

HOMEOWNER'S GUIDE
Construction and Inspection Procedures for single Family Dwelling
Alterations/Additions/Decks

You will need a permit if:

State law requires that permits be obtained before

- Any work that will involve the addition, repair or replacement of load bearing structures.
- Any addition or change in the design of plumbing.
- Replacing a water heater.
- Any addition, replacement, or change in the design of heating and/or air conditioning.
- The addition or replacement of any electrical wiring.
- Replacing roof covering with a different grade of fire resistance.
- Construction of any size out building if there is electrical.
- Construction of an out building if larger than 12 X 12 (or any side longer than 12 ft).
- Replacing stucco.

There is no permit required for:

- The replacement of non-structural cosmetic building elements such as
 - Floor and wall coverings
 - Molding and trim work
 - Cabinets and casework
 - Roof coverings of the same fire resistance.
- Residential accessory buildings that are no more than 12 feet in any dimension. (However, you will need to check with Planning & Zoning at (910) 230-3503).
- Replacement of electrical fixtures and components when work is not done within the wall or ceiling cavity or behind the finished wall or ceiling surface.
- Replacement of plumbing fixtures when the work does not go beyond the trap seal.
- Installation of low voltage exterior landscape lighting.

Homeowners are able to do any of the trade and building work they feel they can handle. If anyone else other than the homeowner (friend, relative, or neighbor) does the work on the project, that person (other than the homeowner) needs to be licensed by the state and have a current City of Dunn privilege license.

Homeowners may act as their own general contractor. When a homeowner acts as their own general contractor, they are assuming responsibility for all work done. If a general contractor is hired, he must be licensed if the project is over \$30,000.00. Whoever will act as the general contractor, the homeowner or someone the homeowner hires will be responsible for calling in inspections.

All contractors and sub contractors must have a current City of Dunn privilege license regardless of the cost of the project.

If you are unsure whether your project requires a permit, you may call the City of Dunn Inspections Department at (910) 230-3505 weekdays between 8:00 a.m. and 5:00 p.m.

The attached application has a check sheet to ensure that your project submittal will be complete. Once you have submitted your application packet, your application will be reviewed. Do not begin work on your project until your plans have been reviewed. You will receive a call from the Inspections Department when your permit is ready. Any additional fees will be due at that time.

- If you have applied for a deck permit, your likely inspections will include:
 - Deck footings- prior to pouring concrete
 - Deck final
 - Building final
- If you have applied for a screened-in porch, your likely inspections will include:
 - Footings- prior to pouring concrete
 - Trade rough-ins (electrical for light/fan) combined with framing
 - Trade finals combined with building final
- If you have applied for an attic/basement finish, your likely inspections will include:
 - Trade rough-ins (electrical, plumbing, mechanical) combined with framing
 - Insulation
 - Trade finals combined with building final
- If you have applied for a detached storage/garage, your likely inspections will include:
 - Sheathing
 - Trade rough-ins (electrical, plumbing, mechanical) combined with framing
 - Trade finals combined with building final

Slab inspections are not due unless there is going to be a habitable area above.

The phone number to call for inspections is printed on the permit card. Inspections are scheduled next available time, usually next day. If you need to schedule a time, please call the office at 8:15 the morning of your inspection. You will be connected to the inspector who has your inspection for that day. He will be able to work with you regarding the time that is best for you. You do not need to be home for decks, porches, or out buildings. If you need to cancel an inspection, you may do so by calling the Inspections office by 9:00 a.m. the morning the inspection is to be conducted.

It is very important to complete the inspections process. The final Certificate of Occupancy will ensure you and future owners that all improvements meet the North Carolina Uniform Residential Building Code.

If you have any questions concerning permit process, plan review, or general code questions on your project, you may contact the following number for assistance.

