

HOMEOWNER'S GUIDE

Inspection Procedures for Construction of New Single Family Dwellings

Some prospective homeowners possess a great deal of knowledge about building practices and choose to act as their own building contractor. But, building a home is a major undertaking, and one that should not be taken lightly. For most people, their home is the largest investment they will ever make. The inspections process begins when a lot has been selected, home plans have been prepared, and all appropriate permits have been issued. The inspections department will provide a list of required inspections at the time a building permit is issued. The inspections department staff offers the following guidelines to help the home builder understand when inspections are necessary and how to arrange for required inspections.

Building Permit Card: A City of Dunn inspections/data card is provided when a building permit is issued. This card is extremely important. It must be posted in a weather proof enclosure at the front of the property for use by inspections personnel and must remain in place until the project is completed.

A copy of the stamped approved plans for the building project also must be available in a weather proof enclosure for use by the inspections department staff each time an inspection is conducted. As each inspection is made, the inspector will make a pass or fail notation on the card. If a portion of the project fails an inspection, the inspector will leave a copy of the "rejection notice" detailing what code violations were found. The homeowner may not proceed with any work until the approved column has been signed for each trade.

Footing Inspection: Footing trenches are dug according to plans approved for the project. If required, all necessary reinforcing steel must be placed along the appropriate supports in the footing trench. All grade stakes and step-down forms must be installed. The bottom of the trench must be virgin soil, or if filled, should be properly compacted and all roots and other debris removed. The footing trench must be inspected before any concrete is poured. (Compaction test or fill or other soft footing must be certified by an engineer.)

Building Slabs: (indicate slab type) If the structure is to be built on a concrete slab-on-grade, several inspections are necessary before the concrete may be poured. First, the slab area must be graded and compacted for stability (see note above). Second, if any plumbing, electrical wiring, gas piping, and/or mechanical duct work is to be installed beneath the slab, each type of trade work must be inspected and approved before the slab is poured. This is called a trade "groundwork inspection." Following these approvals, washed and crushed stone, wire mesh and vapor barrier materials should be installed before the "building slab" inspection is scheduled.

Foundation Inspection: For structures with a crawl space, the foundation inspection will follow the footing inspection. The foundation walls, which support the floors and walls of the structure, should be complete with all interior parts.

Floor System: The floor system will follow the foundation inspection. All floor joists, girders and blocking should be in place without any sub-flooring installed. The crawl space should be properly sloped, raked, and clean to provide positive drain. All parging should be in place at this time. A drain pipe should be installed through the foundation wall at the lowest point of the crawl space.

Rough-In Inspection: (These are required to be scheduled at the same time.)

Electrical Rough-In: All electrical wall boxes, including recessed light fixtures and exhaust fan housing, must be in place. All wiring must be installed, with joints and equipment grounds prepared, and ready for the installation of electrical devices. No fixtures or devices should be installed at this inspection. Electrical panel should be in place at this time.

Mechanical Rough-In: All supply ducts, return ducts, vent pipes and line sets (which will be concealed) should be in place and properly supported. No registers or grills are to be installed at this inspection.

Gas Piping: If natural gas or propane is to be used, all piping must be installed and a pressure test under way at the time of this inspection.

Plumbing Rough-In: All water and sewer piping within the structure should be in place and protected as necessary with all supports in place. Water and drainage systems should be tested by 120 pounds per square inch (psi) for water lines and at 10' head for drainage system under slab and 3' above the highest fixture for other rough-in inspections.

Sheathing Inspection: This inspection can be done any time prior to the building framing. All exterior sheathing should be in place and properly fastened but prior to installation of any finish siding or brick work. If brick veneer is to be used, all brick ties should be in place at this time. Also, all flashing should be installed.

NOTE: Windows do not have to be installed, but the window openings must be wrapped.

Building Framing: This inspection should not be scheduled until all of the previous inspections have been completed and approved.

NOTE: Occasionally, plumbing, electrical, and mechanical subcontractors may cut or notch structural members when installing their trade work. These structural members must be repaired or reinforced before the building framing inspection.

For the framing inspection, all structural members must be in place and properly supported. All windows and doors must be installed and the building completely closed in with weather boards. If a masonry chimney is part of the interior of the structure, it must be completed through to the first flue before the framing inspection.

