

# **HOMEOWNER'S GUIDE**

## **Inspection Procedures for Construction of New Single Family Dwellings**

Some prospective homeowners possess a great deal of knowledge about building practices and choose to act as their own building contractor. But building a home is a major undertaking, and one that should not be taken lightly. For most people, their home is the largest investment they will ever make. The inspections process begins when a lot has been selected, home plans have been prepared, and all appropriate permits have been issued. The inspections department will provide a list of required inspections at the time a building permit is issued. The inspections department staff offers the following guidelines to help the home builder understand when inspections are necessary and how to arrange for required inspections.

**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 also must be available in a weatherproof 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, or 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" inspection 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 inspection. All floor joists, 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.

**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 inspection.

**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: 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 installing their trade work. These structural members must be repaired or reinforced before the building framing inspection.**

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 (sheet rock) is to be installed at this point. Roof shingles are installed at this time.**

### **Final Inspection:**

**Electrical Final:** All equipment requiring electrical connections, including mechanical equipment, appliances, devices and fixtures, must be installed. Disconnect switches for 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 masonry 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.

**Lot Inspection:** This inspection will be scheduled automatically when a building final inspection is requested. All grading and grass seed around the dwelling should be in place. This inspection will be conducted by the engineering department.

**Building Water and Sewer:** This inspection may be arranged when the plumbing rough-in inspection is conducted, but it may be made at any time up to and including the final stage of building construction. The water and sewer lines must be in their trenches, with no backfill in place so that inspectors can see all of the pipe work. The water meter base should be connected to the water line. Arrangement to have the meter set should be made through the City of Dunn Finance Department; the meter will be set as soon as possible after request. (This can be done when construction of the dwelling has started.)

**Suggestions:** It is best to verify that all required work has been completed prior to scheduling an inspection. If all required work is not completed, the inspector may have to reject the inspection. The inspection request procedure for that specific inspection then must start over.

**Scheduling Inspections:** The Inspections Department Staff tries to complete all inspections scheduled for that day. But occasionally, the department’s workload exceeds the ability of the staff to get all sites it must inspect. If an inspection cannot be conducted on the day it is schedule, it will move to the top of the list of inspections for the following day. It is important that subsequent work not begin until the appropriate approval has been made on the inspection/data card.

To request an inspection, call (910) 230-3505. All inspection requests must be received in the Inspections Department by 5:00 pm on the day **before** the inspection is to be made. The following information is required when making an inspection request.

1. Permit Number
2. Lot Number
3. Types of Inspection(s)
4. Premise Number (temporary board and electrical final)

If you wish to cancel any inspection, you may do so by calling the office by 9 am the morning the inspection is to be conducted.

If you have any questions concerning permit process, plan review or general code questions on your project you may contact someone at the following:

		Office	E-Mail	Cell
Chief Building Inspector	Steven King	910-230-3506	<a href="mailto:sking@dunn-nc.org">sking@dunn-nc.org</a>	910-984-7361
Building Inspector	Mike Blackmon	910-230-3504	<a href="mailto:mblackmon@dunn-nc.org">mblackmon@dunn-nc.org</a>	910-984-6322
Permitting / Scheduling	Barbara Carlisle	910-230-3505	<a href="mailto:bcarlisle@dunn-nc.org">bcarlisle@dunn-nc.org</a>	-
Planning Director	Samantha Wullenwaber	910-230-3503	<a href="mailto:sloyd@dunn-nc.org">sloyd@dunn-nc.org</a>	910-985-2502

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 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 the building will be constructed?**

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?**

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?**

If **yes**, go to question 5. If **no**, applicant is **not** eligible for 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?**

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?**

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?**

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?**

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?**

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

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
County

My commission expires \_\_\_\_\_



## RESIDENTIAL Submittal Checklist

Please use the following checklist to make sure your plan submittal is complete. Check the box corresponding to N/A for items that do not apply to your project.

