## CONTACT INFORMATION:

### Building Department:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Official</td>
<td>Erik Cortinas, CBO, LEED AP</td>
<td>(251) 990-0141</td>
<td><a href="mailto:erikc@fairhopeal.gov">erikc@fairhopeal.gov</a></td>
</tr>
<tr>
<td>Asst Building Official</td>
<td>Murray Authement</td>
<td>(251) 990-2876</td>
<td><a href="mailto:murray@fairhopeal.gov">murray@fairhopeal.gov</a></td>
</tr>
<tr>
<td>Building Inspector</td>
<td>Doug deGraaf</td>
<td>(251) 990-0123</td>
<td><a href="mailto:dougd@fairhopeal.gov">dougd@fairhopeal.gov</a></td>
</tr>
<tr>
<td>Building Inspector</td>
<td>William Nelson</td>
<td>(251) 990-0116</td>
<td><a href="mailto:billyn@fairhopeal.gov">billyn@fairhopeal.gov</a></td>
</tr>
<tr>
<td>Building Inspector</td>
<td>Richard Taylor</td>
<td>(251) 990-2878</td>
<td><a href="mailto:Richardt@fairhopeal.gov">Richardt@fairhopeal.gov</a></td>
</tr>
<tr>
<td>Building Inspector</td>
<td>Adam Taylor</td>
<td>(251) 928-8003</td>
<td><a href="mailto:adamt@fairhopeal.gov">adamt@fairhopeal.gov</a></td>
</tr>
<tr>
<td>Fire Safety Inspector</td>
<td>Sandy Garber</td>
<td>(251) 929-0362</td>
<td><a href="mailto:sandyg@fairhopeal.gov">sandyg@fairhopeal.gov</a></td>
</tr>
<tr>
<td>Permit Technician</td>
<td>Karen Bung</td>
<td>(251) 990-2874</td>
<td><a href="mailto:karen@fairhopeal.gov">karen@fairhopeal.gov</a></td>
</tr>
<tr>
<td>Permit Technician</td>
<td>Gina Burns</td>
<td>(251) 990-0124</td>
<td><a href="mailto:ginab@fairhopeal.gov">ginab@fairhopeal.gov</a></td>
</tr>
<tr>
<td>Building Department Inspection Line</td>
<td></td>
<td>(251) 990-0153</td>
<td><a href="mailto:buildingpermits@fairhopeal.gov">buildingpermits@fairhopeal.gov</a></td>
</tr>
</tbody>
</table>

### Planning and Zoning Department:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Director</td>
<td>Wayne Dyess</td>
<td>(251) 990-2884</td>
<td><a href="mailto:wayne.dyess@fairhopeal.gov">wayne.dyess@fairhopeal.gov</a></td>
</tr>
<tr>
<td>Planning Administrative Asst</td>
<td>Emily Boyett</td>
<td>(251) 990-0214</td>
<td><a href="mailto:emily.boyett@fairhopeal.gov">emily.boyett@fairhopeal.gov</a></td>
</tr>
<tr>
<td>Planner</td>
<td>Buford King</td>
<td>(251) 928-8003</td>
<td><a href="mailto:bufordk@fairhopeal.gov">bufordk@fairhopeal.gov</a></td>
</tr>
<tr>
<td>Planner</td>
<td>Nancy Milford</td>
<td>(251) 990-2886</td>
<td><a href="mailto:nancy.milford@fairhopeal.gov">nancy.milford@fairhopeal.gov</a></td>
</tr>
<tr>
<td>Code Enforcement Officer</td>
<td>Kim Burmeister</td>
<td>(251) 990-2877</td>
<td><a href="mailto:kim.burmeister@fairhopeal.gov">kim.burmeister@fairhopeal.gov</a></td>
</tr>
</tbody>
</table>