If blown-in insulation is to be placed in the attic, or if a cathedral ceiling is to be installed, insulation baffles must be in place at the time of the inspection.

NOTE: No ceiling or wall finish (sheetrock) may be attached until the insulation inspection has been approved.

Insulation: After all of the above inspections have been approved, the insulation may be installed. The insulation sub-contractor must place a certification at the scuttle hole to the attic or at the pull-down stairs noting the "R" value of the installed insulation. All insulation must be in place with associated vapor barriers and all holes or tears repaired prior to this inspection.

NOTE: No ceiling or wall finish (sheet rock) is to be installed at this point. Roof shingles are installed at this time.

Final Inspection: (All final inspections will be performed at the same time.)

Electrical Final: All equipment requiring electrical connections, including mechanical equipment, appliances, devices and fixtures, must be installed. Disconnect switches for water heater, HVAC units and

similar equipment must be installed in the electrical panel box. The panel cover should be installed, all circuits must be labeled and the meter base must be ready for the meter.

To speed electrical hook-ups, an application for power should be filed with the power company before arranging this inspection. The power company will issue the owner a premise number. This number should be given to the Inspections Department when scheduling the electrical final. If final electricity is approved, power will be called in by the inspector the same day. If there is already power at the residence, this step is not applicable.

Mechanical Final: All registers, hoods, HVAC equipment and control wiring must be installed and filters should be in place. If approved, the Inspections department will fax PSNC to have gas meter set if using gas equipment.

Plumbing Final: All fixtures (including spigots, water heaters, water closets, and lavatories) must be in place and the water turned on.

Building Final: All general carpentry work, including decks, porches, guardrails, and all masonry work must be in place before this inspection. The base building with all safety features must be in place. The installation of wallpaper, carpet, trip molding, interior paint and other non-safety items are not necessary for this inspection; however, street numbers, measuring at least three inches high and clearly visible from the street, must be installed. These numbers may also be placed on a mailbox at the street.

Lot Inspection: This inspection will be scheduled automatically when a building final inspection is requested. All grading and grass seed around the dwelling should be in place. This inspection will be conducted by the engineering department.

Building Water and Sewer: This inspection may be arranged when the plumbing rough-in inspection is conducted, but it may be made at any time up to and including the final stage of building construction. The water and sewer lines must be in their trenches, with no backfill in place so that inspectors can see all of the pipe work. The water meter base should be connected to the water line. Arrangement to have the meter set should be made through the City of Dunn Finance Department; the meter will be set as soon as possible after request. (This can be done when construction of the dwelling has started.)

Suggestions: It is best to verify that all required work has been completed prior to scheduling an inspection. If all required work is not completed, the inspector may have to reject the inspection. The inspection request procedure for that specific inspection then must start over.

Scheduling Inspections: The Inspections Department Staff tries to complete all inspections scheduled for that day. But occasionally, the department's workload exceeds the ability of the staff to get all sites it must inspect. If an inspection cannot be conducted on the day it is schedule, it will move to the top of the list of inspections for the following day. It is important that subsequent work not begin until the appropriate approval has been made on the inspection/data card.

To request an inspection, call (910) 230-3505. All inspection requests must be received in the Inspections Department by 2:00 pm on the day **before** the inspection is to be made. The following information is required when making an inspection request.

1. Permit Number
2. Homeowner's Number & Contractor's Number
3. Types of Inspection(s)
4. Premise Number (temporary board and electrical final obtained by contractor from power company)

If you wish to cancel any inspection, you may do so by calling the office by **8 am** the morning the inspection is to be conducted.

Re-inspection Fees:

A re-inspection fee of \$50.00 will be charged on all of the following but not limited to:

- Job not ready for inspection. (Seven (7) or more violations)
- Any of the above policies violated.
- For building code violations that will not be seen at next inspection.

