

# Walton County

## Third Party Inspection and Plan Review Program

The following procedures shall apply to all third party inspections:

- A. All construction inspections in unincorporated Walton County are to be performed in compliance with the Walton County Construction Code which contains the titles and editions of all building codes that Walton County enforces; the applicable sections of the Walton County Land Development Ordinance and the Inspection Handout. All approved "Third Party Engineer Inspectors" will be required to have copies of the above-mentioned documents.
- (1) To ensure quality control of the third party inspection and plan review program, a copy of all inspection field reports shall be provided to the department within two business days from the date the inspection is performed.
  - (2) All inspection field reports shall note the type of inspection and any deficiencies observed.
  - (3) Final inspections will not be scheduled until all outstanding re-inspection fees have been paid and all required documentation have been submitted; however a Certificate of Occupancy/Certificate of Completion will not be issued until a final inspection as has been performed by Walton County Inspectors.
- B. Engineers may do work in their "scope of expertise" with ICC certification that matches his or her area of expertise.
- C. Walton County will authorize and accept Third Party Engineer Inspections for the following **ONLY**. *Prior approval is required for each:*
- (1) 1 & 2 Family Residential: footings, foundations, garage and carport slabs, and basement floor slabs in accordance with Walton County regulations;
  - (2) Foundation/Retaining wall inspection and footings;
  - (3) Design work as required during field inspection of 1 & 2 Family construction which has not been stamped by a Georgia licensed architect or engineer.
- D. The following inspections **will be accepted only upon special approval**. This will occur when Walton County is two or more days behind in making inspections. At present time, Third Party Inspectors have not been approved for the following:
- (1) 1 & 2 Family Residential: rough electrical;
  - (2) 1 & 2 Family Residential: rough plumbing;
  - (3) 1 & 2 Family Residential: rough mechanical;

(4) 1 & 2 Family Residential: rough framing;

- E. Final Inspections- Certificate of Occupancy/Certificate of Compliance will be issued upon final inspection by a county inspector only.
- F. Third Party Engineers are not authorized to perform any inspections, previously “Failed by another Third Party Inspector firm or County Inspector.

## **PROCEDURES FOR CONDUCTING A THIRD PARTY ENGINEER INSPECTION**

- A. Builders may request concrete inspections at their discretion. At the present time, Third Party Inspectors have not been approved for any rough or final inspections.
- B. The builder/developer will contact you directly to request an inspection within unincorporated Walton County.
- C. Before conducting the footing/foundation inspection, you **MUST CONTACT** the Walton County Planning and Development office at **770-267-1485 option 0** between **8:00 a.m.** and **3:00 p.m.** to determine the following:

You Shall NOT make an inspection on a project when one or more of the following conditions exist:

- 1. If a building permit has NOT been issued or posted at jobsite;
  - 2. Erosion control measures are not in place;
  - 3. Has a "Hold" on it from any governmental agency;
  - 4. Has been issued a "Hold all inspections" by a Walton County Inspector; and
  - 5. Has not passed all other prior required inspections.
- D. Once you have determined there are no "HOLDS" or "RED TAGS" on the project you may visit the site to perform the inspection. You must verify the following at the job site before conducting the inspection:
    - 1. The building permit card is posted;
    - 2. Erosion control measures are in place per the Soil Erosion and Sediment Control Ordinance. Including, but not limited to, minimum exit pad, properly installed silt fence
    - 3. Building Set backs and stream buffer requirements are in compliance with the County Ordinances and State Law requirements.
  - E. **After the inspection has been completed, you shall:**
    - 1. On the day of inspection, immediately sign and date the building permit card in the appropriate block to indicate approval or denial
    - 2. Sign the **SETBACK SECTION** of the permit card. **You are required to verify that all Building SETBACKS have been met.**

3. If you find discrepancies, you are to convey your findings to the builder and Walton County in writing using the inspection form provided. Documentation and photograph of discrepancies must accompany inspection report. Once discrepancies have been corrected, documentation and photographs are required.
4. Complete the attached "Inspection Report" form and submit to Walton County within **(2) two business days** from the time the inspection is performed indicating whether the inspection passed or failed. To avoid unnecessary delays for the builder, it is crucial these reports be received promptly. These reports may be hand delivered to Walton County Planning and Development or mailed to 303 S Hammond Drive Suite 98, Monroe GA 30655 or email to [inspections@co.walton.ga.us](mailto:inspections@co.walton.ga.us) or fax to 770-267-1407. All reports shall be signed by the on-site inspector and approving Engineer.

F. **“AFTER THE FACT” INSPECTION REQUIREMENTS**

When a builder starts construction prior to inspection, the Third Party Engineer Inspector or employee of such shall not inspect or approve the work until the following conditions exist. A written request, **USE AFTER THE FACT FORM ATTACHED**, submitted to Walton County Planning and Development stating that said contractor has requested that your firm conduct an “**After the Fact**” inspection. Walton County will respond within two (2) business days to the request. After approval by Walton County to conduct the “**After the Fact**” inspection the Engineer/Inspector shall follow the normal guidelines set forth for inspections. If the request is denied, the General Contractor and Walton County shall be notified of discrepancies in writing.

- G. If procedural or technical problems exist at any time, please contact the appropriate inspection personnel at (770) 267-1485 option **0** between the hours of **8:00 a.m.** and **3:00 p.m.** Monday through Friday.

ALL REQUIREMENTS AND PROCEDURES FOR THIRD PARY PLANS REVIEWERS CAN BE FOUND IN THE CODE OF ORDINANCES OF WALTON COUNTY, GEORGIA -REQUIREMENTS FOR PREQUALIFICATION OF PRIVATE PERMITTING REVIEW AND INSPECTION