



***Community Development Department
Inspection Division***

***Permit Submittal, Reviews, and Inspections
Manual***

PERMITS PROCESSING
AND
INSPECTION REQUIREMENTS

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OFF 6 MONTH ELECTRICAL INSPECTION

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Provide reason for electrical power to commercial building.
3. If reason is appropriate, then commercial property is verified for appropriate type of use.
4. Address is verified for prior occupancy classification.
5. If change of occupancy or construction work is necessary to be done to the commercial building, then construction plans are required to define the scope of the work and illustrate the work.
 - a. If change of occupancy or construction work then a building permit type (renovation, alteration, upfit) would be required.

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning.
2. Electrical if no construction or change of occupancy.
3. If construction or change of occupancy to occur then Change of Occupancy permit process must be followed.

Required Inspections:

1. Final – Electrical, if no construction or change of occupancy

Permits required.

1. Electrical

ACCESSIBILITY RAMP

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Provide site plan illustrating the location of the accessible ramp with distances from property line and street frontage.
3. Provide height from grade to interior floor level
4. Illustrate how the ramp will be constructed.

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building

Required Inspections:

1. Footing – Building
2. Final – Building

Permits required.

1. Building

APARTMENT BUILDING

Required documents:

1. Completed and signed Building Permit application for each apartment building
 - a. Address of the apartment building
 - b. Email address of contractor, owner, and professional architect / engineer.
 - c. Each building will need to have a separate permit.
2. Site plan indicating the location of all apartment buildings showing addresses for building with the number of unit for each building
3. 2 Sets of Construction Design documents that illustrate the complete and concise scope of work.
 - a. Appendix B – Building Code Summary.
 - b. Structural engineering plans and calculations, if determined to be applicable.
4. ComCheck documentation
5. Appointment of Lien Agent document, if improvement costs are \$30,000 and over.
6. NC State Workers Compensation Form, if improvement costs are \$30,000 and over.
7. A prior approval for Storm Water and Planning Site Plan Review is necessary. If the applicant would like to run a parallel process, there is a risk associated with this process.

Submit to:

1. Zoning
2. Building
3. Fire

Required approvals:

1. Zoning
2. Building
3. Electrical
4. Plumbing
5. Mechanical
6. Fire

Required Inspections:

1. Temporary Power pole – Electrical
2. Slab/Footing Foundation – Building
 - a. Slab
 - i. Underground – Plumbing
 - ii. Underground – Electrical
 - b. Footing/Foundation
 - i. Electrical bonding to rebar footing grid – Electrical
 1. Footing – Building
 2. Foundation – Building
3. Open Floor framing (crawl space construction) – Building
4. Rough-in Plumbing
5. Rough-in Mechanical
6. Prefab Fireplace – Mechanical, if applicable
7. Gas piping rough-in Mechanical, if applicable

8. Rough-in Electrical
9. Framing – Building
10. Insulation – Building
11. Sewer / Water service connection – Plumbing
12. Temporary Power – Electrical
13. Final – Electrical
14. Final – Plumbing
15. Final – Mechanical
16. Final – Gas Piping – Mechanical, if applicable
17. Final – Prefab Fireplace / Log – Mechanical, if applicable
18. Final – Fire
19. Final – Zoning
20. Final – Storm Water – Engineering
21. Final – Building

Permits required.

1. Building
2. Electrical
3. Mechanical – Gas Prefab fireplace, if applicable
4. Mechanical – Gas piping, if applicable
5. Mechanical

6. Plumbing
7. Fire – sprinklers, if applicable
8. Land Disturbance

APARTMENT CLUB HOUSE

Required documents:

1. Completed and signed Building Permit application for each apartment building
 - a. Address of the apartment building
 - b. Email address of contractor, owner, and professional architect / engineer.
 - c. Each building will need to have a separate permit.
2. Site plan indicating the location of all apartment buildings showing addresses for building with the number of unit for each building
3. 2 Sets of Construction Design documents that illustrate the complete and concise scope of work.
 - a. Appendix B – Building Code Summary.
 - b. Structural engineering plans and calculations, if determined to be applicable.
4. ComCheck documentation
5. Appointment of Lien Agent document, if improvement costs are \$30,000 and over.
6. NC State Workers Compensation Form, if improvement costs are \$30,000 and over.
7. A prior approval for Storm Water and Planning Site Plan Review is necessary. If the applicant would like to run a parallel process, there is a risk associated with this process.

Submit to:

1. Zoning
2. Building
3. Fire

Required approvals:

1. Zoning
2. Building
3. Electrical
4. Plumbing
5. Mechanical
6. Fire

Required Inspections:

1. Temporary Power pole – Electrical
2. Slab/Footing Foundation – Building
 - a. Slab
 - iii. Underground – Plumbing
 - iv. Underground – Electrical
 - b. Footing/Foundation
 - ii. Electrical bonding to rebar footing grid – Electrical
 1. Footing – Building
 2. Foundation – Building
3. Open Floor framing (crawl space construction) – Building
4. Rough-in Plumbing
5. Rough-in Mechanical
6. Prefab Fireplace – Mechanical, if applicable
7. Gas piping rough-in Mechanical, if applicable

8. Rough-in Electrical
9. Framing – Building
10. Insulation – Building
11. Sewer / Water service connection – Plumbing
12. Temporary Power – Electrical
13. Final – Electrical
14. Final – Plumbing
15. Final – Mechanical
16. Final – Gas Piping – Mechanical, if applicable
17. Final – Prefab Fireplace / Log – Mechanical, if applicable
18. Final – Fire
19. Final – Zoning
20. Final – Storm Water – Engineering
21. Final – Building

Permits required.

1. Building
2. Electrical
3. Mechanical – Gas Prefab fireplace, if applicable
4. Mechanical – Gas piping, if applicable
5. Mechanical

6. Plumbing

7. Fire – sprinklers, if applicable

APARTMENT POOL HOUSE

Required documents:

1. Completed and signed Building Permit application for each apartment building
 - a. Address of the apartment building
 - b. Email address of contractor, owner, and professional architect / engineer.
 - c. Each building will need to have a separate permit.
2. Site plan indicating the location of all apartment buildings showing addresses for building with the number of unit for each building
3. 2 Sets of Construction Design documents that illustrate the complete and concise scope of work.
 - a. Appendix B – Building Code Summary.
 - b. Structural engineering plans and calculations, if determined to be applicable.
4. ComCheck documentation
5. Appointment of Lien Agent document, if improvement costs are \$30,000 and over.
6. NC State Workers Compensation Form, if improvement costs are \$30,000 and over.
7. A prior approval for Storm Water and Planning Site Plan Review is necessary. If the applicant would like to run a parallel process, there is a risk associated with this process.

