

HICKMAN COUNTY GOVERNMENT
OFFICE OF PLANNING & ZONING

#14, Hickman County Courthouse • Centerville, TN 37033
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INSPECTION PROCEDURES

In Hickman County, the person whose name appears on the building permit is responsible for seeing that building inspection's are scheduled and completed. In order to make the process as trouble-free as possible, please review the following information. After reviewing, please sign the bottom of the form.

GENERAL INFORMATION

1. No phone request for an inspection will be accepted unless the caller gives his/her name, the name of the permit holder, the permit number and location.
2. No inspection will be made if the permit card is not on the job site. The card must be posted at the front of the property and visible from the road. It shall be protected from the weather and readily accessible to the inspector to make the required entries.
3. Until the permit card is signed, the inspection is not complete and work cannot continue. If your card is lost or destroyed, you must obtain a replacement at our office.
4. Before you call for an inspection, check the work to make sure you are ready for an inspection. A \$25.00 re-inspection fee will be applied to any inspection that is not approved on the first visit.
5. A portable toilet is required on any new construction site where there is another residential structure within 200 feet. If two structures are being constructed on adjoining lots, only one portable unit is required.

INSPECTIONS REQUIRED

1. FOOTINGS - Concrete shall not be poured until excavation work is inspected and the building permit is signed. All property lines and building setbacks shall be established. The Board of Zoning Appeals may not grant a variance for a mistake. All grade stakes shall be placed, all roots are to be cut and cleared and any required bulkheads installed before the footing inspection is called for.
2. SLABS - Garages, Carports, Basements, etc. shall not be poured until passed by the inspector and the building permit card has been signed. Wire mesh or fiber mesh in concrete with a vapor barrier shall be required.
3. FRAMNG - All Rough-In Plumbing, Mechanical and Electrical must be completed prior to the framing inspection. This office requires a 24 hour notice for scheduling a framing inspection. Wall insulation and caulking is required before a framing inspection is scheduled.
4. PLUMBING - All rough-in plumbing must be completed before a framing inspection is scheduled. Air pressure test on supply lines; water on drains in structures over one story.
5. FINAL - (Health & Safety) - The final inspection will only be conducted after the final electrical inspection by the State has been completed and passed. This office will conduct the final inspection. When all inspections have been completed and passed, a "Final Certificate of Occupancy" will be issued to the permit holder. This office requires a 24 hour notice for scheduling final inspections.

**NO STRUCTURE CAN BE OCCUPIED BEFORE A FINAL INSPECTION IS PASSED AND A
"FINAL CERTIFICATE OF OCCUPANCY" IS ISSUED**

Permit holders who do not get the required inspections may be subject to legal action and/or delays in obtaining future building permits.

Permit Holder _____ Date _____

Building Commissioner _____ Date _____