



## TOWN OF SOUTHERN SHORES

5375 N Virginia Dare Trl, Southern Shores, NC 27949

(252) 261-2394 tel (252) 255-0876 fax

[www.southernshores-nc.gov](http://www.southernshores-nc.gov)

**MANDATORY INSPECTIONS** not all situations will require all inspections listed below— (call 261-2394 to request inspection 24 hrs in advance. Do not call for an inspection unless you have provided or completed all the requirements for that request)

### 1) **TEMPORARY POWER POLE INSPECTION**

- a) Provide Temporary Power Project Number to Inspections Department to schedule an inspection and release the pole for meter installation. Electrical Permit Sign-off is required.

### 2) **FOUNDATION INSPECTION(s)**

*Temporary toilet facilities (Port-a-John) if required must be on site.*

*Trash container must be on site.*

Structure shall be laid off with string lines and batter boards or surveyor stakes to check required setbacks.

- a) **Piling Inspection.** Call for inspection when all pilings are on site **before pilings are placed in ground.**
- b) **Under-Slab Inspection** (if utilities under slab). Concrete forms in place, all electrical, plumbing and/or heating and air conditioning facilities run,
- c) **Slab Inspection** (no utilities) **Termite Treatment** applied and vapor barrier installed.
- d) **Footing Inspection.** Trenches excavated, grade stakes installed, reinforcing steel (rebar) and supports in place and appropriately tied, concrete forms are in place and braced, and before any concrete is placed. All non-treated form materials must be removed after concrete sets.
- e) **Bond Beam.** If required, rebar, tie down rods and cavities filled with concrete prior to fill of top course.

- 3) **STRAPPING AND SHEATHING INSPECTION.** All exterior tie downs, bolts and nailing of sheathing shall be completed.

### 4) **FRAMING INSPECTION**

- a) All Framing, Bracing, Decks, Porches, and stairways for access to building and upper floors must be installed.
- b) High Wind Zone tie downs and uplift connections (strapping, connectors, threaded rod, etc.) must be installed and visible.
- c) Submit **Foundation Survey** showing location of structure in relation to setback lines, lowest heated & unheated floor elevations, and maximum ridge height above mean sea level (msl)
- d) **Submit signed permits by licensed Sub-Contractors (Electrical, Plumbing, Mechanical, LP Gas [fuel piping])**

### 5) **ROUGH-IN INSPECTION**

- a) ***Inspection deficiencies from Framing Inspection corrected.***
- b) Roof covering, Roof Ventilation installed and entire building must be completely dried-in with felt or approved house-wrap to prevent rain or water from entering structure.
- c) Doors, windows, chimney and fireplace vents must be installed;
- d) All plumbing, electrical, and mechanical work must be roughed-in and uncovered
- e) Insulation Baffles and Fire Caulking installed.

### 6) **INSULATION INSPECTION**

- a) Inspection deficiencies from Rough-In Inspection corrected.
- b) Insulation installed in Floors (**R-19**), Walls (**R-15**), Ceiling (**R-30**). **R-30 of exposed to outside air**
- c) Window and doors chinked and all draftstopping around tub drains installed.
- d) Vapor barrier facing proper direction and intact.

**CONTINUED ON THE REVERSE SIDE**

7) **POOL BONDING, POOL DECK SLAB AND WET NITCH INSPECTIONS**, if required

8) **SHOWER PAN**, if required

9) **PRE-FINAL INSPECTION**

- a) Provide **Operation Permit** (issued by Dare County Department of Environmental Health)
- b) Provide **NC Power Permanent Project Number**
- c) All electrical, mechanical and gas appliances hooked up; smoke detectors installed, and plumbing fixtures in place;
- d) ***All requirements from prior inspections must be completed at this time;***

10) **FINAL INSPECTION – CERTIFICATE OF OCCUPANCY**

- a) **Submit “As-Built” blueline survey with lot coverage calculations and set backs on site plan.**
- b) Submit **Elevation Certificate**
- c) All required corrections from pre-final inspection of structure pertaining to all applicable NC State Building Codes;
- d) Kitchen and bathrooms operational
- e) Driveway, required parking and turnaround surfaced with suitable materials (asphalt, concrete, clay and gravel)
- f) All land disturbance stabilized and any damage to public facilities repaired;
- g) Lot and surrounding grounds must be cleared of all construction related debris;
- h) House numbers posted on post at street, minimum 3” high, easily seen from both directions;
- i) Contractor’s sign removed
- j) Temporary Toilet and Trash Bin removed. (*Trash bin, if not full, may remain upon written request of homeowner for moving-in trash only.*)

I hereby affirm that I have read, understand and received a copy of the above mandatory list of inspections and their requirements for inspection procedures.

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Applicant / agent

Date