



Mainland Office

Hours: 8:00 a.m. to 5:00 p.m.
P.O. Box 70
153 Courthouse Road
Currituck, NC 27929
Phone: 252-232-3378
Fax: 252-232-3470

Corolla Office

Hours: 8:00 a.m. to 5:00 p.m.
P.O. Box 73
1123 Ocean Trail
Corolla, NC 27927
Phone: 252-453-8555
Fax: 252-453-8300

Currituck County

Inspections Department

INSPECTION PROCEDURE HANDOUT

Inspections are performed between 8:00 a.m. and 5:00 p.m. Monday through Friday.

It is the responsibility of the owner or the contractor to call the Inspections Department to schedule each inspection. INSPECTIONS MUST BE SCHEDULED BY 4:00 P.M. ONE BUSINESS DAY BEFORE THE ACTUAL INSPECTION.

INSPECTIONS SHOULD NOT BE SCHEDULED BEFORE WORK IS COMPLETED.

There is no charge for inspections, however, a re-inspection fee in the amount of fifty dollars (\$50.00) will be charged for each inspection that does not pass. Re-inspection fees are necessary to keep our permit fees at a reasonable cost. Re-inspection fees may be paid at one of the permit offices noted above or may be mailed in; Building Inspectors cannot collect money in the field. Fees can be paid by cash or check payable to Currituck County.

Building permits MUST be posted at the building site and must be clearly visible from the road. Failure to post the permit will result in inspections not being performed. (Re-inspection fee will apply).

One set of approved building plans (stamped by Building Inspector) must be on the jobsite for all inspections. Failure to have the approved plans on site at the time of inspections will result in inspections not being performed. (A re-inspection fee will apply).

PERMITS EXPIRE SIX (6) MONTHS FROM THE DATE OF ISSUANCE, UNLESS CONSTRUCTION HAS BEGUN. ONCE CONSTRUCTION HAS BEGUN WITHIN THE FIRST SIX MONTHS, THE PERMIT WILL REMAIN VALID, AS LONG AS WORK IS PROGRESSING. IF, AT ANY TIME, WORK CEASES FOR A PERIOD OF 12 CONSECUTIVE MONTHS, THE PERMIT WILL EXPIRE, PER GENERAL STATUTE G.S. 153-358. IN ORDER TO CONTINUE WORKING ON THE PROJECT, NEW PERMITS MUST BE OBTAINED.

INSPECTIONS

I. NEW CONSTRUCTION:

A. TEMPORARY POLE:

Temporary poles that have 220 amp service must be GFCI protected. NEC SEC, section 305-6-A requires GFCI protection on temporary electric services 125 volt single phase 15 and 20 ampere receptacle outlets for personal protection. NEC SEC, section 305-6-B requires GFCI protection on all other receptacles not covered in 305-6-A, thus 230-240 volt receptacles on temporary service poles shall require GFCI protection.

B. FOOTING INSPECTION:

NO FOOTING INSPECTION WILL BE APPROVED UNTIL ALL PROPERTY LINES ARE MARKED WITH PINS AND STRING OR STAKED BY SURVEYOR TO CHECK FOR SETBACKS.

1. **Concrete Block Foundation:** Inspection is performed before the concrete footing is poured. All foundation steel including rebar (rebar must be continuous around corners and splices must be overlapped 25" minimum), dowel rods for pier construction as required and all-thread rod shall be in place at time of footing inspection. Grade stakes shall be in place, showing proper depth of footing.
2. **Piling Foundation:** Inspection is performed before the pilings are put into the ground. Porches and decks that are on pilings 4' or less must have pilings on jobsite with holes dug and solid block in bottom for inspection to occur.
3. **Slab Foundation:** Inspection is performed before the concrete is poured. When plumbing will be placed in the slab, a test shall be performed and inspected before the footing is inspected and prior to the pour. Slabs require termite treatment prior to inspections.

According to Section 419 of Volume II Plumbing and Section R-206 of Volume VII Residential Code, *SUITABLE TOILET FACILITIES SHALL BE PROVIDED AND MAINTAINED IN A SANITARY CONDITION DURING CONSTRUCTION.*

AN ADEQUATE NUMBER OF FACILITIES MUST BE PROVIDED FOR THE NUMBER OF EMPLOYEES AT THE CONSTRUCTION SITE ACCORDING TO THE FOLLOWING: LESS THAN 20 EMPLOYEES = 1 TOILET; 20-200 EMPLOYEES = 1 TOILET & 1 URINAL/40 WORKERS; MORE THAN 200 EMPLOYEES = 1 TOILET & 1 URINAL/50 WORKERS. THERE SHALL BE AT LEAST ONE FACILITY FOR EVERY TWO CONTIGUOUS CONSTRUCTION SITES. PORTABLE TOILETS SHALL BE ENCLOSED, SCREENED, AND WEATHERPROOFED WITH INTERNAL LATCHES.

TEMPORARY TOILET FACILITIES ARE NOT REQUIRED ON A JOB SITE WHERE A JOB DOES NOT EXCEED ONE WORKING DAY AND TRANSPORTATION IS AVAILABLE TO NEARBY TOILET FACILITIES.