### CITY OF FAIRHOPE ADOPTED CODES

- 2012 International Building Code
- 2012 International Residential Code
- 2012 International Plumbing Code
- 2012 International Mechanical Code
- 2012 International Energy Conservation Code
- 2012 International Existing Buildings Code
- 2011 National Electric Code
- City of Fairhope Building Code Supplement
- City of Fairhope Electrical Code Supplement
REQUIRED RESIDENTIAL INSPECTIONS (TYPICAL)

a) BMPs / erosion controls and construction entrance

b) Foundation inspections (depending on foundation type used: pier, floating slab or monolithic slab)
   i) Pier foundation (if applicable)
      (1) Footing prior to concrete
      (2) Foundation strapping of girders and joists
   ii) Floating Slab (if applicable)
      (1) Footing prior to concrete
      (2) Plumbing rough-in
      (3) Foundation prior to pour
   iii) Monolithic slab (if applicable)
      (1) Plumbing rough-in
      (2) Foundation prior to pour

c) Structural rough-in inspections (to be cleared prior to installation of insulation and drywall)
   (1) Strapping Inspection prior to installation of sheathing
   (2) Sheathing inspection prior to installation of vapor barrier
   (3) Structural inspection of framing, interior shear walls, strapping and hold downs, vapor barrier and brick tie
       inspection prior to cladding installation

d) Plumbing topout inspection and pressure test (to be cleared prior to installation of insulation and drywall)

e) Mechanical rough-in inspection (to be cleared prior to installation of insulation and drywall)

f) Electrical rough-in inspection (to be cleared prior to installation of insulation and drywall)

g) Final Inspections (to be cleared before the building is occupied)
   (1) Building final
   (2) Mechanical final
   (3) Plumbing final
   (4) Electrical final

The list above contains the types of inspections that are typical for a residential project, either new construction or renovation / addition work. Depending on the complexity of the project or design, additional inspections may be required prior to enclosing or covering any work. If you have any questions, do not hesitate to call the Building Department at (251) 990-0141 for clarification. WITH THE EXCEPTION OF THE REQUIRED SEALED ROOF DECK PHOTOS, PHOTOGRAPHS WILL NOT BE ACCEPTED IN LEIU OF FIELD INSPECTIONS. Any work that is covered without an inspection will be required to be opened and exposed before further work may proceed.

Required inspections for commercial projects will be determined by the engineering and architectural design of the structure and will be discussed with the General Contractor at the time of permitting. As with residential projects, additional inspections may be required prior to enclosing or covering any work. If you have any questions, do not hesitate to call the Building Department at (251) 990-0141 for clarification.
Frequently failed Inspection Items:

This is a general list of items that are frequently failed on inspections.  

THIS IS NOT AN ALL-INCLUSIVE LIST OF WHAT IS INSPECTED AT A SITE...

Footings/foundations

1. Proper footing and grade beam layout matching plans  
2. Correct reinforcing steel size per plans  
3. Stem wall heights, vertical reinforcing steel, and any conditions or requirements from engineer  
4. Correct depth, width, height of footings  
5. Min 3” clearance to all reinforcing steel  
6. Sleeve plumbing or chase pipes through footings  
7. Electrical conduit under wire  
8. Compaction tests for foundations on fill  
9. Vapor barrier lapped and sealed  
10. Wire mesh supported  
11. Reinforcing steel over plumbing pipes as required by engineer  
12. Min 4” depth concrete slab (string line on monolithic)

 Plumbing rough ins

1. Drain trunk lines exposed with fittings  
2. Supporting pipes in foundations  
3. Sleeves to protect pipes  
4. Water lines sleeved to about top of slab level  
5. Proper fall on all drain lines (lines 2-1/2” or less have min ¼ “ fall; lines 3”-6” have min 1/8” fall)  
6. All joints primed and visible for inspection- check for leaks

Electrical and mechanical rough in

1. Bath exhaust fans not vented out  
2. Heaters not labeled  
3. Walkway to heaters in attic not complete  
4. Flex-duct not properly supported  
5. 16” in front of heater inside closet to allow for electrical disconnect  
6. Heater disconnect not accessible  
7. Proper height and clearance around attic mounted equipment (minimum 30” high)  
8. Draft stop at fireplace chase  
9. Proper clearance between fireplace chimney and combustible material  
10. Fireplace chimney height above roof  
11. Proper clearance between gas heater exhaust piping and combustible material  
12. Circuit breaker oversized on A/C compressor  
13. Wet location rated wire not installed to A/C compressor  
14. Interior receptacle spacing  
15. Dead receptacles on final inspection  
16. Required GFI protection not installed
17. Required Arc Fault protection not installed
18. Two ground rods at electric service min. 6ft apart
19. Receptacle on front and rear of house accessible from grade
20. Proper Romex connectors on metal junction boxes
21. Scheduling of inspections prior to completion
22. Scheduling of re-inspections when items have not been corrected

