



## Development Services Frequently Asked Questions Building Inspections

Inspection Request Email: [inspections@albanyga.gov](mailto:inspections@albanyga.gov)  
Permit Portal: <https://albany.cts.city/#/login>

Please have your request in by 4:00PM for a next business day inspection

**If you purchased your permit online please use the portal for inspection request.**

**You Must Call For All Inspections Including Finals. Permits will be voided if Final Inspection is not completed and will be required to be re-issued before it can be finalized.**

**ELECTRICAL NO POWER** inspections for currently **OCUPIED** structures are completed the same day. **Call or 229.438.3901.** We must be notified before you start and 30 minutes before you are complete. Do not use the email or regular contact numbers for this type inspection.

Inspections are conducted between 9:30AM and 4:00PM

### **The Permit Card must be posted for all inspections**

The permit holder is responsible for providing access ability such as ladders or lifts. Ladders must be OSHA approved and set up and secured correctly

When requesting an inspection, you will need the following information;

- 1) Building Permit Number
- 2) The address of the requested inspection to include suite number, floor, or other specific location data as necessary to locate the project
- 3) The type of inspection being requested
- 4) The contractors name
- 5) A call back phone number
- 6) Any special instructions such as a gate code, door code or project location on a large piece of property

For New, Addition and Renovation projects call for all required rough-in or final inspections at one time

Trade inspection request for stand-alone permits can be called for individually

If an inspection fails a second time, a \$50.00 re-inspection fee must be paid in our office before another inspection will be made. The fee increases by \$25.00 per failed inspection after the first

Inspector office hours are by appointment only. Residential roofs require two inspections, a mid-roof and a final.

**\*\*There may be additional inspections required by other city or county departments before a building final or Certificate of Occupancy can be issued\*\***