Submit to:

1. Zoning
2. Building
3. Fire

Required approvals:

1. Zoning
2. Building
3. Electrical
4. Plumbing
5. Mechanical
6. Fire

Required Inspections:

1. Temporary Power pole – Electrical
2. Slab/Footing Foundation – Building
 - a. Slab
 - v. Underground – Plumbing
 - vi. Underground – Electrical
 - b. Footing/Foundation
 - iii. Electrical bonding to rebar footing grid – Electrical
 1. Footing – Building
 2. Foundation – Building
3. Open Floor framing (crawl space construction) – Building
4. Rough-in Plumbing
5. Rough-in Mechanical
6. Prefab Fireplace – Mechanical, if applicable

7. Gas piping rough-in Mechanical, if applicable
8. Rough-in Electrical
9. Framing – Building
10. Insulation – Building
11. Sewer / Water service connection – Plumbing
12. Temporary Power – Electrical
13. Final – Electrical
14. Final – Plumbing
15. Final – Mechanical
16. Final – Gas Piping – Mechanical, if applicable
17. Final – Prefab Fireplace / Log – Mechanical, if applicable
18. Final – Fire
19. Final – Zoning
20. Final – Storm Water – Engineering
21. Final – Building

Permits required.

1. Building
2. Electrical
3. Mechanical – Gas Prefab fireplace, if applicable
4. Mechanical – Gas piping, if applicable

5. Mechanical
6. Plumbing
7. Fire – sprinklers, if applicable

APARTMENT POOL

Required documents:

1. Completed and signed Building Permit application
 - a. Address of the apartment building
 - b. Email address of contractor, owner, and professional architect / engineer.
2. Site plan indicating the location of both pool and fence on site
3. Building plans would include architectural, mechanical, and electrical design plans.
4. Appendix B – Building Code Summary.
5. ComCheck documentation, if applicable when pool is heated
6. Any possible engineering designs
7. A prior approval for Storm Water and Planning Site Plan Review is necessary. If the applicant would like to run a parallel process, there is a risk associated with this process.
8. Appointment of Lien Agent document, if improvement costs are \$30,000 and over.
9. NC State Workers Compensation Form, if improvement costs are \$30,000 and over.

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building
3. Electrical
4. Plumbing
5. Mechanical, if applicable

Required Inspections:

1. T-Pole - Electrical
2. Underground conduit – Electrical
3. Pool bonding grid – Electrical
4. Bonding/Grounding – Electrical
5. Rough-in – Electrical
6. Rough-in – Mechanical, if applicable
7. Gas piping – Mechanical, if applicable
8. Final – Storm water – Engineering, if applicable
9. Final – Landscaping / TRC Conditions / Other – Zoning
10. Final – Mechanical, if applicable
11. Final – Electrical
12. Final – Building

Permits required.

1. Building
2. Electrical
3. Mechanical – Gas piping, if applicable
4. Mechanical
5. Plumbing

BONUS ROOM UPFIT

Required documents:

1. Completed and signed Building Permit application
 - a. Address of the residence
 - b. Email address of contractor and owner.
2. Site plan indicating the location residence
3. Building plans would include floor plan and other details to define the scope of work.
4. Appointment of Lien Agent document, if improvement costs are \$30,000 and over.
5. NC State Workers Compensation Form, if improvement costs are \$30,000 and over.
6. ResCheck documentation

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building
3. Electrical
4. Plumbing, if applicable
5. Mechanical

Required Inspections:

1. Rough-in – Electrical
2. Rough-in – Mechanical

3. Top-out – Plumbing, if applicable
4. Rough-in – water – Plumbing, if applicable
5. Rough-in – tub / shower leak test – Plumbing, if applicable
6. Framing- Building
7. Insulation – Building
8. Ductwork – Mechanical
9. Final – Mechanical
10. Final – Electrical
11. Final – Plumbing, if applicable
12. Final – Insulation – Building
13. Final – Building – All finals for every permit must be completed before building final can be requested

Permits required.

1. Building
2. Electrical
3. Mechanical
4. Plumbing

CANOPY

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Site plan indicating the location of the awning / canopy on the property with the distances from all property boundaries.
3. Structure elevation drawings illustrating the awning / canopy and height from grade to top.
4. Building plans that illustrate the method and materials of construction.
 - a. If this is an awning over a sidewalk (right of way) provide the distance from curb and height above the sidewalk.
 - b. Engineering may be required depending on the type, material, and method of construction.
5. Appointment of Lien Agent document, if improvement costs are \$30,000 and over.
6. NC State Workers Compensation Form, if improvement costs are \$30,000 and over.

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building
3. Electrical

Required Inspections:

1. Final – Zoning
2. Final – Electrical, if applicable
3. Final – Building – All finals for every permit must be completed before building final can be requested

Permits required.

1. Electrical, if applicable
2. Building

CARPORT

Required documents:

1. Completed and signed Building Permit application
 - a. Address of the residence
 - b. Email address of contractor and owner.
2. Site plan indicating the location residence and new carport with distance from property line.
3. Building plans would include construction plans and other details to define the scope of work.
4. Appointment of Lien Agent document, if improvement costs are \$30,000 and over.
5. NC State Workers Compensation Form, if improvement costs are \$30,000 and over.

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building
3. Electrical

Required Inspections:

1. Slab – if carport has concrete slab
2. Rough-in – Electrical
3. Rough-in – Building – Electrical rough-in must be completed and approved before requesting building rough-in
4. Final – Electrical

5. Final – Building –Electrical final must be completed before building final can be requested

Permits required.

1. Building
2. Electrical

CHANGE OF OCCUPANCY

Required documents:

1. Completed and signed Building Permit application
 - a. Address of the building
 - b. Email address of contractor, owner, and professional architect / engineer.
2. Determination new occupancy classification and requirements associated with change
3. Provide the square footage of the structure space to be occupied.
 - a. Floor plan illustrating the layout of the space to be occupied
 - b. Floor plan to be completed by architect
 - c. If mechanical, plumbing, and electrical is part of the scope of work then design plans will be required.
4. Appendix B – Building Code Summary.
5. Appointment of Lien Agent document, if improvement costs are \$30,000 and over.
6. NC State Workers Compensation Form, if improvement costs are \$30,000 and over.
7. ComCheck documentation, if applicable
8. Any possible engineering designs

Submit to:

1. Zoning
2. Building
3. Fire

Required approvals:

1. Zoning
2. Building
3. Electrical, if applicable
4. Plumbing, if applicable

5. Mechanical, if applicable
6. Fire, if applicable

Required Inspections:

1. T-Pole – Electrical, if electrical power is needed before occupancy of the building.
2. Open Floor framing – Building – if multi-story and if applicable
3. Rough-in – Electrical, if applicable
4. Rough-in – Mechanical, if applicable
5. Under Slab – Plumbing, if applicable
6. Rough-in – water – Plumbing, if applicable
7. Rough-in – Building – All other trade rough-in's must be completed and approved before requesting building rough-in
8. Insulation – Building, if applicable
9. Gas piping - Mechanical, if applicable
10. Duct seal – Mechanical
11. Temporary Power – Electrical, if applicable
12. Final – Gas piping – Mechanical
13. Final – Storm water – Engineering
14. Final – Landscaping / TRC Conditions / Other – Zoning
15. Final - Fire
16. Final – Mechanical
17. Final – Electrical

18. Final – Plumbing

19. Final – Building –

Permits required.