Inspections & Planning (910) 230-3505

Chief Building Inspector- Mike Blackmon- mblackmon@dunn-nc.org cell - 910-984-6322

Inspector/Code Enforcement- Steven King- sking@dunn-nc.org cell - 910-984-7361

Permitting/Scheduling- Barbara Carlisle- bcarlisle@dunn-nc.org cell - 910-984-4200

Bonus Rooms and Basements

When a builder indicates to a homeowner that the bonus room or basement is at a “rough-in” stage, this means that the City’s inspector has done a minimal inspection on an area that was considered “uninhabited space” to make sure there were no safety issues. Trade rough-in inspections (electrical, mechanical, and plumbing) for the area now being improved, and to be considered “habitable living space,” will need to be done before insulation and sheetrock. Plan submittal drawings should incorporate window and door sizes and lay out of any electrical outlets or switches already installed as well as what will be added.

Room additions, Decks, Sun Rooms, & Screened-in Porches

All room additions, decks, sunrooms, and screened-in porches will need a “preliminary” foundation (site) survey with the permit submittal. It can be either hand drawn or engineered to show the proposed new building improvement. Plan submittal drawings for decks, sun rooms, and screened-in porches should show:

1. Footing size
 - a. Depth, width, and spacing
2. Floor system diagram
 - a. Floor joist span, and spacing
3. How the proposed new building will attach to the existing roof

Fees

Permit fees depend on a variety of information. General permitting fees can be viewed on line at www.dunn-nc.org and following the links from INSPECTIONS. For specific information that needs to be answered prior to an application being submitted, please call Barbara Carlisle at 910-230-3505.

Definitions

The following definitions may help you better understand the inspection process:

Building Permit Card: A City of Dunn inspections/data card is provided when a building permit is issued. This card is extremely important. It must be posted in a weather-proof enclosure at the front of the property for use by inspections personnel and must remain in place until the project is completed.

A copy of the approved plans for the building project must be available in a weather-proof enclosure for use by the inspections department staff each time an inspection is conducted. As each inspection is made, the inspector will make a pass or fail notation on the card. If a portion of the project fails an inspection, the inspector will leave a copy of the “rejection notice” detailing what code violations were found. The homeowner may not proceed with any work until the approved column has been signed for each trade.

Footing Inspection: Footing trenches are dug according to plans approved for the project. If required, all necessary reinforcing steel must be placed along with appropriate supports in the footing trench. All grade stakes and step-down forms must be installed. The bottom of the trench must be virgin soil, if filled, should be properly compacted and all roots and other debris removed. The footing trench must be inspected before any concrete is poured. (Compaction test or fill or other soft footing must be certified by an engineer.)

Building Slabs: If the structure is to be built on a concrete slab-on-grade, several inspections are necessary before the concrete may be poured. First, the slab area must be graded and compacted for stability (see note above). Second, if any plumbing, electrical wiring, gas piping, and/or mechanical duct work is to be installed beneath the slab, each type of trade work must be inspected and approved before the slab is poured. This is called a trade “groundwork inspection.” Following these approvals, washed and crushed stone, wire mesh and vapor barrier materials should be installed before the “building slab” inspections is scheduled.

Foundation Inspection: For structures with a crawl space, the foundation inspection will follow the footing inspection. The foundation walls, which support the floors and walls of the structure, should be complete with all interior parts.

Floor System: The floor system will follow the foundation inspections. All floor joist, girders, and blocking should be in place without any sub-flooring installed. The crawl space should be properly sloped, raked, and clean to provide positive drain. All parging should be in place at this time. A drain pipe should be installed through the foundation wall at the lowest point of the crawl space.

NOTE: A foundation survey prepared by a registered surveyor should be submitted to the Inspections Department for zoning set-back approval prior to scheduling a floor system inspection.

Water Proofing: A waterproofing inspection will be required on any foundation having unbalanced fill greater than 30 inches. All basement foundations will require a water proofing inspection.

Rough-In Inspection: (These may be scheduled at the same time.)

