

Town of Nags Head

Residential Building Inspection Procedures

General information

At least 24 hours notice to the Building Inspector is required for each mandatory inspection. More time may be required depending on work load and available personnel. Please call 252-441-7016 to schedule any inspection. You must speak directly to an inspector to schedule any inspection. Leaving a message will not automatically schedule any inspection; you must speak to an inspector. Please speak clearly and give a phone number where you can be reached. When you do speak to an inspector you must give the permit holder's (owner) name, location of job site, and the type of inspection. The inspector must pull your file and review contents for any required materials prior to scheduling any inspection. If any required materials or documentations have not been submitted and placed into the file the inspection will not be scheduled until the required information is received, reviewed and approved. You will be advised as to what information and documents necessary to submit so an inspection can be scheduled. The Building Inspections department shall make as many inspections as necessary to determine that all work is being constructed in accordance with all applicable federal, state and local laws, the State Building Codes and the terms and conditions of all permits.

NOTES:

Be advised that re-inspection fees will be charged for any re-inspection from a failed inspection.

Requirements for soil erosion control and stabilization may be required when fill and land disturbing activity occurs.

If trash bin or porta-john placed into the right of way, trash blown on site, debris or building materials strewn on site may cause the inspection to fail.

Mandatory Inspections; These and other inspections maybe required depending upon the type of development permitted.

Temporary power pole

If a temporary power pole will be used during construction, install pole in the required location by Dominion NC Power. When calling for an inspection, a temporary power project number must be obtained from NC Power (888-667-3000) and given to the inspection department prior to scheduling the inspection. The NC licensed electrical contractor must sign an electrical permit prior to scheduling the inspection. After an inspection is conducted on the pole and is approved the power release will be faxed to NC Power for the installation of the meter. The owner or contractor must contact NC Power to determine when a power meter could be set.

Foundation Inspection

PRIOR TO FOUNDATION INSPECTION; TEMPORARY TOILET FACILITIES (PORT-A-JOHN) AND DEBRIS STORAGE FACILITIES SHALL BE ON-SITE, OUT OF THE PUBLIC RIGHT-OF-WAY. TEMPORARY EROSION AND SEDIMENTATION CONTROL MEASURES (SILT FENCE, ETC.) IF REQUIRED, SHALL BE INSTALLED

IF SETBACKS ARE UNABLE TO BE VERIFIED BECAUSE OF IRREGULAR LOT SHAPE OR THE INABILITY TO FIND PROPERTY MARKERS, ETC., AN AS BUILT FOUNDATION SURVEY SHALL BE SUBMITTED WITHIN 30 DAYS OF FOUNDATION INSPECTION.

Piling - All pilings must be on site (not installed); structure must be laid off by either survey pins in the corners or batter boards and strings installed to ensure the location of proposed structure meets the required building setbacks. If setbacks are unable to be verified at this time because of irregular lot shape, inability to find property lines, etc., an as built foundation survey may be required to be submitted after pilings installed, prior to any other work continuing on the foundation.

Footing - All trenches excavated, all necessary forms in place and braced, all grade stakes installed, all reinforcing steel and supports in place, appropriately tied, inspected and approved, before any concrete is placed.

Foundation Bond Beam- After masonry units have been laid, all required reinforcement any required bolting in place, inspected and approved before the placement of concrete.

Floor Inspection (foundation and short pilings) - After floor system is framed and prior to floor sheathing being installed to allow inspection of floor framing and any required bolting.

Under Slab- All forms in place, any plumbing, electrical and mechanical contractors that have conducted work obtain required permit and rough-in installed. Air or static test on all soil and waste lines, all sleeves installed where required by code, all trenches open for inspection, and prior to final grading.

Slab- After under slab inspection is approved, final grading is complete, termite treatment installed with termite company verification card on site, covered with minimum 6mil poly, before the placement of concrete.

