

TYPICAL INSPECTIONS

Revised March 2020 to Modify Inspection notes

NOTE: Temporary toilet facilities and approved means to contain construction debris are required.

1. Erosion and Sedimentation Control.

- Prior to starting construction or land disturbing activities, sedimentation and erosion control measures must be installed. This includes silt fencing, catch basins, barriers for protecting vegetation, or any other measures required to maintain the site and to keep soil and storm water from entering public ways or adjacent properties.

2. Temporary service equipment requires a separate permit if not requested at time of Permit Application.

- Pay required fee and provide Dominion Power Project Number

REQUIRED INSPECTIONS

1. T-Pole

- Project number from Dominion is required.

2. Under-Slab Utilities Inspection (As applicable):

- Forms in place, all electrical, plumbing and /or heating and air conditioning facilities run and all required tests on plumbing and gas lines ready.
- Applicable trade release forms must be submitted prior to inspection (electrical, mechanical, plumbing).

3. Footing/ Slab inspections:

- Excavated, reinforcing steel, supports, grade posts, anchoring (*as required*) in place and termite treatment applied.

4. Foundation walls & pilings:

- Inspect block work for venting, tie downs, under house grading and debris cleanup.
- Piling invoice must be furnished prior to inspection,
- All **pilings installed** with no cuts or notching.
- Submission of as-built foundation survey required upon completion of piling inspection.

5. Shower Pan

- Code requires 2" of standing water for 15 minutes.

6. Framing/ Rough- In Inspection:

- Framing
 - Framing, nailing, strapping, bolts and so on.
 - This inspection shall be made after the roof, wall, ceiling and floor framing are complete with appropriate blocking, bracing, fasteners and tie-downs in place.
- Rough- In
 - All trades: framing-electrical-plumbing-HVAC-gas, etc. rough-ins must be uncovered and ready for inspection when the request is made and all required tests on plumbing and gas lines ready.
 - Roof covering, roof ventilation installed; exterior cladding complete, doors and windows installed, chimney and fireplace vents installed.
 - Insulation baffles, fire caulking and blocking installed.

7. Insulation:

- Before wall and ceiling finishes.
- Only after all framing and rough-in inspections are approved.

8. Final inspection:

The building inspector shall issue no certificate of occupancy without determining that the proposed building complies with the terms and conditions of the Building Codes, all pertinent adopted policies, codes and regulations of the town, the state, and the federal government. Compliance includes but is not limited to:

- Power does not have to be on.
- All work authorized under the building permit complete and all inspections approved.
- All trades complete.
- Provide energy certificate.
- Display of street numbers.
- Required trash cans—contact Town office for instruction.
- Removal of construction dumpsters, temporary toilet facilities, and debris from the property; and repair and cleanup of any affected public property and vehicular or pedestrian access ways.
- The following must be submitted prior to inspection:
 - Final water and sewer approval (Certification Form).
 - As built survey showing all structures, lot coverage and parking, building height, elevation, and V Zone certificates (as required) and any other required FEMA, CAMA, and/ or copies of engineer's documents.

COURTESY INSPECTIONS
DONE BY REQUEST ONLY

1. Nailing

- All plywood before siding / building.

2. Open floor inspection – Masonry, pile and/or structural slab:

- **As built foundation survey already submitted** and approved by town.
- Floor joist and girders before subfloor is installed.
- Floor system may be installed (except sub flooring) as applicable.

3. Pre-Final:

- The following must be submitted prior to inspection:
 - As built survey showing all structures, lot coverage and parking, building height, elevation, and V Zone certificates (as required) and any other required FEMA, CAMA, and/ or copies of engineers documents.
 - Final water and sewer approval (Certification Form).
- Installation and completion of all required off-street parking and drive aisle.
- This inspection is required if power is needed for the Final Inspection.

OTHER INSPECTIONS

1. Certificates of Occupancy/Compliance:

- Certificates are issued after the successful completion of all work authorized under the project permits and compliant with all other applicable local, state and/or federal regulations.

2. Re-inspections:

- Re-inspection charges must be paid prior to re-inspection.

IT IS UNLAWFUL TO USE OR OCCUPY NEW CONSTRUCTION UNTIL A CERTIFICATE OF COMPLIANCE/OCCUPANCY HAS BEEN ISSUED. NC Administrative And Enforcement Code 307.1

*Penalty for failing to call for required inspections
50% of original permit cost*

1. Requesting

- Contact Jim Gould or Melissa Felthousen before 4pm the day before by calling 252-255-1234 or emailing zoning@townofduck.com. If Jim or Melissa are unavailable, Sandy Cross can assist.

2. Field Inspections

- Usually between 10:30 am and 12:30 pm or 1:30 pm and 4:30 pm.
- Usually within 24 hours of request or sooner (*but could take longer*).
- Scheduled times are tentative and subject to a one- hour window before/ after time scheduled.
- We will try to schedule an inspection time to coordinate with Dominion Power for existing electrical service “change-over”.

3. Inspection Results

- Available on duckpermits.com.
- Inspection results will be made available as quickly as possible.

4. Correction Notice

- Notice left on job site (*if possible*) and available on duckpermits.com.
- Reasonable attempts may be made to contact the contractor in certain situations.

5. Re-inspections

- Re-inspection fees must be paid before requesting a re-inspection.
- When it is reasonable to verify a single violation on the next required inspection the inspector (*at his or her sole discretion*) may allow the contractor to continue work after paying the re-inspection fee.