Electrical Rough-In: All electrical wall boxes, including recessed light fixtures and exhaust fan housing, must be in place. All wiring must be installed, with joints and equipment grounds prepared, and ready for the installation of electrical devices. No fixtures or devices should be installed at this inspection. Electrical panel should be in place at this time.

Mechanical Rough-In: All supply ducts, return ducts, vent pipes, and line sets (which will be concealed) should be in place and properly supported. No registers or grills are to be installed at this inspections.

Gas Piping: If natural gas or propane is to be used, all piping must be installed and a pressure test under way at the time of this inspection.

Plumbing Rough-In: All water and sewer piping within the structure should be in place and protected as necessary with all supports in place. Water and drainage systems should be tested by 120 pounds per square inch (psi) for water lines and at 10' head for drainage system under slab and 3' above the highest fixture for other rough-in inspections.

Sheathing Inspection: This inspection can be done any time prior to the building framing. All exterior sheathing should be in place and properly fastened but prior to installation of any finish siding or brick work. If brick veneer is to be used, all brick ties should be in place at this time. Also, all flashing should be installed.

NOTE: Any house wrap should not be installed at the sheathing inspection. Windows do not have to be installed, but the window openings must be wrapped.

Building Framing: This inspection should not be scheduled until all of the previous inspections have been completed and approved.

NOTE: Occasionally, plumbing, electrical, and mechanical subcontractors may cut or notch structural members when installed their trade work. These structural members must be repaired or reinforced before the building framing inspections.

For the framing inspection, all structural members must be in place and properly supported. All windows and doors must be installed and the building completely closed in with weather boards. If a masonry chimney is part of the interior of the structure, it must be completed through to the first flue before the framing inspection.

If blown-in insulation is to be placed in the attic, or if a cathedral ceiling is to be installed, insulation baffles must be in place at the time of the inspection.

NOTE: No ceiling or wall finish (sheetrock) may be attached until the insulation inspection has been approved.

Insulation: After all of the above inspections have been approved, the insulation may be installed. The insulation sub-contractor must place a certification at the scuttle hole to the attic or at the pull-down stairs noting the "R" value of the installed insulation. All insulation must be in place with associated vapor barriers and all holes or tears repaired prior to this inspection.

NOTE: No ceiling or wall finish (sheetrock) is to be installed at this point. Roof Shingles are installed at this time.

Final Inspections:

Electrical Final: All equipment requiring electrical connections, including mechanical equipment, appliances, devices and fixtures, must be installed. Disconnect switches for the water heater, HVAC units and similar equipment must be installed in the electrical panel box. The panel cover should be installed, all circuits must be labeled, and the meter base must be ready for the meter.

To speed electrical hook-ups, an application for power should be filed with the power company before arranging this inspection. The power company will issue the owner a premise number. This number should be given to the Inspections Department when scheduling the electrical final. If final electricity is approved, power will be called in by the inspector the same day. If there is already power at the residence, this step is not applicable.

Mechanical Final: All registers, hoods, HVAC equipment and control wiring must be installed and filters should be in place. If approved, the Inspections Department will fax PSNC to have gas meter set if using gas equipment.

Plumbing Final: All fixtures, including spigots, water heaters, water closets, and lavatories must be in place and the water turned on.

Building Final: All general carpentry work, including decks, porches, guardrails, and all mason work must be in place before this inspection. The base building with all safety features must be in place. The installation of wallpaper, carpet, trip molding, interior paint and other non-safety items are not necessary for this inspection; however, street numbers, measuring at least three inches high and clearly visible from the street, must be installed. These numbers may also be placed on a mailbox at the street.

CITY OF DUNN

Building Inspections Department

POST OFFICE BOX 1065* DUNN * NORTH CAROLINA 28335

(910) 230-3505

Certification by Homeowner or Property Owner for Proposed Work to be Performed by a Person, Firm, or Corporation Not Licensed by NC Licensing Board for General Contractors

Project Address: _____

Name, Address, and Phone Number of Homeowner or Property Owner:

Name, Address, and Phone Number of Unlicensed Person, Firm or Corporation Proposing to do the Work.

