additional Comments:

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. Floor Joist Inspection
7. Sheathing Inspection – Prior to siding
8. Rough-In Inspections – PLG, electrical, HVAC, gas lines, fireplaces.
9. Framing Inspection – After or concurrent with rough-ins.
10. Electrical Meter Inspection – for service.
11. Gas Inspection – for service.
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 \$60.00

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.