<u>Completed</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Two sets of engineered plans with current engineer seal for the new code.
<input type="checkbox"/>	<input type="checkbox"/>	One site (plot) plan showing all setbacks with any flood or easement areas.
<input type="checkbox"/>	<input type="checkbox"/>	Deck plans if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	For slab permits: MEC – Check Sheet or RES – Check Sheet
<input type="checkbox"/>	<input type="checkbox"/>	Current privilege license numbers for all trade contractors.
<input type="checkbox"/>	<input type="checkbox"/>	Correct North Carolina contractor's license if required – projects under \$30,000 are exempt
<input type="checkbox"/>	<input type="checkbox"/>	Correct address for all trade contractors.
<input type="checkbox"/>	<input type="checkbox"/>	Original signatures on all applications – NO COPIED APPLICATIONS.
<input type="checkbox"/>	<input type="checkbox"/>	Each item on this checklist must be correct or application will be refused. No applications will be held incomplete.
<input type="checkbox"/>	<input type="checkbox"/>	Plans logged in (Station outside of the Inspection Department)

Signature \_\_\_\_\_

Date \_\_\_\_\_

# • APPLICATION FOR RESIDENTIAL CONSTRUCTION

Inside City Limits  Outside City Limits

Zone: \_\_\_\_\_

- Please note:
- 1) Two Complete Sets of Construction Plans
  - 2) Two Site Plans with Setbacks
  - 3) All Application Items Must Be Complete and Original

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Project Address: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Total Project Cost: \$ \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_ Flood Zone: \_\_\_\_\_  
Developer: \_\_\_\_\_ Phone # ( ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone# ( ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_  
Project Contact: \_\_\_\_\_ Phone# ( ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_, State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Description of Proposed Work \_\_\_\_\_

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Type of Building: \_\_\_New \_\_\_Existing \_\_\_Addition \_\_\_N/A  
Type of Construction: Commercial Occupancy  
\_\_\_1A \_\_\_1B \_\_\_11A \_\_\_11B \_\_\_111A \_\_\_111B \_\_\_IV \_\_\_VA \_\_\_VB  
\_\_\_A-1 \_\_\_A-2 \_\_\_A-3 \_\_\_A-4 \_\_\_A-5 \_\_\_B \_\_\_E \_\_\_F-1 \_\_\_F-2  
\_\_\_H-1 \_\_\_H-2 \_\_\_H-3 \_\_\_H-4 \_\_\_H-5 \_\_\_I-1 \_\_\_I-2 \_\_\_I-3 \_\_\_I-4  
\_\_\_M \_\_\_R-1 \_\_\_R-2 \_\_\_R-3 \_\_\_R-4 \_\_\_S-1 \_\_\_S-2 \_\_\_U

Equipment \_\_\_New \_\_\_Existing \_\_\_Addition \_\_\_N/A  
Property Use \_\_\_Single Family \_\_\_Two Family \_\_\_Townhouse  
\_\_\_Apartment \_\_\_Condominium  
\_\_\_Other (Library, office, etc.)

Building Area: Total Areas (SF) \_\_\_\_\_ Area Per Floor (SF) \_\_\_\_\_  
Building Height Feet \_\_\_\_\_ # of stories \_\_\_\_\_

## State Agency Approvals:

NC Department of Insurance \_\_\_Yes \_\_\_NO \_\_\_N/A

Plan Approval \_\_\_\_\_ # of sheets \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_

Specifications \_\_\_\_\_ # of sheets \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_

NC Department of Labor \_\_\_Yes \_\_\_No \_\_\_N/A

Elevators \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_ Boilers \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_



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Utilities Approvals :

Water:  Public  Private  Private Health Dept. Permit # \_\_\_\_\_  
Sewer:  Public  Private  Private Health Dept. Permit # \_\_\_\_\_

Complete additional information for each permit type needed.