Strapping and Sheathing- All exterior sheathing installed, walls and roof, all required blocking or all thread rods installed, all bolt, nuts and washers installed, all hangers and high wind tie downs and uplift connectors installed, properly nailed, visible for inspection; any and all engineered supports, beams and bracing in place, prior to any doors, windows and vapor barrier being installed.

Framing- Prior to framing inspection being scheduled; If required as condition of building or zoning permit or a condition from the foundation inspection an original copy of the foundation survey; Copy of original under construction elevation certification if located with-in any A or V flood zones; Height certification either on foundation survey or if structure is located within A or V flood zones, on the under construction elevation certificate. Any and all deficiencies from strapping inspection completed. All framing, bracing, decks and stairways for access to building and upper floors installed. All roofing, roof vents, doors and windows properly installed according to mfg. specifications. Installation of plumbing, electrical, mechanical or gas piping not allowed until framing inspection is approved.

Note to Contractor: To protect the electrical or mechanical from damage from the intrusion of moisture or water these trades should not start installation until the structure is 100% dry. It is the contractors/owners responsibility to determine when the structure is dry enough for the trades to start their installation. Damage by any type of moisture to any equipment, ductwork or wiring will make cause to have those portions of the system or systems properly replaced.

Rough-in- Prior to a rough-in inspection being scheduled; the NC Power permanent project number; the entire structure must be dried-in with 90% of siding installed; any and all deficiencies from framing inspection completed; all subcontractors must obtain required permits, including but not limited too, plumbing, electrical, mechanical, gas and elevator contactors; fireplaces installed with mfg. instructions, all rough-in 100% complete and uncovered, fire caulking in place, insulation baffles installed, all exterior electrical boxes must be installed and electrical joints made up with proper connections.

Insulation- All deficiencies from rough-in inspection completed; Insulation installed in floors (R-19) floors exposed to outside air (R-30); walls (R-13); ceilings (R-30); all window and doors chinked and draft stopping around tub drains installed.

Pool Bonding and Wet/Dry Nitch- Electrical bonding after pad or pool forming is complete, wire in place and properly connected to any and all metal, inspected and approved prior to placement of concrete. The electrical grounding and bonding for the wet or dry nitch lighting must be inspected prior to water being added to pool.

Shower Pan-if required-must be inspected and approved prior to the installation of tile work.

Pre-Final-Prior to calling for a pre-final and before the inspection can be placed on any inspection schedule; All requirements from prior inspections must be complete; Original copy of as built final survey; original copy of finished construction elevation Certification if in a A or V flood zone; If on a septic system an Operation Permit issued by Dare County Department of Environmental Health; All electrical equipment and wiring installed and complete, all mechanical equipment set and hooked up; all fixed gas appliance in place; all smoke detectors installed; all plumbing fixtures installed; House numbers on house, must be 3” minimum in size and contrast to background; If house is more than 100 ft. from road, address must be at street and house, if on the water front, address must be on water front and house; Termite treatment certificate from pest control company.

Final - To be made after all the certificate of compliance inspections for each trade are complete, and other local laws are complied with, but before occupancy.

The following are required:

- A driveway surfaced with suitable material as approved by zoning (asphalt, concrete, clay, or gravel) for vehicular parking.
- Final Zoning approval.
- All land disturbance stabilized and any damage to public facilities rectified.
- Lot and surrounding grounds must be cleared of all construction related debris.
- Trash carts or screened dumpster pad in place.
- Public Works approval of driveway slope, trash carts, or screened dumpster pad (441-1122).
- House numbers on house or if house is farther than 100 feet from road, numbers to be placed on a post at the road but not in the right-of-way.
- All required corrections from pre-final inspection of structure pertaining to all applicable NC State Building Codes.
- All requirements from site plan review must be completed for multi-family development projects.
- If required on the building permit, or zoning permit items such as finished construction, electrical certificate, etc., a final as-built.

Upon satisfactory completion of the project and after the final inspection from a zoning officer and building inspector, the Building Inspector shall issue a certificate of occupancy. The certificate of occupancy shall state the number of persons that may safely occupy the structure.