1. Building
2. Electrical
3. Mechanical – Gas piping, if applicable
4. Mechanical
5. Plumbing
6. Fire – sprinklers, if applicable

CELL TOWER

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Site plan indicating the location of the Cell Tower on the property with the distances from all property boundaries.
3. Structure elevation drawings illustrating the antenna / tower and height from grade to top.
4. Building plans with the structural foundation and engineered calculations with soil bearing pressure (lateral and vertical) and wind loads based on 110 mph.
5. Appointment of Lien Agent document, if improvement costs are \$30,000 and over.
6. NC State Workers Compensation Form, if improvement costs are \$30,000 and over.

Submit to:

1. Zoning.
2. Building Inspections.

Required approvals:

1. Zoning.
2. Building.
3. Electrical.
4. Planning.

Required Inspections:

1. Foundation footing – Building.
2. Foundation slab – Building
3. Electrical Rough-in – Electrical
4. Final – Electrical – Electrical final must be done before building final can be requested
5. Final – Building

Permits required.

1. Electrical
2. Building

CHANGE OUT –HVAC

Required documents:

1. Completed and signed Mechanical Permit application with Email addresses.
2. Indicate the number of BTU's for the appliance
3. Provide the number of tons per appliance.
4. Provide the location of the unit.
5. Determine if property is within a Historic District (if so route to Historic Preservation Office)

Submit to:

1. Building

Required Inspections:

1. Final – Electrical
2. Final – Mechanical

Permits required.

1. Electrical
2. Mechanical

COMMERCIAL ADDITION

Required documents:

1. Completed and signed Building Permit application with Email addresses.
 - a. If the renovation is going to occur in multiple buildings or spaces then an application is needed for each building or space.
2. Site plan indicating the location of the commercial addition on the property with the distances from all property boundaries.
3. Structure elevation drawings illustrating the commercial addition and height from grade to top.
4. Building plans that illustrate the method and materials of construction.
 - a. Foundation plan illustrating width, depth, and type.
 - b. Floor plan for each story that illustrate the exiting, each room, doors, stairs, etc.
 - c. Engineering may be required depending on the type, material, and method of construction.
 - d. Energy Conservation compliance verification (ComCheck).
5. Appointment of Lien Agent document, if improvement costs are \$30,000 and over.
6. NC State Workers Compensation Form, if improvement costs are \$30,000 and over.

Submit to:

1. Zoning
2. Building
3. Fire Department
4. Engineering

Required approvals:

1. Zoning
2. Building
3. Electrical
4. Mechanical
5. Plumbing
6. Planning
7. Fire

Required Inspections:

1. Temporary Power pole – Electrical, if applicable
2. Slab/Footing Foundation – Building, if applicable
 - a. Slab
 - i. Underground – Plumbing
 - ii. Underground – Electrical
 - b. Footing/Foundation
 - i. Electrical bonding to rebar footing grid – Electrical
 1. Footing – Building
 2. Foundation – Building
3. Pre-subfloor framing – Building
4. Under Slab – Plumbing, if applicable
5. Rough-in Plumbing, if applicable
6. Rough-in Mechanical, if applicable

7. Grease Hood / Equipment – Mechanical, if applicable
8. Gas piping – Mechanical, if applicable
9. Rough-in Electrical, if applicable
10. Framing – Building
11. Above the ceiling – Electrical
12. Above the ceiling – Mechanical
13. Above the ceiling – Plumbing
14. Above the ceiling – Building
15. Insulation – Building
16. Sewer/Water – Plumbing, if applicable
17. Irrigation – Plumbing, if applicable
18. Temporary Power – Electrical, if applicable
19. Final – Electrical
20. Final – Plumbing, if applicable
21. Final – Mechanical, if applicable
22. Final – Gas Piping – Mechanical, if applicable
23. Final – Hood / Equipment – Mechanical, if applicable
24. Final – Fire
25. Final – Zoning

26. Final – Storm Water – Engineering, if applicable

27. Final – Building

Permits required.

1. Electrical, if applicable
2. Mechanical, if applicable
 - a. Gas log, if applicable
 - b. Gas fireplace, if applicable
3. Gas line – Mechanical permit, if applicable
4. Plumbing, if applicable
5. Fire, if applicable
 - a. Sprinklers, if applicable
 - b. Fire Alarm, if applicable
6. Building

COMMERCIAL ALTERATION

Required documents:

Completed and signed Building Permit application with Email addresses.

- a. If the alteration is going to occur in multiple buildings or spaces then an application is needed for each building or space.
2. 2 Sets of Building plans that illustrate the method and materials of construction.
 - a. Foundation plan illustrating width, depth, and type, if applicable.
 - b. Floor plan for each story that illustrates the exiting, the use of each room, doors, stairs, etc.
 - c. Engineering may be required depending on the type, material, and method of construction, if applicable.
 - d. Energy Conservation compliance verification (ComCheck), if applicable.
6. Appointment of Lien Agent document, if improvement costs are \$30,000 and over.
7. NC State Workers Compensation Form, if improvement costs are \$30,000 and over.

Submit to:

1. Zoning
2. Building
3. Fire

Required approvals:

1. Zoning.
2. Building.
3. Electrical, if applicable
4. Mechanical, if applicable
5. Plumbing, if applicable
6. Fire

Required Inspections:

1. Slab/Footing Foundation – Building, if applicable
 - a. Slab
 - i. Underground – Plumbing
 - ii. Underground – Electrical
 - b. Footing/Foundation
 - i. Electrical bonding to rebar footing grid – Electrical
 1. Footing – Building
 2. Foundation – Building
2. Pre-subfloor framing – Building, if applicable
3. Under Slab – Plumbing, if applicable
4. Rough- in Plumbing, if applicable
5. Rough-in Mechanical, if applicable
6. Grease Hood / Equipment – Mechanical, if applicable
7. Gas piping – Mechanical, if applicable
8. Rough-in Electrical, if applicable
9. Framing – Building, if applicable
10. Above the ceiling – Electrical, if applicable
11. Above the ceiling – Mechanical, if applicable
12. Above the ceiling – Plumbing, if applicable

13. Above the ceiling – Building, if applicable
14. Insulation – Building, if applicable
15. Sewer– Plumbing, if applicable
16. Irrigation – Plumbing, if applicable
17. Temporary Power – Electrical, if applicable
18. Final – Electrical, if applicable
19. Final – Plumbing, if applicable
20. Final – Mechanical, if applicable
21. Final – Gas Piping – Mechanical, if applicable
22. Final – Hood / Equipment – Mechanical, if applicable
23. Final – Fire
24. Final – Zoning
25. Final – Storm Water – Engineering, if applicable
26. Final – Building

Permits required.

