

**GENERAL REQUIREMENTS
FOR ALL INSPECTIONS**

1. The permit card, county approved plans and site drawings, and the Notice of Commencement must be on the job site in a weather resistant job site posting board displayed in a conspicuous place.
2. Every permit issued must have the required inspections and a final inspection to verify compliance with the applicable codes. Final inspections also provide administrative closure.
3. All construction work must comply with applicable codes, statutes, and ordinances. Issuance of any County permit is not approval to violate any applicable codes, statutes, or ordinances.
4. All inspections must be scheduled with the approval of the permit holder and the owner and occupant should be made aware of the scheduled inspection.
5. The 9-1-1 Street Address Number must be posted at time of inspection. During construction this may be a temporary sign visible from the street or road. The permanent sign must be in place and visible from the street or road at time of final inspection.
6. Work shall not be done on any part of a building, structure, electrical, gas, mechanical, or plumbing systems beyond the point indicated in each successive inspection without prior approval of the field inspector. This approval is noted on the permit placard provided by the Putnam County Building Department which is to be in a displayed by the permit holder as required in item #1.
7. A fee of \$30.00 shall be charged for each re-inspection made due to the fact that work was not ready at the time specified in the request for inspection, work was rejected, failure to call for required inspection, permit or approved plans not on job site, no address posted, etc.
8. Revisions to approved plans that are governed by the technical codes must be presented for review prior to performing work. The permit holder must provide two (2) copies to this office and upon approval pick-up the "Job Site Copy" and have it available for the site inspection.

SCHEDULING AN INSPECTION

To schedule an inspection, please call the Automated Inspection Request System (AIRS) at (386) 326-3005 and follow the recorded instructions. The cut-off time for an inspection request is 7:00am for same day inspection. If, due to specific needs, you need to schedule a specific time please call (386) 329-0315 and staff will attempt to accommodate your needs.

You may talk to an inspector between 8:00am and 8:30am on the day of the inspection to get an approximate time, a two (2) hour window, or to specify a morning / afternoon inspection time.

Your field inspector will either sign the Permit Placard next to the inspection item or will leave an "Inspection Notice". If you have a question about your inspection it is important to talk to your inspector. Staff will attempt to help you contact your inspector during the inspection day. Please check our website www.putnam-fl.com for your inspection result prior to contacting this office.

If you are scheduling an inspection for a homeowner please inform the property owner and/or occupant that an inspection has been scheduled with this office. It is important to us that the inconvenience to our citizens is minimal and providing quality customer service is a goal shared within Putnam County.

It is the responsibility of the permit holder to schedule all required inspections prior to concealing the work. If you have questions about an inspection or would like a courtesy inspection please call this office at (386) 329-0307.

Oct 2013

**GENERAL
INSTRUCTIONS FOR USING AIRS**

Dial (386) 326-3005

When connected you will be prompted:

"Welcome to AIRS Putnam County's Automated inspection request system – please press 1 to start the system"

Press 1

You will be prompted: **"Please enter your 7 digit permit number"**

(Example – 0502233)

You will be prompted:

"Please enter your 3 digit confirmation number which is a unique number printed on your permit." Follow the recorded message.

You will be prompted:

"To check permit status Press 1

To request an inspection Press 2

To request inspection results Press 3

To cancel an inspection Press 4"

Listen to the prompts and AIRS will guide you through the process.

NOTES

The 3 digit inspection code is shown on your Permit Placard and in this brochure.

AIRS will provide recorded messages to assist you in using the system. Listen carefully. As you become familiar with the system you can speed up your request but accuracy is important.

*Planning & Development
Services*

AIRS



**Automated Inspection
Request System
(386) 326-3005**

Planning & Development Services

Phone: 386-329-0307

Fax: 386-329-1213

Email: pzb@putnam-fl.com

Permit #

Confirmation #

All new construction is issued a Certificate of Occupancy.

A Certificate of Completion may be issued upon request of the permit holder for additions and alterations.

NOTE TO PERMIT HOLDER

During construction, the address numbers must be temporarily displayed substantially in compliance with the requirements below. The final numbers must be permanently displayed prior to the final inspection.

All buildings in the unincorporated areas of Putnam County shall have assigned building numbers properly displayed, whether or not mail is delivered to such building or property. It shall be the duty of the owners and occupants of each building in the unincorporated areas to post the assigned building number on the property in the following manner.

