



# TOWN OF SOUTHERN SHORES PLANNING AND CODE ENFORCEMENT

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[www.southernshores-nc.gov](http://www.southernshores-nc.gov)

## **REQUIRED AND COURTESY INSPECTIONS**

**Please note that not all projects will require all inspections listed below.**

***Call 24 hours in advance to request inspection.***

**OFFICE HOURS 8:30am - 5:00pm, MONDAY-FRIDAY**

***Do not call for an inspection unless you have provided or completed  
ALL of the requirements for that request***

**When requesting an inspection please provide:**

**Property Owner's Name, the Street Address and the Type of Inspection requested**

**1) TEMPORARY POWER POLE - COURTESY INSPECTION**

a)  **Provide Temporary Power Project Number** to Inspections Department to schedule an inspection for the release of a meter installation. Electrical Permit Sign-off is required.

**2) FOUNDATION - REQUIRED INSPECTION(S)**

*Temporary toilet facilities (Port-a-John) if required must be on site.*

*Trash container must be on site.*

*Structure shall be laid off with string lines and batter boards or surveyor stakes to check required setbacks.*

- **Piling Inspection.** Call for inspection when all pilings are on site **AND pilings are placed in the ground - before scheduling** inspection  **MATERIALS INVOICE** must be submitted to the Inspections Department
- **Under-Slab Inspection** (if utilities under slab). Concrete forms in place, all electrical, plumbing and/or heating and air conditioning facilities run
- **Slab Inspection** (no utilities) Termite Treatment applied and vapor barrier installed
- **Footing Inspection.** Trenches excavated, grade stakes installed, reinforcing steel (rebar) and supports in place and appropriately tied, concrete forms are in place and braced, and before any concrete is placed. All non-treated form materials must be removed after concrete sets.

**3) FRAMING/SHEATHING – REQUIRED INSPECTION *All exterior tie downs, bolts and nailing of sheathing completed***

- a) IF in flood zone and IF already not obtained, submit  **UNDER CONSTRUCTION ELEVATION CERTIFICATE**
- b) Submit  **FOUNDATION SURVEY** showing location of structure in relation to setback lines, lowest heated & unheated floor elevations
- c) **HEIGHT CERTIFICATION** (if applicable) depicting maximum ridge height and top plate height above mean sea level (msl)
- d) All Framing, Bracing, Decks, Porches, and stairways for access to building and upper floors must be installed
- e) High Wind Zone tie downs and uplift connections (strapping, connectors, threaded rod, etc.) installed and visible

**4) ROUGH-IN – REQUIRED INSPECTION**

- a) Inspection deficiencies from Framing/Sheathing Inspection corrected
- b) Submit **signed permits (SIGN-OFFS) by licensed Sub-Contractors** (Electrical, Plumbing, Mechanical, LP Gas [fuel piping])
- c) Roof covering, Roof Ventilation installed and **entire building must be completely dried-in** with felt or approved house-wrap to prevent rain or water from entering structure and 100% of siding installed
- d) Doors, windows, chimney and fireplace vents must be installed
- e) All plumbing, electrical, and mechanical work must be roughed-in and uncovered
- f) **Insulation Baffles, Fire Caulking and Air Barrier** material installed

**5) INSULATION INSPECTION – REQUIRED INSPECTION**

- a) Inspection deficiencies from Rough-In Inspection corrected
- b) Insulation installed in Floors (**R-19**), Walls (**R-15**), Ceiling (**R-30**). **R-30 if exposed to outside air**
- c) Window and doors foamed and all draft-stopping around tub and other appropriate places installed
- d) Vapor barrier facing proper direction and intact

1) **POOLS – REQUIRED INSPECTIONS**

- **Pool Bonding Inspection**
- **Pool Deck Slab Inspection**
- **Wet Nitch Inspections**, if required
- **For Fiberglass Pools**, “contact with water” bonding

2) **PRE-FINAL – COURTESY INSPECTION**

- a) IF APPLICABLE Submit  **“AS-BUILT” SURVEY** with all improvements depicted but not limited to: lot coverage calculations, turnaround, parking spaces, zoning setbacks, CAMA information, etc.
- b) IF IN FLOOD ZONE and applicable Submit  **FINISHED CONSTRUCTION ELEVATION CERTIFICATE**
- c) Provide **Operation Permit** (issued by Dare County Department of Environmental Health)
- d) Provide **NC Power**  **Permanent Project Number**
- e) All electrical, mechanical and gas appliances hooked up; smoke detectors installed, and plumbing fixtures in place
- f) *All requirements from prior inspections must be completed at this time*

3) **FINAL - REQUIRED INSPECTION – CERTIFICATE OF COMPLIANCE/OCCUPANCY(C.O.)**

FINAL INSPECTION IS MADE AFTER COMPLIANCE INSPECTIONS FOR ALL SUB-CONTRACTOR TRADES ARE COMPLETED AND BEFORE OCCUPANCY - NO FURNITURE OR PERSONAL ITEMS MAY BE STORED IN THE STRUCTURE UNTIL THE CERTIFICATE OF COMPLIANCE/OCCUPANCY IS ISSUED.

- a) Final zoning approval received
- b) All required corrections from pre-final inspection of structure pertaining to all applicable NC State Building Codes
- c) Kitchen and bathrooms operational
- d) Driveway, required parking and turnaround surfaced with suitable materials (asphalt, concrete, clay and gravel)
- e) All land disturbance stabilized and any damage to public facilities repaired
- f) Lot and surrounding grounds must be cleared of all construction related debris
- g) House numbers posted on post at street, minimum 3” high, easily seen from both directions
- h) Contractor’s sign removed
- i) Temporary Toilet and Trash Bin removed (*Construction bin, if not full, may remain upon written request of homeowner for moving-in trash only*)
- j) Residential Requirements - **Energy Efficiency Certificate – Section N1101.9 of the 2012 NC Building Code** – must provide a completed copy of the certificate for the file and original to be posted inside the building and verified by the Building Inspector

A **Fee of 2 times the Permit Fee** may be charged for work done prior to obtaining a permit. This includes Sub-Contractor Sign-off Permits.

A **Fee equal to one-half (1/2) of the Permit Fee** shall be assessed for proceeding with work without the necessary inspections. In the event any work inspected is unsatisfactory, a **Re-Inspection** shall be made at the convenience of the Building Inspector upon notification of the correction of discrepancies. A failure to call or notify the Building Inspection Department for inspections and proceeding without approval at any stage of construction shall be deemed a Violation.

**Stop Work Orders** may be issued any time work is performed without a required permit or when work deviates substantially from approved plans.

A **Fee of \$ 100.00** may be charged for any **Re-Inspection** to be paid prior to the **Re-Inspection**.

**North Carolina General Statute 160A-420: Inspections of work in progress.**

*Subject to the limitation imposed by G.S 160A-412(b), as the work pursuant to a permit progresses, local inspectors shall make as many inspections thereof as may be necessary to satisfy them that the work is being done according to the provisions of any applicable State and local laws and of the terms of the permit. In exercising this power, members of the inspection department shall have a right to enter on any premises within the jurisdiction of the department at all reasonable hours for the purposes of inspection of other enforcement action, upon presentation of proper credentials. If a permit has been obtained by an owner exempt from licensure under G. S. 87-1(b)(2), no inspection shall be conducted without the owner being personally present, unless the plans for the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes.*

I hereby affirm that I have read, understand and received a copy of the above list of inspections and their requirements for inspection procedures.

\_\_\_\_\_  
Applicant/Contractor

\_\_\_\_\_  
Date