1. Electrical, if applicable
2. Mechanical, if applicable
 - a. Gas log, if applicable
 - b. Gas fireplace, if applicable
3. Gas line – Mechanical permit, if applicable

4. Plumbing, if applicable
5. Fire, if applicable
 - a. Sprinklers, if applicable
 - b. Fire Alarm, if applicable
6. Building

COMMERCIAL (NEW)

Required documents:

1. Completed and signed Building Permit application with Email addresses.
 - a. If the renovation is going to occur in multiple buildings or spaces then an application is needed for each building or space.
2. Site plan indicating the location of the commercial addition on the property with the distances from all property boundaries.
3. Structure elevation drawings illustrating the commercial addition and height from grade to top.
4. 2 Sets of Building plans that illustrate the method and materials of construction.
 - a. Foundation plan illustrating width, depth, and type.
 - b. Floor plan for each story that illustrate the exiting, each room, doors, stairs, etc.
 - c. Engineering may be required depending on the type, material, and method of construction.
 - d. Energy Conservation compliance verification (ComCheck).
6. Appointment of Lien Agent document, if improvement costs are \$30,000 and over.
7. NC State Workers Compensation Form, if improvement costs are \$30,000 and over.

Submit to:

1. Zoning
2. Building
3. Fire Department

Required approvals:

1. Zoning
2. Building
3. Electrical
4. Mechanical

5. Plumbing
6. Fire

Required Inspections:

1. Temporary Power pole – Electrical
2. Slab/Footing Foundation – Building
 - a. Slab
 - i. Underground – Plumbing
 - ii. Underground – Electrical
 - b. Footing/Foundation
 - i. Electrical bonding to rebar footing grid – Electrical
 1. Footing – Building
 2. Foundation – Building
3. Pre-Sub Floor framing – Building
4. Under slab – Plumbing
5. Rough-in Plumbing
6. Rough-in – Mechanical
7. Grease Hood / Equipment – Mechanical, if applicable
8. Gas piping – Mechanical, if applicable
9. Ductwork – Mechanical
10. Rough-in – Electrical

11. Rough-in framing – Building
12. Above the ceiling – Electrical
13. Above the ceiling – Mechanical
14. Above the ceiling – Plumbing
15. Above the ceiling – Building
16. Insulation – Building
17. Sewer / Water – Plumbing
18. Temporary Power – Electrical, (House panel power)
19. Final – Electrical
20. Final – Plumbing
21. Final – Mechanical
22. Final – Gas Piping – Mechanical, if applicable
23. Final – Hood / Equipment – Mechanical, if applicable
24. Final – Fire
25. Final – Zoning
26. Final – Storm Water – Engineering
27. Final – Building

Permits required.

1. Electrical, if applicable
 - a. Building electrical installation
2. Mechanical
 - a. Gas log, if applicable
 - b. Gas fireplace, if applicable
3. Gas line – Mechanical permit, if applicable
4. Plumbing
5. Fire, if applicable
 - a. Sprinklers, if applicable
 - b. Fire Alarm, if applicable
6. Building

CONTRACTOR'S OFFICE TRAILER

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Site plan indicating the location of the temporary location on the property with the distances from all property boundaries.
3. Engineering plans that illustrate the method of supporting the structure.
 - a. Engineering may be required depending on the type, material, and method of construction.

Submit to:

1. Zoning
2. Building
3. Fire

Required approvals:

1. Zoning.
2. Building.
3. Electrical, if applicable
4. Plumbing, if applicable

Required Inspections:

1. Foundation – Building, if trailer is required to be supported by foundation
2. Final – Electrical, in applicable
3. Final – Plumbing, in applicable
4. Final – Building, all other inspections must be completed and approved before building inspection can be requested.

Permits required.

1. Electrical, if applicable
2. Plumbing, if applicable
3. Building

CONVERSION OF GARAGE TO LIVING SPACE

Required documents:

1. Completed and signed Building Permit application
 - a. Address of the residence
 - b. Email address of contractor and owner.
2. Building plans would include floor plan and other details to define the scope of work.
3. Appointment of Lien Agent document, if improvement costs are \$30,000 and over.
4. NC State Workers Compensation Form, if improvement costs are \$30,000 and over.

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building
3. Electrical
4. Plumbing, if applicable
5. Mechanical

Required Inspections:

1. Rough-in – Electrical
2. Rough-in – Mechanical
3. Under slab – Plumbing, if applicable
4. Rough-in – Plumbing, if applicable
5. Framing – Building

6. Insulation – Building
7. Final – Mechanical
8. Final – Electrical
9. Final - Plumbing, if applicable
10. Final – Building –

Permits required.

1. Building
2. Electrical
3. Mechanical
4. Plumbing

DAYCARE DHHS INSPECTION E / I-4 / I-2

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Documentation from DHHS indicating likely level of authorization service with the number of children possible.
3. Floor plan that illustrates the layout of the space, with each room identified to the age of the children likely to be in that room.
4. Appendix B – Building Code Summary
5. Identified exits and if there is any elevation change greater than ½ inches provide accessible ramps.
6. Every room that will have children 2 ½ years old and younger must have an exit directly outside.
7. Hours of operation and number of shifts.
8. Email confirmation from DHHS or other similar documentation that provides the number of children allowed.
9. Appointment of Lien Agent document, if improvement costs are \$30,000 and over.
10. NC State Workers Compensation Form, if improvement costs are \$30,000 and over.

Submit to:

1. Zoning
2. Building
3. Fire

Required approvals:

1. Zoning
2. Building
3. Electrical
4. Plumbing

5. Mechanical

6. Fire

Required Inspections:

1. Temporary Power pole – Electrical, if applicable

2. Slab/Footing Foundation – Building, if applicable

a. Slab

i. Underground – Plumbing

ii. Underground – Electrical

b. Footing/Foundation

i. Electrical bonding to rebar footing grid – Electrical

1. Footing – Building

2. Foundation – Building

3. Pre-subfloor Framing – Building, if applicable

4. Under Slab – Plumbing, if applicable

5. Rough-in Plumbing, if applicable

6. Rough-in Mechanical

7. Grease Hood / Equipment – Mechanical, if applicable

8. Gas piping – Mechanical, if applicable

9. Rough-in Electrical

10. Framing – Building

11. Above the ceiling – Electrical, if applicable

12. Above the ceiling – Mechanical, if applicable
13. Above the ceiling – Plumbing, if applicable
14. Above the ceiling – Building, if applicable
15. Insulation – Building
16. Sewer / Water– Plumbing, if applicable
17. Temporary Power – Electrical
18. Final – Electrical
19. Final – Plumbing, if applicable
20. Final – Mechanical, if applicable
21. Final – Gas Piping – Mechanical, if applicable
22. Final – Hood / Equipment – Mechanical, if applicable
23. Final – Fire
24. Final – Zoning
25. Final – Storm Water – Engineering, if applicable
26. Final – Building

Permits required.