The building (address) number shall be affixed to the front of the building (such as a mailbox, post, wall, fence, etc.), in such a manner so as to be clearly visible and legible from the public or private way on which the building fronts.

Numerals shall be Arabic and shall not be less than three inches (3") in height and one-half inch (1/2") in width.

The numerals shall be of a contrasting color to the immediate background of the building or structure to which numerals are affixed.

I N S P E C T I O N C O D E S for A I R S

- | | | | | | |
|-----|------------------------------|-----|----------------------------|-----|-----------------------------|
| 109 | Consultation | 257 | Lath | 399 | Plumbing Final |
| 120 | Habitability Inspection | 258 | Sheathing/Wall | 259 | Ceiling Diaphragm |
| 121 | Safety Inspection | 261 | Pool Enclosure | 260 | Porch |
| 202 | Accessible Route | 262 | Screen Enclosure | 401 | Electrical, Underground |
| 203 | Boat Hoist | 263 | Deck | 402 | Dock Wiring, Rough |
| 204 | Dock | 264 | Insulation, Batt | 403 | Electrical-Meter Set |
| 205 | Retaining Wall | 270 | Pool Barrier/Alarm | 409 | Temporary Pole-Electrical |
| 206 | Bulkhead Structure | 271 | Sheds | 423 | Pool Steel Bonding |
| 207 | Bulkhead Tie-back | 272 | Demolition Rope Off | 431 | Ground Rough Electrical |
| 208 | Sign-Structural | 273 | Flood Vents | 441 | Sign-Electrical |
| 209 | Soil Density/Compaction | 280 | Insulation Blown | 444 | Rough Elec.-Total |
| 210 | Slab on Grade | 281 | Energy/Insulation Rough | 445 | Electrical, TUG/Early Power |
| 220 | Augers | 282 | Modular Set | 446 | Rough Elec.-Low Voltage |
| 221 | Footing | 283 | Roof-In Progress | 447 | Electrical Rough |
| 222 | Footing-Monolithic & Slab | 284 | Roof Trusses/Sheathing | 499 | Electrical Final |
| 223 | Grade Beam | 285 | Sheathing Only-Roof | 501 | Ground Rough-Gas |
| 224 | Piling/Pile Caps | 286 | Truss Only | 502 | Ground Rough-Mechanical |
| 225 | Fireplace Throat/Chimney Pit | 287 | Base Sheet/Roof Dry-in | 510 | Gas Ground Slab |
| 226 | Stem Wall | 288 | Flashings | 511 | Mechanical Slab Rough |
| 227 | Termite | 289 | Built-Up/Insulation | 544 | Gas Rough/Test |
| 230 | Slab-Steel | 290 | Energy/Insulation Final | 545 | Mechanical Rough |
| 231 | Wood Floor Framing | 292 | Demolition Final | 554 | Refrigeration |
| 232 | Stairs/Guardrails | 293 | Mobile Home Final | 564 | Duct Systems |
| 241 | Beam | 294 | Pool Final | 565 | Hood Systems |
| 242 | Columns/Tie Beams | 295 | Pool, "Above Ground"-Final | 591 | Gas Final |
| 243 | Fill Cells | 296 | Stucco Final | 599 | Mechanical Final |
| 244 | Mob Home Block & Tie Down | 297 | Elevator-Final | 601 | Buffers |
| 245 | Pool-Steel | 298 | Roof Final | 603 | Landscaping |
| 246 | Tie Beam | 299 | Building Final | 604 | Lot Coverage |
| 247 | Structural Beam | 304 | Ground Rough Plumbing | 605 | Parking |
| 248 | Steel-Column/Structure | 314 | Plumbing, Slab Rough | 606 | Set-Backs |
| 250 | Rough Framing-All Inclusive | 319 | Mobile Home Plumbing | 699 | Planning Final |
| 251 | Framing | 320 | Pool - Main Drain | 734 | Sprinkler System |
| 252 | Nailing | 329 | Pool Final Plumbing | 744 | Fire, Rough |
| 253 | Drywall-Fire Rated | 344 | Plumbing Rough | 799 | Fire Marshal Final |
| 254 | Siding | 360 | Sewer, Municipal | 910 | Driveway, Residential |
| 255 | Windows/Doors | 370 | Water, Municipal | 920 | Driveway, Commercial |
| 256 | Strapping | 389 | Backflow Device | | |