



## AHJ Inspections

FM (6.215)  
Rev. # 0.1

Date 10/16/2025  
Page 1 of 1

### Purpose:

This SOP outlines the process for managing site inspections, including planning, scheduling, conducting, and documenting inspections.

### Procedure

- 1) Preparation
  - a) Identify inspection scope
    - i) Determine what needs to be inspected and the extent of work required. Some inspectors may only review partial work.
  - b) Set inspection date
    - i) Include inspection dates in the project schedule to allow adequate time.
  - c) Notify subcontractors
    - i) Send email notifications for documentation purposes.
    - ii) Reinforce during subcontractor meetings and record in meeting minutes.
  - d) Pre-inspection review
    - i) Walk the area before inspection (especially for Fire Marshal and building inspections) to identify and correct issues early.
- 1) Scheduling an Inspection
  - a) Trade Specific Inspections
    - i. Some inspections (e.g., MEP) must be scheduled by the subcontractor holding the permit.
  - b) E-permits
    - i. Log in to the Nashville ePermits portal.
    - ii. Search for your permit by number.
    - iii. Click **Record Info → Inspections**.
    - iv. Select **Schedule or Request an Inspection**.
    - v. Choose inspection type and complete steps.
  - c) E-mail (Fire Marshal Inspections)
    - i. Email [FMORequests@nashville.gov](mailto:FMORequests@nashville.gov) with:
      1. Requested date
      2. Scope of inspection
      3. Location (e.g., floor number)
  - d) By Phone
    - i. Call the number on your permit and provide:
      1. Inspection type
      2. Permit number
- 2) Inspection
  - a) Who should attend
    - i. At minimum: you and the subcontractor for the inspection.
    - ii. If multiple trades are involved, ensure each has a representative



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Page 2 of 1

Note: Inspectors may prefer fewer people present.

b) What to bring

Subcontractor reps should have materials for immediate fixes:

- i. Fire caulk
- ii. Mud/tape for drywall joints
- iii. Zip ties for securing cables
- iv. Rock wool for sprinkler separation
- v. Electrical items (junction box covers, putty pads, bushings)

3) Documentation

- a) Mark up drawings of inspected areas.
- b) Take notes on deficiencies and follow-up items.
- c) Send a follow-up email with:
  - i. Marked-up drawings
  - ii. Notes
  - iii. Summary of inspection (pass/fail)

4) Inspector Relationships

- a) Greet inspectors and maintain professionalism.
- b) Engage in conversation beyond inspection tasks.
- c) Ask questions and learn from their expertise.
- d) Be honest and transparent.
- e) Building strong relationships benefits current and future projects.