If you have any questions concerning permit process, plan review or general code questions on your project you may contact someone at the following:

| | | Office | E-Mail | Cell |
|--------------------------|---------------|------------------------|--------------------------------------------------------------|--------------|
| Chief Building Inspector | | 910-230-3505, x 225 | | |
| Building Inspector | | 910-230-3505, x 224 | | |
| Permitting / Scheduling | Carmen Barnes | 910-230-3505, x 221 | cbarnes@dunn-nc.org | |
| Planning Tech | Melissa Matti | 910-230-3505, x 222 | mmatti@dunn-nc.org | - |
| Planning Director | George Adler | 910-230-3505, x227 | gadler@dunn-nc.org | 910-624-6749 |



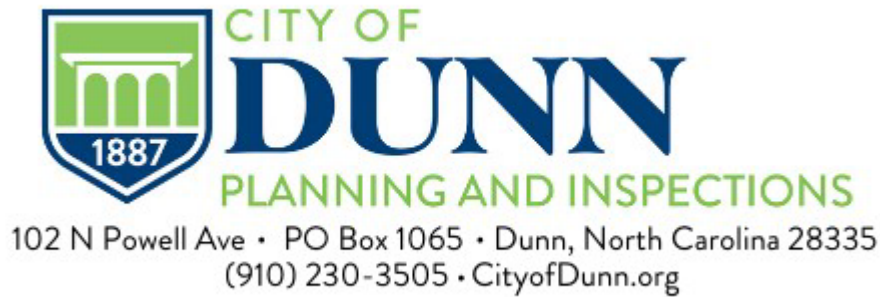
RESIDENTIAL Submittal Checklist

Please initial the following checklist to make sure your plan submittal is complete. Initial N/A for items that do not apply to your project.

| <u>Applicant</u> | <u>Staff</u> | |
|------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | Complete application: Site address, general contractor's name or "homeowner", individual contractor's information or "homeowner", dollar totals, characteristics of new construction, applicant signature and date. |
| _____ | _____ | One (1) set of engineered plans with current engineer seal for the current code. Email a PDF of same set. (Allow 7-10 business days for review) |
| _____ | _____ | One (1) site (plot) plan and full survey by licensed surveyor showing all setbacks with any flood or easement areas. Email a PDF of same. |
| _____ | _____ | Development Permit Application filled out correctly and completely. (setbacks, driveway and all measurements) |
| _____ | _____ | Deck plans if applicable. Punch list separate sheet completed? |
| _____ | _____ | Correct North Carolina contractor's license, if required. |
| _____ | _____ | License holders - contractors to sign. NOT OFFICE STAFF |
| _____ | _____ | Original signatures on all applications - Docusign is approved. |
| _____ | _____ | Each item on this checklist must be initialed or application will be refused. No applications will be held incomplete. |
| _____ | _____ | Did you include the printed page of Details appointment to lien agent from www.liensnc.com ? |
| _____ | _____ | I have received and read the information in this Homeowners Guide to New Single Family Dwellings. |

Applicant Signature: _____ Date: _____

Staff Signature: _____ Date: _____



Mayor
William P. Elmore Jr.
Mayor Pro Tem
Chuck Turnage
Council Members
J. Wesley Sills
April L. Gaulden
Frank McLean
Billy Tart
Dr. David L. Bradham
City Manager
Steven Neuschafer

LIEN AGENT INFORMATION

Effective April, 2013

In accordance with North Carolina General Assembly Session Law 2012-158, Inspection Departments are not allowed to Issue any permit where the project cost is \$40,000 or more unless the application is for improvements to an existing dwelling that the applicant uses as a residence OR the property owner has designated a lien agent and provided the inspections office with the information below:

Note: Mailing address, Physical address, Telephone, Tax, and Email are the same for all lien agents as when they register with LiensNC the addresses are C/C LiensNC... therefore this information is filled in for you. Go to www.liensnc.com print the Details: Appointment of lien agent page with the QR code on it and email it to our office.

Project Address: _____
Name of Lien Agent: _____
Mailing address of Agent: _____
Physical address of Agent: _____
Telephone: _____
Email address of Agent: _____

The information will be attached to the permit record and a copy provided to the applicant. The applicant is required to post a copy on the construction site.

Excerpt from North Carolina G.S.160-A-417: “(Effective April 1, 2013”) No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S.87-15.5 (7) that the applicant uses as a residence, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1 (a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent’s electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its records of building permits issued.”