1. Electrical, if applicable
2. Mechanical, if applicable
3. Plumbing, if applicable
4. Building

DAYCARE DHHS INSPECTION R-4

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Documentation from DHHS indicating likely level of authorization service for 0 to 12 children.
3. Floor plan that illustrates the layout of the space, with each room identified to the age of the children likely to be in that room.
4. Identified exits and if there is any elevation change greater than ½ inches provide accessible ramps.
5. Every room that will have children 2 ½ years old and younger must have an exit directly outside.
6. Hours of operation and number of shifts.
7. Blue DHHS inspection form must be provided by the Applicant

Submit to:

1. Zoning
2. Building
3. Fire

Required approvals:

1. Zoning
2. Building
3. Electrical, if applicable
4. Plumbing, if applicable
5. Mechanical, if applicable
6. Fire

Required Inspections:

1. Rough-in– Electrical
2. Rough-in– Mechanical, if applicable
3. Under slab– Plumbing, if applicable
4. Framing – Building
5. Insulation- Building
6. Final – Mechanical
7. Final – Electrical
8. Final - Plumbing
9. Final – Building

Permits required if work is necessary and/or identified.

1. Electrical, if applicable
2. Mechanical, if applicable
3. Plumbing, if applicable
4. Building

Permits required.

1. Electrical, if applicable
2. Mechanical, if applicable
3. Plumbing, if applicable
4. Building

DAYCARE DHHS INSPECTION R-3

Required documents:

1. Documentation from DHHS indicating likely level of authorization service for 0 to 8 children.
2. Hours of operation and number of shifts.

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building

Required Inspections:

1. No inspection is required, if this residence is classified by DHHS as an R-3

Permits required.

1. Final- Building

DEMOLITION

Required documents:

1. Completed and signed Demolition Permit application with Email addresses.
2. Sign – offs from all utilities providers.
3. An asbestos evaluation of the structure will be required as part of the submittal.
4. A complete demolition would include every part of the building and foundation, sidewalk, driveway, etc. to be removed from the site

Submit to:

1. Building
2. Zoning

Required approvals:

1. Building
2. Zoning

Required Inspections:

1. Final – Building

Permits required.

1. Demolition

ELECTRICAL PERMIT

Required documents:

1. Completed and signed Electrical Permit application with Email addresses.
 - a. A single electrical permit can be issued if electrical work is not associated with any other construction.
 - b. Electrical work associated with other construction must have the Building Permit issued and paid before the Electrical Permit can be issued.

Submit to:

1. Building

Required approvals:

1. Electrical

Required Inspections:

1. Depends on the type and amount of work – Electrical
 - a. T- pole
 - b. Under slab
 - c. Underground
 - d. Service replacement
 - e. Damage electrical
 - f. Upgrade to service equipment

Permits required.

1. Electrical

FENCE

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Site plan indicating the location of the fence on the property.
3. Style of fence.

Submit to:

1. Zoning
2. Building, only if over 6 feet or associated with a pool.

Required approvals:

1. Zoning
2. Building, if applicable

Required Inspections:

1. Final – Building, if applicable

Permits required.

1. Building, if applicable

GAS PREFAB FIREPLACE

Required documents:

1. Completed and signed Mechanical Permit application
 - a. Address of the residence
 - b. Email address of contractor and owner.
2. If any other trade permits are part of the building project, then a building permit must be issued first.
3. Number of BTU's
4. Indicate if gas logs are to be included in the permit

Submit to:

1. Building

Required approvals:

1. Building
2. Electrical, if applicable

Required Inspections:

1. Rough-in – gas prefab fireplace – Mechanical
2. Gas piping – Mechanical, if applicable
3. Rough-in – Electrical, if applicable.
4. Final – Electrical, if applicable.
5. Final Gas piping – Mechanical, if applicable
6. Final – Mechanical –

Permits required.

1. Gas prefab fireplace – Mechanical
2. Gas piping – Mechanical, if applicable
3. Gas logs – Mechanical, if applicable
4. Electrical, if applicable.

GAS LOG

Required documents:

1. Completed and signed Mechanical Permit application
 - a. Address of the residence
 - b. Email address of contractor and owner.
2. If any other trade permits are part of the building project, then a building permit must be issued first.

Submit to:

1. Building

Required approvals:

1. Building

Required Inspections:

1. Gas logs – Mechanical
2. Final – Mechanical

Permits required.

1. Gas logs – Mechanical

GAS PIPING

Required documents:

1. Completed and signed Mechanical Permit application
 - a. Address of the residence
 - b. Email address of contractor and owner.
2. If any other trade permits are part of the building project, then a building permit must be issued first.
3. Number of BTU's of all gas appliances
4. Length of gas piping from meter discharge to furthest appliance
5. Gas pressure provided from the meter

Submit to:

1. Building

Required approvals:

1. Building

Required Inspections:

1. Gas piping – Mechanical
2. Final – Mechanical

Permits required.

Gas piping – Mechanical

NOTE: Letter from Department of Insurance dated October 2, 2013 indicates the State Building Code Council determined the reference exemption provision of NCGS 87-43.1 would apply to installing the bonding conductor from the point where the gas service enters the building or structure and running it to a readily accessible external mounted intersystem bonding termination device, an approved grounding electrode conductor or an approved grounding electrode such as the metal frame of the building or structure, or rod, or pipe, but outside of any energized electrical panels. If when such external connections are not available, a licensed electrical contractor will be required to make the connection inside an energized electrical panel, or provide a termination device for use by the public.

HOUSE MOVE TO NEW LOCATION

Required documents:

1. Completed and signed Building Permit application
 - a. Present address of the building
 - b. New address house will be moved to
 - c. Email address of contractor, owner, and professional architect / engineer.
2. Site plan indicating the location of the building on the new lot
3. Foundation plan for the new location
4. Appointment of Lien Agent document (Projects \$30,000 and over)
5. NC State Workers Compensation Form (Projects \$30,000 and over)
6. Any possible engineering designs
7. **NOTE:** NC Building Code Section 3410 states “Structures moved into or within the [City] shall comply with the provisions of this code for new structures.”

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building
3. Electrical
4. Plumbing
5. Mechanical

Required Inspections:

1. T-Pole - Electrical
2. Slab/Footing Foundation – Building, if applicable
 - a. Slab
 - i. Underground – Plumbing
 - ii. Underground – Electrical
 - b. Footing/Foundation
 - i. Electrical bonding to rebar footing grid – Electrical
 1. Footing – Building
 2. Foundation – Building
3. Rough-in – Electrical
4. Rough-in – Mechanical
5. Under slab – Plumbing, if applicable
6. Rough-in – Plumbing
7. Framing – Building
8. Insulation – Building
9. Gas piping - Mechanical, if applicable
10. Sewer / Water – Plumbing
11. Temporary Power – Electrical –
12. Final – Gas piping – Mechanical, if applicable

13. Final – Storm water – Engineering

14. Final – Mechanical

15. Final – Electrical

16. Final - Plumbing

17. Final – Building –

Permits required.

