



SFR Submittal and inspection requirements

Contact Atlas Municipal Services for Plan Review and Inspection questions

(267) 459-3212 ext 3 for Inspections & ext 5 for Plan Review

1. All plan submittals must contain the documents listed below. Regular permit applications will generally be reviewed within five (5) business days. Contractors must submit one (1) electronic PDF file that includes all the following drawings to the following link for review https://app.atlasmunicipalservices.com/new-request?token=ffb39bbf616c405383ce7c2d0522c874&request_type=Plan%20

- a. Permit Application
- b. Plot plan with all setback distances listed.
- c. Architectural design Plan.
- d. Energy Compliance Path form and back up analysis – by 3rd party energy provider.
- e. Engineered foundation design (must be sealed by PE) or a Geotech report for the whole subdivision.
- f. Mechanical, electrical and plumbing must be depicted on floor plan or separate plans.
- g. Braced Wall plan or engineered Shear wall plan.
- h. Elevations plans

2. No construction, other than setting form boards and lot grading, may begin until a building permit has been issued.

3. Building addresses must be posted in a location that is conspicuous from the street on each lot at all times.

4. Addresses must be posted on all Tpoles.

RESIDENTIAL INSPECTIONS REQUIRED:

Inspection requests cutoff is 3:30 pm for next day inspections

Email inspection to requests@atlas municipal.net

Each of the following inspections must be requested in the listed order. If an inspection is requested before a prior required inspection has been approved, no inspection will be conducted.

Inspections required are:

1. Electrical Temporary Pole (can be done at any time)
2. Piers (if installed) – The Engineer of record or a testing lab approved by the Building Official can verify that the piers comply with the approved drawings. Reports must be submitted prior to approval of the foundation inspection.
3. Flatwork (sidewalks, patios and porches) -private property only (can be done at any time prior to Utility Final)
4. Flatwork within the City ROW(Anytime)
5. Plumbing Rough In - Form Board Survey review (must be performed at the same inspection)
6. Building Foundation
7. Building Frame/ Sheathing/ Braced Wall/Shearwall / Mechanical Rough-In / Electrical Rough-In / Plumbing Top-Out (must all be performed at same inspection)
8. Insulation shall be performed by 3rd party energy certified company
9. Electrical Meter Release – Natural Gas Meter Release must be called in together
10. Building Final / Mechanical Final / Electrical Final / Plumbing Final/Irrigation final if applicable / (must all be performed at same time) Must have energy cert sticker, Irrigation documentation and backflow test report on site at time of inspection.