**Plumbing top outs**

1. DWV full of water at washer/dryer box of 1 story bldg., fill 2nd floor tub with water with no stopper for 2 story bldg.
2. Pressure gauge on PEX at washer box or exterior hose bibb to 100psi
3. Nail guards for all piping 1-1/2" or less from stud face
4. If blocking required at roof penetrations, will be written up on plumbing rough in
5. Proper size and location of vent pipes
6. Piping correct- cannot discharge major fixture over a minor fixture

**Framing**

1. Install hold downs per engineer plan requirements
2. Install all strapping per engineer plan requirements
3. House wrap installed before sheathing inspection
4. Framing not complete
5. Framing, roof bracing not per plans- no ad lib allowed. If circumstances in the field require different framing methods than plans call for, call engineer for clarification (don’t wait on us to require it- you know it’s coming and will be counted as a Re-inspection)
6. If we receive an engineering letter, we will check site to verify that repairs/changes specified in letter have been done.
7. Head height on stairs (see diagram)
8. Stair rise and run (max 7-3/4” rise, min 10” tread depth; risers may not vary more than 3/8”)
9. Fire rating on eaves and soffits (required for distance less than 5’ from property line)
10. Fire place hearths and extensions (size and non-combustible substrate- see manufacturers info)
11. Brick ties/ house wrap installed and sealed, windows sealed
12. WINDOWS MUST BE INSTALLED FOR FRAMING INSPECITON TO PASS
13. Garage ceiling blocked and nailed properly
14. Out lookers strapped and framed per plans
15. Draft stops in place for all fireplaces, furr downs and concealed areas
16. Verify stair height and head clearance (see diagram from IRC)
17. Insulation and air barrier behind tubs, shower and fireplaces on exterior walls
18. Proper anchor bolt spacing
19. Hold downs (interior and exterior) in proper locations per plans
20. Follow ALL details on truss strapping and bracing
21. Proper number of jack and king studs under beams and LVLS per plans
22. Headers, beams and LVLS correctly sized per plans
23. Blocking at all roof penetrations and ridges
24. Proper roof bracing per plans
25. Floor to floor joist straps and hold downs on 2 story
Building final- Exterior

1. Address visible from street
2. Full length sidewalks
3. Lot stabilization
4. Guardrail on porches 30” or more from adjacent grade
5. Handrail on all steps or stairs 4 risers or more (guardrail if open sides stair)
6. Visible sewer cleanout or grinder pump tested and working
7. Weep holes minimum 48” OC at interior floor height
8. Backflow valves on all exterior hose bibbs
9. Turndown on all condensation and overflow piping
10. Seals around all windows and penetrations
11. Opening protection on site- anchors around window installed
12. Any brick expansion joints caulked and sealed
13. Grinder pump tanks 2” above final grade

Building Final- Interior

1. Fall prevention on applicable 2nd floor windows
2. Smoke detectors in all bedrooms and adjacent hallways and attached garage
3. CO detectors in hallway adjacent to bedrooms if any gas appliance
4. Anti-tip bracket on stove
5. Hood vent pipe installed and sealed
6. Fireplace hearth extensions based on firebox size- see fire place installation instructions
7. LED lights in closets- no incandescent bulbs or fixtures within 18” of shelving
8. Dryer vent properly installed
9. Spindle spacing and handrail height on stairs
10. Turn on and check all faucets and toilets
11. Connect and test garbage disposal- look for trash and construction debris first
12. Hanging fixture in bathrooms: if less than 3’ away from top of tub, must be min 8’ above tub rim
13. Light switch may not be accessible from front or side edge of tub or shower
14. Self closing hinge at attached garage door
15. Opening protection panels on site
16. Insulation certificate
17. Full length walkway to attic mounted equipment- min 24” wide and must be within 20’ of access

Electrical final

18. 2 ground rods min 6’ apart and visible for inspection
19. Label all breakers
20. Protect all exposed Romex (under cabinets)
21. GFCI all garage, storage, exterior, kitchen and bath receptacles
22. Clearance to all gas vent pipes, heaters, water heaters and fireplaces
23. AFCI per code- bedrooms and common areas
24. Proper breaker size for AC and electrical water heaters
25. Label all heat units
26. Mx of 3 outlets per small appliance circuit
27. Check all receptacles with tester- reverse polarity and open grounds
28. Install all bulbs- check operation of all lights, fan appliances