

General Information

All work for requested inspections must be ready for inspection at time of request. Requests should be made one day ahead, prior to 3pm. Exceptions MAY be granted ONLY at the inspectors' discretion when same day inspections are needed, such as pre-pour inspections. Inspections occur Monday through Friday, 9:00 am - 3:45 pm.

All inspection requests must include the following information:

1. Name of person requesting inspection
2. Phone number of person requesting inspection
3. Permit Number
4. Address of work to be inspected
5. Type of inspection requested

The current adopted building codes require that all construction must be inspected at specific intervals. It is the responsibility of the Building Permit holder to contact the Shelbyville Building & Codes Department and request applicable inspections. Work shall not resume onto the next phase until required inspections have been performed and approval to proceed has been granted. Below is the list of inspections required for homes constructed with crawl spaces or on a slab. If you are unsure which inspections are required, contact the Shelbyville Building and Codes Department BEFORE performing or resuming any work.

- | Homes with a crawl space: | Homes on a slab |
|--|--|
| 1. Footer | 1. In-slab plumbing |
| 2. Foundation, Greenboard, Floor Joist | 2. Slab pre-pour |
| 3. Framing, Plumbing, Mechanical Rough-Ins | 3. Framing, Plumbing, Mechanical Rough-Ins |
| 4. Insulation | 4. Insulation |
| 5. Final Inspection* | 5. Final Inspection* |

*Final inspections will not be performed until all approvals and forms have been submitted to the Department by the State of Tennessee Deputy Electrical Inspector, Shelbyville Power Water & Sewerage, and Public Works – Stormwater Manager. Final Floor Elevation forms shall be required if home is constructed within designated floodplains.

Building Permit holder will be issued a Certificate of Occupancy (CO) after all inspections and approvals have been submitted. The Building Permit holder will be notified when the CO is ready for issuance. Please be aware that this may take up to 3 business days from date of passing inspection. Occupancy prior to issuance of a CO is strictly prohibited per IRC 110.1 Use and Occupancy.

IRC 110.1 Use and Occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefor provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid.