



Inspection Procedure Handout

Contact Information

Currituck County
Planning and Community Development
Central Permitting Division

Mainland Office

153 Courthouse Road, Suite G107
Currituck, NC 27929

Mainland Phone: 252.232.3378

Mainland Fax: 252.232.3470

Corolla Office

1123 Ocean Trail
PO Box 73
Corolla, NC 27927

Corolla Phone: 252.453.8555

Corolla Fax: 252.453.8300

Website: www.co.currituck.nc.us/planning-community-development

General

Inspection requests must be received by 3:00 pm one business day before the requested inspection. Inspections are scheduled in accordance with workload between 8:00 am and 5:00 pm, Monday through Friday.

The Inspection Division will post the Daily Inspection Schedule each day by 6:00 pm. The daily inspection schedule includes the building permit number, the job site address, an estimated two hour arrival time, and the building inspector who will be performing the inspection. To access this information visit www.currituckinspections.com.

It is the responsibility of the owner or the contractor to call the Inspections Division to schedule each inspection. Inspections should not be scheduled until work is completed.

One set of approved building plans (stamped by Building Inspector) must be on the jobsite for all inspections. Failure to have the approved plans on site at the time of inspections will result in inspections not being performed.

Permits expire six (6) months from the date of issuance, unless construction has begun. Once construction has begun within the first six (6) months, the permit will remain valid, as long as work is progressing. If at any time work ceases for a period of twelve (12) consecutive months, the permit will expire per General Statutes G.S. 153A-358. In order to continue working on the project, new permits must be obtained.

Construction associated with a residential building and/or non-residential building permit must be in accordance with the North Carolina State Building Code. The following is a summary of required and recommended inspection categories and submittal documents.

The following inspections are required by the State Of North Carolina:

1. Footing inspection
2. Under Slab inspection, as appropriate
3. Foundation/Crawl Space inspection
4. Building Framing inspection
5. Rough-in inspection
6. Fire Protection inspection
7. Insulation inspection
8. Final inspection

The following inspections are recommended by Currituck County:

1. Box/Open Floor inspection
2. Final Electric inspection

A. Temporary Power Pole (saw pole) Inspection

Temporary power pole (saw pole) inspections shall be made after the temporary service pole is installed that meets the utility company standards and the state codes.

(1) Power Company Work Request Number

The applicant must obtain a work request number from Dominion NC Power. Properties serviced by Albemarle Electric Membership Corp are not issued a work request number. After the approval of the temporary power pole (saw pole) inspection, Central Permitting will request the power company to install the meter.

B. Footing Inspection

Footing inspections require all property lines to be identified with pins and string or staked by a surveyor to determine compliance with setbacks. The inspection is performed prior to installation of pilings and before the concrete is poured. The following specific provisions shall apply for each of the foundation styles:

(1) Concrete Block Foundation

Trenches shall be excavated, reinforcing steel and supports are in place and tied at the time of footing inspection. Grade stakes shall be in place indicating the proper depth of footing and all necessary forms and bulkheads are in place and braced, before concrete is placed.

(2) Slab Foundation

When plumbing is located in the slab foundation, a test in accordance with the NC Residential & Plumbing Codes shall be performed and inspected prior to the under slab inspection.

(3) Piling Foundation

Pilings shall be located on the job site but not placed into the ground. The corners of the house shall be identified.

C. Under Slab Inspection, as appropriate

Under slab inspections, as appropriate, shall be made after all materials and equipment to be concealed by the concrete slab are completed. Proof of termite treatment shall be on site.

D. Foundation/Crawl Space Inspection

Foundation/crawl space inspections shall be made after all foundation supports are installed. Crawl space leveling, ground clearances, and positive drainage can be inspected at future inspections.

E. Box/Open Floor Inspection (recommended)

Box/open floor inspections shall be made after all foundation supports are installed. Foundation supports include all piers, girders, and floor joist. Sub-flooring shall not be installed before the approval of the box inspection. The crawl space shall be free of vegetation.

F. Building Framing Inspection

Building framing inspections shall be made after the roof, (excluding permanent roof covering) wall, ceiling, and floor framing is complete with appropriate blocking, bracing and fire stopping in place. The following items must be visible for inspection:

- (1) Pipes;
- (2) Chimneys and vents;
- (3) Roof flashing, chimneys, and wall openings;
- (4) Insulation baffles; and,
- (5) All lintels required to be bolted to the framing for support shall not be covered by any exterior or interior wall or ceiling finish material before approval. Work may continue without approval for lintels supported on masonry or concrete.

G. Rough-In Inspection

Rough-in inspections shall be made after all building framing and parts of the electrical, plumbing, fire protection or heating ventilation or cooling system that will be hidden from view in the finished building have been placed, but before wall, ceiling finish, or building insulation is installed. The following documentation and certificates must be approved prior to scheduling the rough-in inspection:

(1) Building Pad Elevation Certification, as appropriate

Building pad elevation certifications are required for construction located in a major subdivision that has an approved drainage plan and indicates a minimum building pad elevation for the referenced lot. The required elevation is established by the design professional and is required to prevent flooding from a ten-year storm event. The certification shall be completed by a surveyor or engineer. The building pad elevation may be submitted prior to commencement of construction but must be approved prior to scheduling the rough-in inspection.

(2) Elevation Certificate (FEMA Form 81-31), as appropriate

Elevation certificates are required for structures under construction and located in the 100-year floodplain (A, AE, VE, AEFW). Nonresidential development may provide a flood-proofing certificate if approved by the county prior to the issuance of the floodplain development permit.

(3) Trade Affidavits

Trade affidavits (electrical, mechanical, plumbing, and/or gas) shall be submitted before scheduling the first inspection for that trade.

H. Fire Protection Inspection

Fire protection inspections shall be made in all buildings where any material is used for fire protection purposes. The permit holder or his agent shall notify the Inspection Division after all fire protection materials are in place. Fire protection inspections are typically completed during rough-in inspections. Fire protection materials shall not be concealed until inspected and approved by the building inspector.

I. Insulation Inspection

Insulation inspections shall be made after an approved building framing and rough-in inspection and after the permanent roof covering is installed, with all insulation and vapor retarders in place, but before any wall or ceiling covering is applied.

J. Final Electrical Inspection (recommended)

Final electrical inspections shall be made after the electric is complete and ready to be safely energized. The septic system must be operational and the sewer line connected. Carpet may be installed after the final electric inspection. The following documentation and certificates must be approved prior to scheduling the rough-in inspection:

(1) Final Septic

The final septic system approval must be obtained from Albemarle Regional Health Services (ARHS), Environmental Health.

(2) Power Company Work Request Number

The applicant must obtain a work request number from Dominion NC Power. Properties serviced by Albemarle Electric Membership Corp are not issued a work request number. After the approval of the final electric inspection, Central Permitting will request the power company to install permanent power and the meter.

K. Final Inspection

Final inspections shall be made for each trade after completion of the work authorized under the technical codes. The structure must be complete and ready for occupancy. House numbers in accordance with the Currituck County Code of Ordinances must be displayed on the dwelling. Occupancy of the structure and placement of personal belongings may not occur until a certificate of compliance is issued. A certificate of compliance can be issued upon approval of the final inspection. Non-residential projects must be inspected and approved by the Fire Marshal and Planning Division. The following inspections, documentation, and certificates must be approved prior to scheduling the final inspection:

(1) As-Built Survey, as appropriate

Construction projects that require the submittal of an as-built survey must be provided to the department. The as-built survey shall illustrate all the property boundaries and all improvements on the property including such items as structures, parking, vehicular areas, stormwater, etc.

(2) CAMA Final Inspection, as appropriate

Construction associated with a CAMA permit must obtain an approved CAMA final inspection prior to scheduling the final building inspection.

(3) Culvert and Right-of-Way Drainage Certification or Waiver, as appropriate

A Culvert and Right-of-Way Drainage Certification or Waiver is required for all driveway culverts installed after May 16, 2005 along all public and private roads. As a general

rule an approved grading and drainage plan is filed with the Planning Department for major subdivisions approved after July, 2003 and culverts and ditch grades shall be installed in accordance with the approved plan and certified by NCDOT or a registered land surveyor or engineer. For subdivisions without an approved grading and drainage plan, excluding private access, family, and exempt subdivisions, a NCDOT representative, a registered land surveyor engineer may complete the certification. Property owners who install culverts in private access, family and exempt subdivisions shall complete the waiver. Copies of the form are provided to the applicant upon issuance of the building permit.

(4) Elevation Certificate, Finished Construction (FEMA Form 81-31), as appropriate

Elevation certificates are required for structures constructed and located in the 100-year floodplain (A, AE, VE, AEFW). The applicant must submit the finished construction elevation certificate; copies or faxes can not be accepted.

(5) Finished Floor Elevation, as appropriate

A finished floor elevation certification is required for construction located in a major subdivision that has an approved drainage plan and indicates a minimum finished floor elevation. The required elevation is established by the design professional and is required to prevent flooding from a ten-year storm event. The certification shall be completed by a surveyor or engineer.

(6) Height Certificate, as appropriate

Construction projects that require a height certification shall be completed by a surveyor or engineer. The certification will indicate the structure complies with the maximum height requirements.

(7) Recombination Plat, as appropriate

A recombination plat is required when property lines must be vacated or moved to meet county regulations. The plat shall be prepared by a surveyor and recorded in the Office of the Register of Deeds.

(8) Reinspection Fees

Reinspection fees assessed for each failed inspection must be paid prior to scheduling a final inspection.

(9) Well Final Inspection, as appropriate

All dwellings served by a new well shall submit a copy of the final well permit from Albemarle Regional Health Services, Environmental Health that indicates the new well is installed, inspected, and approved.

(10) Well Water Test

All dwellings served by a new well shall submit a copy of the lab report that indicates the well water has been tested by a water testing facility, approved, and is negative for coliform. Well water can be tested by a water testing facility. Currituck County Water Department is a local testing facility.

Non-Residential Projects

Required final inspections by the Building Inspector may not be scheduled until the zoning and the fire inspections have been approved and all required documentation is submitted and approved.

Solid Waste

Construction and demolition waste (solid waste) shall be disposed of in accordance with the Currituck County Code of Ordinance and NC Air Quality Regulations. The Currituck County Code of Ordinance requires construction and demolition waste to be disposed of at the Currituck County Transfer Station located at 216 Airport Road, Maple, NC or placed in a private dumpster located at the construction site that is also disposed of at the Currituck County Transfer Station. Such solid waste shall not be disposed of along a road side, private property, commercial dumpster sites, manned convenience centers, and/or shall not be burned.

Violation of the solid waste ordinance is punishable by a fine of up to FIVE HUNDRED DOLLARS (\$500.00) per day, and/or imprisonment for up to THIRTY (30) days. A violation of the NC Air Quality Regulations is punishable by a fine of up to TEN THOUSAND DOLLARS (\$10,000). Currituck County will strictly enforce the solid waste ordinance and air quality regulation.

Contacts

Albemarle Electric Membership Corp	252-426-8270
Albemarle Regional Health Services (ARHS)	252-232-6603
Coastal Area Management Act (CAMA)	252-264-3901 (District Office) 252-232-6026 (LPO – Mainland) 252-232-6031 (LPO – Corolla)
Central Permitting/Inspection Division	252-232-3378 (Mainland) 252-453-8555 (Corolla)
Currituck County Water Department	252-232-2769
Department of Transportation (DOT)	252-331-4737 (District Office) 252-453-2721 (Maple Maintenance)
Dominion NC Power	888-667-3000
Fire Marshal	252-232-6641
Piedmont Natural Gas	252-264-4010
Planning Division	252-232-3055 (Mainland) 252-453-8555 (Corolla)
Register of Deeds	252-232-3297
Soil & Water Conservation	252-232-3360
Tax Department	252-232-3005