1. Building
2. Electrical
3. Mechanical – Gas piping – if applicable
4. Plumbing

MANUFACTURED HOME PLACEMENT

Required documents:

1. Completed and signed Manufactured Home Placement Permit application
 - a. Address of the project
 - b. Email address of contractor and owner.
 - c. Name of person who legally owns the Manufactured Home.
 - d. Name of MH Set-up contractor.
 - e. Identify if electrical, plumbing, and/or mechanical work will be done.
 - f. Vin Number, year built, and serial number.
2. Site plan indicating the location of the manufactured home.
3. If the manufactured home will be located in a Mobile Home Park, then provide the space number and name of Mobile Home Park
4. Provide the manufactured home placement foundation design.

Submit to:

1. Zoning
2. Building

Required approvals:

1. Building
2. Electrical
3. Plumbing

Required Inspections:

1. Mobile Home Electrical Connection – Electrical
2. Sewer connection – Plumbing

3. Final – Building

Permits required.

1. Mobile Home Electrical Connection – Electrical
2. Sewer / water connection – Plumbing
3. HVAC – Mechanical, if applicable
4. Manufactured Home Placement – Building

MECHANICAL PERMIT

Required documents:

1. Completed and signed Mechanical Permit application with Email addresses.
 - a. A single Mechanical permit can be issued if Mechanical work is not associated with any other construction.
 - b. Mechanical work associated with other construction must have the Building Permit issued and paid before the Mechanical Permit can be issued.

Submit to:

1. Building

Required approvals:

1. Mechanical

Required Inspections:

1. Depends on the type and amount of work – Mechanical
 - a. Gas piping
 - b. Duct work
 - c. Gas Prefab Fireplace (Apartment)
 - d. Gas Logs (Apartment)
 - e. Change outs – HVAC / AC
 - f. Dryer vent
 - g. Duct seal
 - h. Rough-in
 - i. Flue / Gas venting
 - j. Final

Permits required.

1. Mechanical

MODULAR BUILDING

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Site plan indicating the location on the property with the distances from all other buildings and property.
3. Accessibility ramp plans.
4. Type of occupancy/use of modular building and 3rd Party Label designation.
5. Modular will need to have NC State tag stipulating the use the structure was designed
6. Engineering plans that illustrate the method of supporting the structure.
 - a. Engineering may be required depending on the type, material, and method of construction.
7. Appointment of Lien Agent document (Projects \$30,000 and over)
8. NC State Workers Compensation Form (Projects \$30,000 and over)

Submit to:

1. Zoning
2. Building
3. Fire

Required approvals:

1. Zoning
2. Building
3. Electrical
4. Plumbing
5. Mechanical
6. Fire

Required Inspections:

1. Foundation – Building
2. Final – Zoning
3. Final – Engineering
4. Final – Electrical
5. Final – Plumbing
6. Final – Building

Permits required.

1. Electrical
2. Plumbing
3. Building

MODULAR BUILDING – ADDITION

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Site plan indicating the location on the property with the distances from all other buildings and property.
3. Accessibility ramp plans.
4. Type of occupancy/use of modular building and 3rd Party Label designation.
5. Modular will need to have NC State tag stipulating the use the structure was designed
6. Engineering plans that illustrate the new construction.
 - a. Engineering is required to determine the method of construction.
7. ComCheck for energy verification for the new addition.
8. Appointment of Lien Agent document (Projects \$30,000 and over)
9. NC State Workers Compensation Form (Projects \$30,000 and over)
10. Historical Review Commission for a Certificate of Appropriateness (if applicable).

Submit to:

1. Zoning
2. Building
3. Fire

Required approvals:

1. Zoning
2. Building
3. Electrical
4. Plumbing, if applicable
5. Mechanical
6. Fire

Required Inspections:

1. Foundation – Building
2. Rough-in – Electrical
3. Rough-in – Mechanical
4. Rough-in – Plumbing, if applicable
5. Insulation – Building
6. Above the ceiling – Electrical
7. Above the ceiling – Mechanical
8. Above the ceiling – Plumbing, if applicable
9. Above the ceiling – Building, all trades must be completed and approved before calling for an above the ceiling building inspection
10. Final – Zoning
11. Final – Engineering
12. Final – Electrical
13. Final – Plumbing
14. Final – Fire
15. Final – Building

Permits required.

1. Electrical
2. Plumbing, if applicable
3. Building
4. Mechanical

MODULAR BUILDING – RENOVATION

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Site plan indicating the location on the property.
3. Accessibility ramp plans.
4. Type of occupancy/use of modular building
5. Modular will need to have NC State tag stipulating the use the structure was designed
6. Engineering plans that illustrate the renovation construction.
 - a. Engineering is required to determine the method of construction.
7. ComCheck for energy verification for the renovation addition.
8. Appointment of Lien Agent document (Projects \$30,000 and over)
9. NC State Workers Compensation Form (Projects \$30,000 and over)
10. Historical Review Commission for a Certificate of Appropriateness (if applicable).

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building
3. Electrical, if applicable
4. Plumbing, if applicable
5. Mechanical, if applicable

Required Inspections:

1. Foundation – Building, if applicable
2. Rough-in – Electrical, if applicable
3. Rough-in – Mechanical, if applicable
4. Rough-in – Plumbing, if applicable
5. Insulation – Building, if applicable
6. Above the ceiling – Electrical, if applicable
7. Above the ceiling – Mechanical, if applicable
8. Above the ceiling – Plumbing, if applicable
9. Final – Zoning
10. Final – Engineering
11. Final – Electrical, if applicable
12. Final – Plumbing, if applicable
13. Final – Mechanical, if applicable
14. Final – Building

Permits required.

1. Electrical, if applicable
2. Plumbing, if applicable
3. Building
4. Mechanical, if applicable

PATIO COVER

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Site plan indicating the location of the patio cover on the property with the distances from all property boundaries.
3. Detail drawings illustrating the patio cover attachment method to the residence.
4. Building plans that illustrate the method and materials of construction.
 - a. Engineering may be required depending on the type, material, and method of construction.
 - b. Detail on post's placement and connection to the foundation

Submit to:

1. Zoning.
2. Building

Required approvals:

1. Zoning
2. Building

Required Inspections:

1. Foundation – Building
2. Framing – Building
3. Final – Electrical, if applicable
4. Final – Building

Permits required.

1. Electrical (if electrical is part of the project)
2. Building

PLUMBING PERMIT

Required documents:

1. Completed and signed Plumbing Permit application with Email addresses.
 - a. A single Plumbing permit can be issued if Plumbing work is not associated with any other construction.
 - b. Plumbing work associated with other construction must have the Building Permit issued and paid before the Plumbing Permit can be issued.

Submit to:

1. Building

Required approvals:

1. Plumbing

Required Inspections:

1. Depends on the type and amount of work – Plumbing
 - a. Underground
 - b. Under slab
 - c. Under Slab test
 - d. Rough-in – Plumbing
 - e. Sewer / Water
 - f. Above the Lay-in Ceiling
 - g. Final

Permits required.

1. Plumbing

PORCH

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Site plan indicating the location of the porch from all property boundaries.
3. Detail drawings illustrating the porch attachment method to the residence.
4. Building plans that illustrate the method and materials of construction.