Office Use Only:

Reference# _____ Date Submitted: _____

CITY OF DUNN PLANNING AND INSPECTIONS DEPARTMENT

Parcel Identification Number and Address where the building is located: PIN #: _____ - ____ - _____

Address: _____

Type of Construction: Residential Commercial Industrial Other: _____

Intended use after completion (i.e. Personal Residence): _____

Building Permit(s) associated with this application: _____

I, _____ (_____) _____
(Print Full Name) (Phone Number)

Hereby claim exemption from licensure under G.S. §87-1(b) (2) by **initialing** the relevant provision in paragraph 1 and **initialing** paragraphs 2-5 below attesting to the following:

1. _____ I certify I am the owner of the property set forth above on which a building is to be constructed or altered and for which application for a building permit is hereby made;

OR

_____ I am legally authorized to act on behalf of the firm or corporation that is constructing or altering this building on the property owned by the firm or corporation as set forth above:

(Name of Firm or Corporation)

2. _____ I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1, Chapter 87 of the General Statutes of North Carolina.

3. _____ I will be on site regularly during construction and I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina.

4. _____ I understand that by executing this licensing exemption AFFIDAVIT pursuant to G.S. §87-1(b)(2), I am required by law to occupy the building for which the licensing exemption is granted for twelve (12) months after completion, during which time it may not be offered for rent, lease or sale.

5. _____ I understand a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board For General Contractors for verification I am validly entitled to claim an exemption under G.S. §87-1(b)(2) for the building construction or alteration specified herein. I further understand if the North Carolina Licensing Board for General Contractors determines I am not entitled to claim this exemption the building permit issued for the construction or alteration specified herein shall be revoked pursuant to G.S. §160A-422.

(Signature of Affiant)

(Date)

Sworn or affirmed and subscribed before me this the _____ day of _____, 20_____

(Signature of Notary Public)

(Notary Stamp or Seal)

(Printed Name of Notary Public)



CITY OF DUNN PLANNING & INSPECTIONS

Application for Residential Construction

Project Address: _____ Inside City Limits: Yes No

Applicant Name: _____ Phone: _____

Property Owner Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Project Contact: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Total Project Cost: _____

Description of Proposed Work: _____

Construction Type: New Renovation Addition Other: _____

Total Building Area: _____ sq. ft. Area per Floor: _____ sq. ft.

Total Heated Area: _____ sq. ft. Number of Stories: _____

Utilities Approval:

Water: Public Private – Health Dept. Permit Number: _____

Sewer: Public Private – Health Dept. Permit Number: _____

GENERAL CONTRACTOR

Name: _____ Phone: (____) ____ - ____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

N.C. License Number: _____ Class: _____ Expiration of Workman's Comp: _____

License Holder Signature: _____

DESIGN PROFESSIONAL: Architect Engineer Owner Other: _____

Name: _____ Phone: (____) ____ - ____

Address: _____ City: _____ State: _____ Zip: _____

N.C. License Number: _____ Email: _____

ELECTRICAL CONTRACTOR**Electrical Cost:** _____

Name: _____ Phone: (____) ____ - ____ Email: _____

Address: _____ City: _____ State: ____ Zip: _____

N.C. License Number: _____ Class: _____ Expiration of Workman's Comp: _____

License Holder Signature: _____

MECHANICAL CONTRACTOR**Mechanical Cost:** _____

Name: _____ Phone: (____) ____ - ____ Email: _____

Address: _____ City: _____ State: ____ Zip: _____

N.C. License Number: _____ Class: _____ Expiration of Workman's Comp: _____

License Holder Signature: _____

PLUMBING CONTRACTOR**Plumbing Cost:** _____

Name: _____ Phone: (____) ____ - ____ Email: _____

Address: _____ City: _____ State: ____ Zip: _____

N.C. License Number: _____ Class: _____ Expiration of Workman's Comp: _____

License Holder Signature: _____

GAS PIPING CONTRACTOR**Gas Piping Cost:** _____

Name: _____ Phone: (____) ____ - ____ Email: _____

Address: _____ City: _____ State: ____ Zip: _____

N.C. License Number: _____ Class: _____ Expiration of Workman's Comp: _____

License Holder Signature: _____

Please note that additional permit applications and approvals may be required for your project which include but are not limited to: Swimming pool, Accessory structure, fence, etc. Please contact the Inspections Dept. with any questions.

I hereby certify that all information in this application is correct and all work will comply with the State Building Code and any other applicable State and Local laws, ordinances, and regulations. The Inspection Department shall be notified of any changes in the approved plans and specifications for the project submitted herein. Failure to notify the Inspections Department of any changes or providing false information will result in your permit being revoked.

Applicant Signature _____ Date: _____