

**DEPARTMENT OF PLANNING, ZONING &
BUILDING CODE ENFORCEMENT**

INSPECTION POLICIES

In order to ensure that all persons are treated equally and fairly, the following policies have been adopted to outline how, when and in what manner electrical and building construction projects will be conducted.

Electrical Inspections

1. All electrical installations require an electrical permit to be issued.
2. Only electrical contractors, currently licensed by Franklin County, with current Workers Compensation and Liability Insurance (see homeowner exception) may file for an electrical permit.
3. If a building permit is required for the construction, no electrical inspection can be scheduled or completed until such time as the building permit is issued.
4. Inspections will be scheduled on a first-come, first-served basis.
5. With the exception of commercial and industrial projects, which are billed to electrical contractors after completion of the project, no inspection will be performed until the required inspection fee has been paid. See Fee Schedules for applicable fees.
6. If an electrical inspection is disapproved, the electrician or property owner, performing their own work, will be required to be the applicable Reinspection fee. See Fee Schedule for applicable fee.
7. No project will be scheduled for a Reinspection, if it was previously denied, until the Reinspection fee has been paid.
8. On single-family and duplex construction, no Temporary for Service Only Inspections will be performed. At the time the Final Inspection is completed and approved, the Certificate of Compliance will be sent to the applicable utility company for hook-up.
9. If work, which is required to be inspected, is covered prior to the inspection, the Planning & Building Codes office will fail the inspection and will require that all work be removed so that the inspection can be made. In this event, a Reinspection fee will be required to be paid prior to the Planning & Building Codes Office scheduling the Reinspection.

10. All electrical inspections will be performed using the National Electrical Code, edition adopted by the Department of Housing, Buildings and Construction.
11. Homeowner Exception: Homeowners performing their own electrical work on the residence, in which they live, may perform their own electrical work and may apply for an electrical permit from the Office of Planning, Zoning & Building Code Enforcement. The homeowner is also required to file an affidavit certifying that they are performing their own work.

Building Inspections

1. No building inspection will be scheduled until such time as the building permit has been issued and obtained by the contractor or property owner.
2. All inspections will be scheduled on a first-come, first-served basis.
3. At the time the footer inspection is made, all property pins shall be in place and string lines run so that it can be determined that the building setback lines are in conformance with the subdivision plat or zoning ordinance.
4. Letters from Engineers certifying the construction of the footer and the zoning setback lines will not be accepted, unless an inspection has been scheduled, and our office fails to notify the property owner or contractor that the inspection cannot be made. Letters from Engineers will be accepted ONLY IF the Planning & Building Codes Office requests it when there is a disagreement on whether the structure meets the required setbacks and the Planning & Building Codes Office agrees to accept an engineer's or surveyor's survey showing compliance with the required zoning setback lines.
5. Contractors or Property Owners, or their agents, are required to meet the inspector on the site at the time of the inspection.
6. A set of the construction plans, approved by the Department of Planning, Zoning & Building Code Enforcement, will be required to be on the site at the time of inspection.
7. Framing and Final Inspections will be scheduled only after both electrical and plumbing inspection have been approved.
8. If an inspection is disapproved, the contractor or property owner will be required to pay the applicable Reinspection fee (See Fee Schedules).

9. No reinspection will be scheduled until such time as the reinspection fee has been paid.
10. No structure shall be occupied, wholly, or in part, unless and until a Certificate of Occupancy, has been issued by the Department of Planning Zoning & Building Code Enforcement.
11. If work, which is required to be inspected, is covered prior to the inspection, the inspector for the Planning & Building Codes office will fail the inspection and will require that all work be removed so that the inspection can be made. In this event, a reinspection fee will be required to be paid prior to the Planning & Building Codes Office scheduling the reinspection.
12. At the time the application for building permit is made, the applicant will be required to choose which code (**Kentucky Residential Code/2018** or **Kentucky Building Code/2018**) by which the construction project will be reviewed and inspected.