**General Construction Permit**

**General Contractor:**

Name: \_\_\_\_\_ : Phone \_\_\_/\_\_\_/\_\_\_ E-Mail \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
N.C. State License #: \_\_\_\_\_ Class: \_\_\_\_\_ Privilege License #: \_\_\_\_\_  
Expiration of Workers Compensation Insurance: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Design Professional \_\_\_\_\_ Phone# \_\_\_\_\_ E-Mail \_\_\_\_\_  
\_\_\_\_\_ Architect \_\_\_\_\_ Engineer NC Reg # \_\_\_\_\_  
\_\_\_\_\_ Owner \_\_\_\_\_ Other  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
General Contractor Signature: \_\_\_\_\_  
Contact Person \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ FAX \_\_\_\_\_

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**Electrical Contractor:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
N.C. State License #: \_\_\_\_\_ Privilege License #: \_\_\_\_\_  
Expiration of Workers Compensation Insurance: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Electrical Contractor Signature: \_\_\_\_\_

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**Plumbing Contractor:**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
N.C. State License #: \_\_\_\_\_ Class \_\_\_\_\_ Privilege License #: \_\_\_\_\_  
Expiration of Workers Compensation Insurance: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Plumbing Contractor Signature: \_\_\_\_\_

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**Mechanical Contractor:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
N.C. State License #: \_\_\_\_\_ Class \_\_\_\_\_ Privilege License #: \_\_\_\_\_  
Expiration of Workers Compensation Insurance: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Mechanical Contractor Signature: \_\_\_\_\_

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**Sprinkler Protection Permit**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

N.C. State License #: \_\_\_\_\_ Class \_\_\_\_\_ Privilege License #: \_\_\_\_\_

Expiration of Workers Compensation Insurance: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Contractor Signature: \_\_\_\_\_

**Fire Alarm System Permit**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

N.C. State License #: \_\_\_\_\_ Class \_\_\_\_\_ Privilege License #: \_\_\_\_\_

Expiration of Workers Compensation Insurance: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Contractor Signature: \_\_\_\_\_

**Accessory Structures Permit**

\_\_\_\_\_ Accessory Bldg \_\_\_\_\_ Size \_\_\_\_\_ Sq Ft \_\_\_\_\_ Solid \_\_\_\_\_

\_\_\_\_\_ Fence \_\_\_\_\_ Dish Antenna \_\_\_\_\_ Swimming Pool \_\_\_\_\_ Other \_\_\_\_\_

I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and Local laws and Ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project submitted herein.

Owner/Agent Signature: \_\_\_\_\_



**Mayor**  
 Oscar N. Harris

**Mayor Pro Tem**  
 Bryan Galbreath

**Council Members**  
 Buddy Maness  
 N. Carnell Robinson  
 Billy Tart  
 Chuck Turnage  
 Billy Barfield

**City Manager**  
 Ronald D. Autry

**INSPECTION DEPARTMENT**  
 POST OFFICE BOX 1065 • DUNN, NORTH CAROLINA 28335  
 (910) 230-3505 • FAX (910) 230-9005  
[www.dunn-nc.org](http://www.dunn-nc.org)

**LIEN AGENT INFORMATION**

Effective April, 2013

In accordance with North Carolina General Assembly Session Law 2012-158, Inspection Departments are not allowed to

Issue any permit where the project cost is \$30,000 or more unless the application is for improvements to an existing dwelling that the applicant uses as a residence OR the property owner has designated a lien agent and provided the inspections office with the information below:

Note: Mailing address, Physical address, Telephone, Tax, and Email are the same for all lien agents as when they register with LiensNC the addresses are C/C LiensNC... therefore this information is filled in for you.

Project  
 Address: \_\_\_\_\_

Name of Lien  
 Agent: \_\_\_\_\_

Mailing address of  
 Agent: \_\_\_\_\_

Physical address of  
 Agent: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email address of

Agent: \_\_\_\_\_

***The information will be attached to the permit record and a copy provided to the applicant. The applicant is required to post a copy on the construction site.***

Excerpt from North Carolina G.S.160-A-417: “(Effective April 1, 2013”) No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S.87-15.5 (7) that the applicant uses as a residence, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1 (a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent’s electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its records of building permits issued.”

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Office Use Only:

Reference# \_\_\_\_\_ Date

Submitted: \_\_\_\_\_