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building

Required Inspections:

1. Foundation – Building
2. Rough-in framing – Building
3. Final – Zoning
4. Final – Electrical
5. Final – Building

Permits required.

1. Electrical
2. Building

RESIDENTIAL – SINGLE FAMILY DWELLING

(NEW)

Required documents:

1. Completed and signed Building Permit application
 - a. Address of the residential building with lot and parcel number
 - b. Email address of contractor, owner, and if applicable - professional architect / engineer.
2. Site plan indicating the location residence and any other structures such as detached garage
3. Building plans would include architectural design plans.
4. Appointment of Lien Agent document (Projects \$30,000 and over)
5. NC State Workers Compensation Form (Projects \$30,000 and over)
6. Any possible engineering designs

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building
3. Electrical
4. Plumbing
5. Mechanical

Required Inspections:

1. T-Pole - Electrical
2. Slab/Footing Foundation
 - a. Slab
 - i. Underground – Plumbing
 - ii. Underground – Electrical
 1. Slab – Building
 - b. Footing/Foundation
 - i. Electrical bonding to rebar footing grid – Electrical
 1. Footing – Building
 2. Foundation – Building
3. Pre- subfloor framing – Building
4. Rough-in – Electrical
5. Under slab – Plumbing
6. Rough-in– Plumbing
7. Gas Prefab Fireplace – Mechanical , if applicable
8. Gas piping – Mechanical, if applicable
9. Rough-in – Mechanical
10. Framing – Building
11. Insulation – Building

12. Sewer / Water – Plumbing
13. Final – Gas logs – Mechanical
14. Final – Storm water – Engineering
15. Final – Mechanical
16. Final – Electrical
17. Final – Plumbing
18. Final – Building

Permits required.

1. Building
2. Electrical
3. Mechanical – Gas Prefab fireplace – if applicable
4. Mechanical – Gas Log – if applicable
5. Mechanical – Gas piping – if applicable
6. Mechanical
7. Plumbing

RESIDENTIAL – ADDITION

Required documents:

1. Completed and signed Building Permit application
 - a. Address of the residential building
 - b. Email address of contractor, owner, and if applicable - professional architect / engineer.
2. Site plan indicating the location residential addition to the property boundaries
3. Building plans would include architectural design plans illustrating the scope of work.
4. Appointment of Lien Agent document (Projects \$30,000 and over)
5. NC State Workers Compensation Form (Projects \$30,000 and over)
6. Any possible engineering designs

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building
3. Electrical
4. Plumbing, if applicable
5. Mechanical

Required Inspections:

1. T-Pole – Electrical (If applicable)
2. Slab/Footing Foundation
 - a. Slab
 - i. Underground – Plumbing
 - ii. Underground – Electrical
 1. Slab – Building
 - b. Footing/Foundation
 - i. Electrical bonding to rebar footing grid – Electrical
 1. Footing – Building
 - c. Foundation – Building
3. Pre-subfloor framing – Building (If applicable)
4. Rough-in – Electrical
5. Under slab – Plumbing, if applicable
6. Rough-in Plumbing, if applicable
7. Gas prefab fireplace – Mechanical (If applicable)
8. Gas piping – Mechanical (If applicable)
9. Rough-in – Mechanical
10. Framing – Building
11. Insulation – Building

12. Sewer / Water – Plumbing, if applicable

13. Final – Gas Prefab / logs – Mechanical

14. Final – Mechanical

15. Final – Electrical

16. Final – Plumbing, if applicable

17. Final – Building

Permits required.

1. Building

2. Electrical

3. Mechanical – Gas Prefab fireplace – if applicable

4. Mechanical – Gas Log – if applicable

5. Mechanical – Gas piping – if applicable

6. Mechanical

7. Plumbing, if applicable

RESIDENTIAL – DECK

Required documents:

1. Completed and signed Building Permit application
 - a. Address of the residential building
 - b. Email address of contractor, owner, and if applicable - professional architect / engineer.
2. Site plan indicating the deck location, size, and distance from property boundaries
3. Building plans would include architectural design plans illustrating the scope of work.
4. Appointment of Lien Agent document (Projects \$30,000 and over)
5. NC State Workers Compensation Form (Projects \$30,000 and over)

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building

Required Inspections:

1. Footing – Building
2. Pre-subfloor framing – Building
3. Final – Building

Permits required.

1. Building

RESIDENTIAL – Alteration

Required documents:

1. Completed and signed Building Permit application
 - a. Address of the residential building
 - b. Email address of contractor, owner, and if applicable - professional architect / engineer.
2. Site plan indicating the location of the residential dwelling
3. Building plans would include architectural design plans illustrating the scope of work.
4. Appointment of Lien Agent document (Projects \$30,000 and over)
5. NC State Workers Compensation Form (Projects \$30,000 and over)
6. Any possible engineering designs

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building
3. Electrical, if applicable
4. Plumbing, if applicable
5. Mechanical, if applicable

Required Inspections:

1. Pre-subfloor framing – Building, if applicable
2. Rough-in – Electrical, if applicable
3. Rough-in – Mechanical, if applicable

4. Under slab – Plumbing, if applicable
5. Rough-in– Plumbing, if applicable
6. Framing –
7. Insulation – Building, if applicable
8. If gas prefab fireplace, Gas prefab fireplace – Mechanical
9. If gas prefab fireplace and other gas appliances, Gas piping - Mechanical
10. Final – Gas logs – Mechanical, if applicable
11. Final – Mechanical, if applicable
12. Final – Electrical, if applicable
13. Final – Plumbing, if applicable
14. Final – Building

Permits required.

1. Building
2. Electrical, if applicable
3. Mechanical – Gas Prefab fireplace – if applicable
4. Mechanical – Gas Log – if applicable
5. Mechanical – Gas piping – if applicable
6. Mechanical, if applicable
7. Plumbing, if applicable

RETAINING WALL ≥ 4 FEET

Required documents:

1. Completed and signed Building Permit application
 - a. Address of the property
 - b. Email address of contractor, owner, and if applicable - professional architect / engineer.
2. Site plan indicating the retaining wall location, height, length, and distance from property boundaries
3. Building plans would include footing and foundation plans illustrating the scope of work.
 - a. The distance from any structure to the retaining wall
 - b. If there is irrigation to the high side of the retaining wall
 - c. If there is a driveway or vehicle path on the high side of the wall and distance from the wall
4. Appointment of Lien Agent document (Projects \$30,000 and over)
5. NC State Workers Compensation Form (Projects \$30,000 and over)
6. If Engineering designs are necessary they must be completed by a NC Licensed Engineer

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building

Required Inspections:

1. Footing – Building
2. Framing – Building, if applicable
3. Final – Building

Permits required.

1. Building

RE-ROOFING

Required documents:

1. Completed and signed Building Permit application
 - a. Address of the property
 - b. Email address of contractor and owner.
2. Detailed description illustrating the scope of work.
 - a. Type of roofing material and that it meets 110 mph standards
 - b. Number of roofing layers on the structure
 - c. Whether the roof decking will be replaced
3. Appointment of Lien Agent document (Projects \$30,000 and over)
4. NC State Workers Compensation Form (Projects \$30,000 and over)

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building

Required Inspections:

1. Framing- Roof decking – Building, if applicable
2. Insulation – Building, if applicable
3. Final – Building

Permits required.

