



# West Point Georgia

## Mechanical Replacement Inspection Process

Dear Customer,

Mechanical replacement projects (commercial and residential) within the City of West Point require a permit and inspections. Please provide proof of ownership, a signed lease or notarized authorization from the owner when applying for a permit. The State of Georgia requires all mechanical contractors to be licensed. Please provide a copy of your State issued license as well. Once you have the permit on site, you may schedule an inspection via the [inspections@cityofwestpointga.org](mailto:inspections@cityofwestpointga.org) email. Please include any special instructions (call ahead, lock box codes, etc.) and a contact number. Inspections received by 4:00pm will be conducted the next regular day of business, excluding holidays or inclement weather. The contractor will need to make sure we have access to all equipment for inspection. If the building is not equipped with a roof hatch or access ladder, a secured OSHA approved ladder will need to be in place for inspection of roof top equipment.

Once the inspection is complete and approved, the inspector will sign the permit card. Should the inspection fail, a correction notice will be left on site. The permit must be posted on site to receive an inspection.

Note: please refer to the manufacturer's installation instructions or label for overcurrent protection sizing and clearances.

Sincerely,

William Hart  
Building Official

### City of West Point

730 1st Ave.

West Point, GA

706-645-3522

