



INSPECTION POLICIES & PROCEDURES

REQUIRED ITEMS FOR PLAN REVIEW

PERMIT APPLICATION

COMMERCIAL ONLY: 2 SETS OF DRAWINGS AND DETAILS INCLUDING 1 PDF FILE FOR FIRE MARSHALL

RESIDENTIAL ONLY: 1 SET OF BUILDING PLANS

1 COPY OF COMMERCIAL OR RESIDENTIAL DOCUMENT LIST

1 COPY OF WORKERS' COMPENSATION COMPLIANCE VERIFICATION

1 COPY OF LIEN AGENT INFORMATION (WWW.LIENSNC.COM)

1 COPY OF LOAD MANAGEMENT FORM IF POWER IS PROVIDED BY THE TOWN OF CLAYTON

1 COPY OF JOHNSTON COUNTY SEPTIC IF APPLICABLE

REQUESTING AN INSPECTION

All work is complete and ready for inspection.

Town stamped and approved building plans, along with required engineer documents are in permit box. (If not, a reinspection is required along with reinspection fee.)

All fees, including reinspection fees have been paid.

When the above items are complete:

Call 919-553-5002 (add new inspection phone line #) to schedule an inspection.

Requests made by 4pm will typically be scheduled for the NEXT business

day. Requests made in the field will NOT be accepted.

INSPECTION REQUIREMENTS

PERMIT PICKUP:

After you are contacted to pickup a permit, go to the Planning Department (2nd floor) to pay for and pickup permit.

Temporary Pole

Temporary Pole shall be constructed to meet utility company standards and latest North Carolina edition of the National Electrical Code.

Footing Inspection

To be requested after zoning setbacks have been met, trenches are excavated, all grade stakes are installed, reinforcing steel and supports are in place and appropriately tied, all necessary forms are in place and braced, and before any concrete is placed. Soil and erosion regulations require a 10' x 30' x 6" sand or gravel driveway and devices installed to prevent migration of sedimentation from the disturbed area.

Note: Deck footings may be requested as a separate inspection or with other building trade request.

Foundation Inspection

To be requested after all foundation supports are installed and prior to backfilling. This inspection is to check foundation supports, footing projections, vents, ground clearances, foundation drainage and foundation damp-proofing or waterproofing where required.

Note: Basement waterproofing installed shall be left open for the purpose of inspection. Waterproofing may be requested as an additional inspection or viewed with other

Water & Sewer: Sewer drain fully supported with earth and bedded in place. Water/Sewer connection to meter and water service MUST be fully visible.

Veneer: Brick: Brick ledge visible. Flashing shelf installed. Wall ties installed within reach (<8ft above ground level). All exposed outside wood has approved moisture barrier in place. Stone/Mortar or Grout/EIFS: Approved backer, wire mesh and drain channels in place

Under Slab Inspection: Habitable/Future Habitable Slabs or Slabs with Integral Footings

To be requested after all forms have been placed, concealed electrical, plumbing, heating and air-conditioning facilities inspected, all gravel, reinforcing steel with supports tied and/or all welded wire fabric is installed, as required, and before any concrete is placed.

Exceptions: Inspection is not required for driveway slabs, garage slabs (without integral footings), carport slabs, porch slabs, walks, etc., which are considered as non-habitable spaces.

Electrical Rough-In

To be requested when all wiring, boxes and panel boards have been installed. All connections are made and ready for the finished product.

Plumbing Rough-In

To be made when all parts of the concealed plumbing system, which can be completed prior to the installation of fixtures, are installed. This includes drainage, water supply, water test, vent piping and the necessary fixture supports.

Mechanical Rough-In

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To be made when all boots, gas piping and tests, mechanical ventilation, concealed ducts, and gas log inserts have been installed.

Framing Inspection

To be made after all applicable electrical, plumbing and HVAC rough-in inspections have been approved, and all roof, wall, ceiling and floor framing is complete, with appropriate blocking, bracing and fire stopping in place, windows and doors set, and roof covered to provide a dried-in structure.

The following items should be in place and visible for inspection:

1. pipes
2. chimneys and vents
3. flashing for roofs, chimneys and wall openings
4. insulation baffles
5. All lintels required to be bolted to the framing for support shall not be covered by any exterior or interior wall or ceiling finish material before approval. Work may continue without approval for lintels that are not bolted and supported on masonry or concrete.

Insulation Inspection To be made after an approved building framing inspection, with all concealed insulation and vapor barriers in place but before any wall or ceiling covering is applied.

Electrical Final

To be made when the wiring system and panels are complete.

Plumbing Final

To be made when all plumbing systems are complete. The plumbing contractor may requested water and sewer finals at or before the plumbing final.

Note: Water shall be pressurized at the time of inspection.

Mechanical Final

To be requested when the mechanical system is complete and all manufacturer's instructions have been adhered to and all gas piping has been tested.

Final Building Inspection

To be made when all energy, life safety and structural elements are complete and landscaping drainage and address requirements are met. Seeding and mulching of any disturbed area shall be required.

Other Inspections

In addition to the called inspections above, the Inspection Department may make or require any other inspections to ascertain compliance with this Code and General Statutes or Ordinances enforced by the Inspection Department. ([G.S. 153A-360, 160A-420](#))

Note:

The Building placard, permit card, is to be posted in a conspicuous location to identify project location and to record inspection results. The permit card shall be protected from outside elements and remain posted until project completion. All inspection requests are scheduled for next day service. No inspection will be made unless an approved copy of the building plans is on site. Re-inspection fees for each trade must be paid before the re-inspection can be scheduled.

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