1. Building

SCREENED PORCH

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Site plan indicating the location of the porch from all property boundaries.
3. Detail drawings illustrating the porch attachment method to the residence.
4. Provide the area of wall and screened openings to insure that at least 40% is open.
5. Building plans that illustrate the method and materials of construction.
6. The foundation of the screened porch is required to meet the same standard as a foundation required for the single family dwelling.

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building

Required Inspections:

1. Foundation – Building
2. Pre-subfloor framing – Building, if applicable
3. Final – Electrical, if applicable
4. Final –

Permits required.

1. Electrical
2. Building

STORAGE SHED

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Site plan indicating the location of the shed from all property boundaries.
3. Indicate the size of the shed
 - a. Illustrating the shed attachment method to the ground.
 - b. Illustrate the method and materials of construction.

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building

Required Inspections:

1. Foundation – Building
2. Framing – Building
3. Final – Building

Permits required.

1. Building

SHELL BUILDING

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Site plan indicating the location of the commercial shell building with the distances from all property boundaries.
3. Floodplain preliminary elevation certificate (if applicable)
4. Building drawings illustrating the commercial shell building.
5. Building plans that illustrate the method and materials of construction.
 - a. Foundation plan illustrating the slab and any voids for utilities.
 - b. Engineering may be required depending on the type, material, and method of construction.
 - c. Energy Conservation compliance verification (ComCheck) for the shell.
 - d. A clear and concise description of what extent the shell will be built and what the future tenant will be responsible to complete.
6. Shell building is allowed to have the following level of construction for the following trades:
 - a. Electrical – electrical panel with main feed to the main lugs only.
 - b. Mechanical – roof curbing if this is the upfit location for the unit.
 - i. Gas can be stub out, if applicable.
 - c. Plumbing – stub out for water to the building and stub out of sewer.
 - d. The complete electrical, mechanical, and plumbing will be submitted at the time of the upfit submittal.
7. Appointment of Lien Agent document (Projects \$30,000 and over)
8. NC State Workers Compensation Form (Projects \$30,000 and over)

Submit to:

1. Zoning
2. Building
3. Fire

Required approvals:

1. Zoning
2. Building
3. Electrical
4. Mechanical
5. Plumbing
6. Planning
7. Engineering
8. Fire

Required Inspections:

1. Temporary Power pole – Electrical
2. Slab/Footing Foundation
 - a. Slab
 - i. Underground – Plumbing
 - ii. Underground – Electrical
 1. Slab – Building
 - b. Footing/Foundation
 1. Footing – Building
 2. Foundation – Building

3. Pre- subfloor Framing – Building, if not a slab design foundation
4. Rough-in – Electrical
5. Gas line – Mechanical, if applicable
6. Framing – Building
7. Insulation – Building, if part of the scope of work for the shell
8. Final – Electrical
9. Final – Plumbing
10. Final – Fire
11. Final – Zoning
12. Final – Engineering – Storm water
13. Final – Building

Permits required.

1. Electrical
2. Gas line – Mechanical, if applicable
3. Plumbing
4. Building

SIGN - POLE

Required documents:

1. Completed and signed Building Permit application
 - a. Address of the property the sign will be located
 - b. Email address of contractor, owner.
2. Site plan indicating the location of the pole sign and distance from any structure and property boundaries
3. Complete and detailed description that illustrates and defines the scope of work.
4. Appointment of Lien Agent document (Projects \$30,000 and over)
5. NC State Workers Compensation Form (Projects \$30,000 and over)
6. Structural Engineering calculations using 110 mph wind speed and soil bearing pressure (lateral and vertical) to provide evidence the sign design and foundation complies with the 2012 NC Building Code minimum standards

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building
3. Electrical, if applicable

Required Inspections:

1. Foundation – Building
2. Sign – Electrical, if applicable

3. Final – Electrical, if applicable

4. Final – Building

Permits required.

1. Building

2. Electrical, if applicable

SOLAR PANELS

Required documents:

1. Completed and signed Building Permit application
 - a. Address of the property the solar panels will be located
 - b. Email address of contractor, owner.
2. Site plan indicating the location of the solar panels and distance from any structure and property boundaries
3. Complete and detailed description that illustrates and defines the scope of work.
4. Appointment of Lien Agent document (Projects \$30,000 and over)
5. NC State Workers Compensation Form (Projects \$30,000 and over)
6. If the solar panels are elevated, structural engineering calculations using 110 mph wind speed to provide evidence the solar panel anchoring design complies with the 2012 NC Building Code minimum standards
7. Electrical engineering plans that provide the solar panels grid and connection to the utility meter, electrical supply panel, etc.

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building
3. Electrical

Required Inspections:

1. Foundation – Building
2. Rough-in – Electrical
3. Final – Electrical
4. Final – Building

Permits required.

1. Building
2. Electrical

SUNROOM

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Site plan indicating the location of the sunroom from all property boundaries.
3. Detail drawings illustrating the sunroom attachment method to the residence.
 - a. Indicate any house windows that open directly into the proposed sunroom.
 - b. Indicate if any of the windows are bedroom windows.
 - i. If they are bedroom windows, the 40 percent of the sunroom walls are open or are enclosed only by insect screening
4. If prefab metal structure, provide engineering for the sunroom.
5. If the sunroom is wood framed construction then:
 - a. Illustrate the construction that includes:
 - i. Rafter and floor joist lengths;
 - ii. Rafter and floor wood species and size;
 - iii. Type of glazing, and height of glazing.
 - iv. Type of flooring
 - v. Ceiling height
6. The foundation of the sunroom is required to be engineered.
7. Appointment of Lien Agent document (Projects \$30,000 and over)
8. NC State Workers Compensation Form (Projects \$30,000 and over)

Submit to:

1. Zoning
2. Building Inspections

Required approvals:

1. Zoning
2. Building
3. Electrical

Required Inspections:

1. Foundation – Building
2. Pre-subfloor framing – Building
3. Final – Electrical
4. Final – Building

Permits required.

1. Electrical
2. Building

SWIMMING POOL / FENCE

Required documents:

1. Completed and signed Building Permit application
 - a. Address of the property the swimming pool will be located
 - b. Email address of contractor, owner.
2. Site plan indicating the location of the swimming pool and fence
3. Complete and detailed description that illustrates and defines the scope of work.
4. Appointment of Lien Agent document (Projects \$30,000 and over)
5. NC State Workers Compensation Form (Projects \$30,000 and over)

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building
3. Electrical

Required Inspections:

1. Underground – Electrical
2. Equipment Potential bonding grid – Electrical
3. Rough-in Electrical (Bonding / Pool light – potting compound) – Electrical
4. Final - Electrical
5. Final – Building, Includes Fence requirements per code

Permits required.

1. Building
2. Electrical