By my signature I understand that the person, firm, or corporation proposing to perform work on my home or property is not licensed by the North Carolina Licensing Board for General Contractors, and that the total cost I pay for the work must be less than \$30,000.00.

Total price to be paid for work \$ _____

Signature of Homeowner/Property Owner

Date:

Sworn to and subscribed before me this _____ day of _____, 20____.

Signature of Notary Public **My commission expires:** _____

CITY OF DUNN

Building Inspections Department

POST OFFICE BOX 1065 * DUNN * NORTH CAROLINA 28335
(910) 230-3505

Certification by Homeowner or Property Owner for Proposed Work to be Performed by a Person, Firm, or Corporation Not Licensed by NC Licensing Board for General Contractors

North Carolina General Statute §87-14 holds the permit issuing entity responsible for ensuring that building permits are issued only to those who are entitled to such permits and provides criminal penalties for failure to do so. "It shall be unlawful for such building inspector or other authority to issue or allow the issuance of such building permit unless and until the applicant has furnished evidence that he is either exempt from the provisions of this Article or is duly licensed under this Article to carry out or superintend the work for which permit has been applied; Any building inspector or other such authority who is subject to and violates the terms of this section shall be guilty of a Class 3 misdemeanor and subject to a fine of not more than fifty dollars."

Please answer the following questionnaire regarding the permit that is being sought.

1. Do you own the land on which this building will be constructed?

Yes _____ No _____

If **yes**, go to question 2. If **no**, applicant is **not** eligible for a building permit under the "owner's exception."

2. Have you hired, or do you intend to hire an individual to superintend and manage construction of the project?

Yes _____ No _____

If **yes**, applicant is **not** eligible for a building permit under "owner's exception." If **no**, go to question 3.

3. Do you intend to directly control and supervise construction activities?

Yes _____ No _____

If **yes**, go to question 4. If **no**, applicant is **not** eligible for a building permit under "owner's exception."

4. Do you intend to schedule, contract with, and directly pay for all phases of construction work to be done?

Yes _____ No _____

If **yes**, go to question 5. If **no**, applicant is **not** eligible for a building permit under "owner's exception."

5. Do you intend to personally order building supplies and materials for the project for which the building permit is being sought?

Yes _____ No _____

If **yes**, go to question 6. If **no**, applicant is **not** eligible for a building permit under “owner’s exception.”

6. Do you intend to schedule and be present for scheduled inspections?

Yes _____ No _____

If **yes**, go to question 7. If **no**, applicant is **not** eligible for a building permit under “owner’s exception.”

7. Do you understand that you are responsible for compliance with all applicable federal, state, and local laws and requirements, including but not limited to: the State Building Code, Sedimentation Control Act requirements, and solid and hazardous waste disposal requirements?

Yes _____ No _____

If **yes**, go to question 8. If **no**, applicant is **not** eligible for a building permit under “owner’s exception.”

8. Do you intend to personally occupy the building for at least 12 consecutive months following completion of construction and issuance of a certificate of occupancy and do you understand that if you do not do so, it creates the presumption under law that you fraudulently secured the building permit?

Yes _____ No _____

If **yes**, the applicant is entitled to a building permit under the “owner’s exception”. If **no**, applicant is **not** eligible for a building permit under “owner’s exception.”

Owner/Contractor

County _____ **State** _____

Sworn to and subscribed before me this _____ **day of** _____, **20**____. **SEAL**

Notary Public My Comm Expires: _____

RESIDENTIAL SUBMITTAL CHECKLIST

**Building Code Enforcement • City of Dunn
P.O. Box 1065 Dunn, NC 28335 (910) 230-3505**

Please use the following check sheet to make sure your plan submittal is complete. Write in N/A for items that do not apply to your project.

