



## 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 [FMORRequests@nashville.gov](mailto:FMORRequests@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



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.