



TOWN OF SOUTHERN SHORES PLANNING AND CODE ENFORCEMENT

5375 N Virginia Dare Trl, Southern Shores, NC 27949

(252) 261-2394 phone (252) 255-0876 fax

www.southernshores-nc.gov

MANDATORY INSPECTIONS

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

Call 24 hrs in advance to request inspection.

OFFICE HOURS 8:30-5:00 PM 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 INSPECTION

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

2) FOUNDATION 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 ground.**
- **before scheduling** inspection **MATERIALS INVOICE** faxed or brought in 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) STRAPPING AND SHEATHING 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, and maximum ridge height above mean sea level (msl)

4) FRAMING INSPECTION/ROUGH-IN INSPECTION

- a) Submit **signed permits (SIGN-OFFS) by licensed Sub-Contractors** (Electrical, Plumbing, Mechanical, LP Gas [fuel piping])
- b) All Framing, Bracing, Decks, Porches, and stairways for access to building and upper floors must be installed.
- c) High Wind Zone tie downs and uplift connections (strapping, connectors, threaded rod, etc.) installed and visible.
- d) Inspection deficiencies from Framing Inspection corrected.
- e) 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.
- f) Doors, windows, chimney and fireplace vents must be installed;
- g) All plumbing, electrical, and mechanical work must be roughed-in and uncovered
- h) Insulation Baffles and Fire Caulking installed.

5) INSULATION 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.

6) **Pools**

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

7) **PRE-FINAL INSPECTION**

- a) IF CHANGING THE FOOT PRINT Submit **"AS-BUILT" SURVEY** with lot coverage calculations, turnaround, parking spaces and set backs on site plan.
- b) IF IN FLOOD ZONE, 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;*

8) **FINAL 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) All required corrections from pre-final inspection of structure pertaining to all applicable NC State Building Codes;
- b) Kitchen and bathrooms operational;
- c) Driveway, required parking and turnaround surfaced with suitable materials (asphalt, concrete, clay and gravel);
- d) All land disturbance stabilized and any damage to public facilities repaired;
- e) Lot and surrounding grounds must be cleared of all construction related debris;
- f) House numbers posted on post at street, minimum 3" high, easily seen from both directions;
- g) Contractor's sign removed;
- h) Temporary Toilet and Trash Bin removed. (*Trash bin, if not full, may remain upon written request of homeowner for moving-in trash only.*)

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: The Building Inspector shall make as many inspections as necessary to determine that work is being done in accordance with all applicable state and local laws, the State Building Code, and the terms of the permit. In exercising this power, members of the inspection department shall have the right to enter on any premises within the jurisdiction of the department at all reasonable hours for the purposes of inspection or other enforcement action.

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

Applicant/Contractor

/ _____
Date