- Complete application: Site address, general contractor's name or "homeowner," individual contractor's information or "homeowner," dollar totals, characteristics of new construction, applicant signature and date.**
- Two sets of plans- hand drawn are acceptable.**
- Two sets of engineered plans for projects requiring structural changes.**
- One site (plot) plan of building outside current house footprint- room additions, decks, sun rooms, and screened-in porches.**
- Deck plans if applicable.**
- Current privilege license numbers for all trade contractors.**
- Correct North Carolina Contractor's license if required- projects under \$30,000.00 are exempt.**
- Correct address for all trade contractors.**
- Original signatures on all applications- NO COPIED APPLICATIONS**
- Each item on this check list must be correct or application will be refused. No applications will be held incomplete.**
- Plans logged in (at station outside of Inspections Department.)**

SIGNATURE _____ **DATE** _____

APPLICATION FOR RESIDENTIAL CONSTRUCTION

Inside City Limits Outside City Limits

Zone: _____

Please note:

- 1) Two (2) Complete Sets of Plans
- 2) Two Site (2) Plans with Setbacks
- 3) All Application Items Must Be Complete and Original
- 4) Please reference Policy & Procedure Sheet
- 5) Permits voided if not picked up two months from issue date.

LOCATION OF SITE: (Street Address) _____

LOT # _____ SUBDIVISION _____ PHASE _____ SECTION _____ FLOOD ZONE _____

OWNER _____ TELEPHONE# _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

General Contractor:

Name: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

N.C. State License #: _____ Privilege License #: _____

Expiration of Workers Compensation Insurance: _____/_____/_____

General Contractor Signature: _____

E-mail Address: _____

Contact Person: _____ Phone Number: _____ Fax: _____

Electrical Contractor:

Name: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

N.C. State License #: _____ Privilege License #: _____

Expiration of Workers Compensation Insurance: _____/_____/_____

Electrical Contractor Signature: _____

Plumbing Contractor:

Name: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

N.C. State License #: _____ Privilege License #: _____

Expiration of Workers Compensation Insurance: _____/_____/_____

Plumbing Contractor Signature: _____

Mechanical Contractor:

Name: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

N.C. State License #: _____ Privilege License #: _____

Expiration of Workers Compensation Insurance: _____/_____/_____

Mechanical Contractor Signature: _____

APPLICATION FOR RESIDENTIAL CONSTRUCTION

Prefabricated Fireplace Installer:

Name: _____ Telephone: _____
Address: _____ City: _____ State: _____ Zip: _____
Privilege License #: _____
Prefabricated Fireplace Installer's Signature: _____

TOTAL COST OF JOB \$ _____ **BUILDING COST \$** _____

ELECTRICAL \$ _____ **PLUMBING \$** _____ **MECHANICAL \$** _____

CHARACTERISTICS OF BUILDING

TYPE OF IMPROVEMENT:

NEW BUILDING
ADDITION
ALTERATION/ FIT UP
REPAIR

OWNERSHIP:

PRIVATE
PUBLIC

TYPE OF SEWER SYSTEM:

PUBLIC
SEPTIC TANK

TYPE OF WATER:

PUBLIC
WELL

PROPOSED USE:

SINGLE FAMILY
MULTI-FAMILY
GARAGE
CARPORT

TYPE OF FRAMING:

WOOD
STRUCTURAL STEEL
MASONRY/CONCRETE

STRUCTURE INFORMATION:

of Stories: _____
House Sq. Footage: _____
Garage Sq. Footage: _____
Deck Sq. Footage: _____
Porch Sq. Footage: _____
New Sq. Footage: _____

DESCRIPTION – IF NEEDED

Please call _____ at _____ when permit is ready.
(name) *(phone number)*

APPLICANT SIGNATURE _____ DATE _____

INSPECTION SIGNATURE _____ DATE _____

APPLICATION **MUST** BE COMPLETE WITH CURRENT AND UP TO DATE INFORMATION.
THERE WILL BE NO FOLLOW UP CALLS