



## TOWN OF SOUTHERN SHORES PLANNING AND CODE ENFORCEMENT

5375 N Virginia Dare Trl, Southern Shores, NC 27949

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

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

### **REQUIRED AND COURTESY INSPECTIONS**

**Please note that not all projects will require all inspections listed below.**

*Call 24 hours in advance to request inspection.*

**OFFICE HOURS 8:30am - 5:00pm, MONDAY-FRIDAY**

***Do not call for an inspection unless you have provided or completed  
ALL of the requirements for that request***

**When requesting an inspection please provide:**

**Property Owner's Name, the Street Address and the Type of Inspection requested**

**1) TEMPORARY POWER POLE - COURTESY INSPECTION**

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

**2) FOUNDATION - REQUIRED 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.*

- **Piling Inspection.** Call for inspection when all pilings are on site **AND pilings are placed in the ground** - before scheduling inspection  **MATERIALS INVOICE** must be submitted to the Inspections Department
- **Under-Slab Inspection** (if utilities under slab). Concrete forms in place, all electrical, plumbing and/or heating and air conditioning facilities run
- **Slab Inspection** (no utilities) Termite Treatment applied and vapor barrier installed
- **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.

**3) FRAMING/SHEATHING – REQUIRED INSPECTION** *All exterior tie downs, bolts and nailing of sheathing completed*

- a) IF in flood zone and IF already not obtained, submit  **UNDER CONSTRUCTION ELEVATION CERTIFICATE**
- b) Submit  **FOUNDATION SURVEY** showing location of structure in relation to setback lines, lowest heated & unheated floor elevations
- c) **HEIGHT CERTIFICATION** (if applicable) depicting maximum ridge height and top plate height (if applicable)
- d) All Framing, Bracing, Decks, Porches, and stairways for access to building and upper floors must be installed
- e) High Wind Zone tie downs and uplift connections (strapping, connectors, threaded rod, etc.) installed and visible

**4) ROUGH-IN – REQUIRED INSPECTION**

- a) Inspection deficiencies from Framing/Sheathing Inspection corrected
- b) Submit **signed permits (SIGN-OFFS) by licensed Sub-Contractors** (Electrical, Plumbing, Mechanical, LP Gas [fuel piping])
- c) 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 and 100% of siding installed
- d) Doors, windows, chimney and fireplace vents must be installed
- e) All plumbing, electrical, and mechanical work must be roughed-in and uncovered
- f) **Insulation Baffles, Fire Caulking and Air Barrier** material installed

**5) INSULATION INSPECTION – REQUIRED INSPECTION**

- a) Inspection deficiencies from Rough-In Inspection corrected
- b) Insulation installed in Floors (**R-19**), Walls (**R-15**), Ceiling (**R-30**). **R-30 if exposed to outside air**
- c) Window and doors foamed and all draft-stopping around tub and other appropriate places installed
- d) Vapor barrier facing proper direction and intact