C. BLOCK INSPECTION:

Inspecting footing projection, bed joint, dowel rod cells filled solid (where required), cells containing all thread must be filled, cap block (where required).

D. FOUNDATION INSPECTION:

Inspection is performed after all foundation supports are installed. Foundation supports include all piers, girders, and floor joist (this is the box). Sub-flooring shall not be installed before inspection and approval of foundation. Crawl space area shall be free of vegetation.

E. NAILING AND TIE DOWN INSPECTION:

Includes all tie downs such as Rafter ties (hurricane clips), all thread and the nailing pattern on the structural sheathing. ***This is done before siding and roofing are installed.***

F. ELEVATION CERTIFICATE:

If the Zoning permit worksheet shows the structure is located in a flood zone and that an Elevation Certificate is required, the Elevation Certificate must be received and approved by a Building Inspector prior to scheduling a rough-in inspection. Submit all pages of the elevation certificate to the Permit Officer; a copy or fax is acceptable.

If the structure is for commercial use, a flood proofing certificate may be used if engineered plans were approved by the Building Inspector at the time the permit was issued. Please contact a Building Inspector for scheduling rough-in inspections on larger scale projects (Mainland: 252-232-3378 or Corolla: 252-453-8555 Ext. 232).

F. CERTIFICATION OF BUILDING PAD ELEVATION:

If the Subdivision Drainage Plan and Zoning permit worksheet shows a requirement for the building pad elevation to be certified, the certification must be received and approved by the Planning Dept. prior to scheduling a rough-in inspection.

G. TRADE AFFIDAVITS:

Submit signed trade affidavits from all trade contractors (electrical, mechanical, plumbing, and/or gas contractors) prior to scheduling a rough-in inspection or prior to scheduling the first inspection for that trade.

PLEASE NOTE: THE ROUGH IN INSPECTION CANNOT BE SCHEDULED UNTIL ALL AFFIDAVITS HAVE BEEN RECEIVED BY THE PERMIT OFFICERS IN THE INSPECTIONS DEPT. (Faxes and Copies are acceptable).

H. ROUGH-IN INSPECTION:

Inspection is performed after the structure is completely closed in weather tight (**including siding-at least 75%**) and all electrical, plumbing, and mechanical are roughed-in.

I. INSULATION INSPECTION:

Inspection is performed before the insulation is covered. If the ceiling is blown, it can be inspected at the final inspection.

J. FINAL ELECTRICAL INSPECTION:

Inspection is performed after the electric is complete and ready to be safely energized. The septic system must be operational and sewer line connected for permanent power to be released. Carpet may be installed after electric is released.

PLEASE NOTE: THIS INSPECTION CANNOT BE SCHEDULED UNTIL THE FINAL SEPTIC APPROVAL HAS BEEN RECEIVED BY THE PERMIT OFFICERS IN THE INSPECTIONS DEPT. (Copy or faxes are acceptable). To obtain a copy of the final septic approval, contact Albemarle Regional Health Services (Environmental Health) at 252-232-6603. (The final septic approval is a copy of the septic permit signed off by ARHS).

After this inspection is approved, electricity can be released to the power company. **It is the applicant's responsibility to provide a work request number from the power company at the time the inspection is scheduled.** Dominion NC Power can be reached at 1-888-667-3000. (Properties serviced by Albemarle Electric Membership Corp are not issued a work request number.) **METER RELEASES CANNOT BE FAXED TO THE POWER COMPANY UNTIL THE WORK REQUEST NUMBER HAS BEEN RECEIVED BY THE PERMIT OFFICERS IN THE INSPECTIONS DEPT.**

K. FINAL INSPECTION:

To schedule a final inspection, the structure must be completely finished and ready for occupancy.

THE FOLLOWING ITEMS MUST BE SUBMITTED TO A PERMIT OFFICER AND MUST BE APPROVED BY THE APPROPRIATE DEPARTMENT BY 4:00 PM, IN ORDER TO SCHEDULE AN INSPECTION FOR THE FOLLOWING BUSINESS DAY.

1. CAMA Final Inspection, if required.
This inspection is required on all projects approved under a CAMA permit. **The CAMA final inspection must be scheduled and approved by the CAMA officer prior to scheduling a final inspection by the Building Inspector.**

For questions, or to schedule CAMA inspections, please contact:
Mainland: Stacey Smith (252) 232-6027 (Room 108, Old Historic Courthouse). Corolla: Jennie Newbern (252) 453-8555 Ext. 222.

2. Original Final Elevation Certificate, if required.
Check the zoning permit worksheet or approved site plan to see if this condition is applicable to your permit. **MUST SUBMIT THE ORIGINAL, SEALED CERTIFICATE (Based on finished construction). Copies or faxes are not acceptable.** For questions regarding elevation certificates, please contact a Building Inspector (Mainland: 252-232-3378 or Corolla: 252-453-8555 Ext. 232).

3. Original As-built Survey, if required.
Check the zoning permit worksheet or approved site plan to see if this condition is applicable to your permit. For questions regarding as-built surveys, please contact the Planning Dept. (Mainland: 252-232-3055 or Corolla: 252-453-8555 Ext. 233).
4. Height Certification, if required.
Check the zoning permit worksheet or approved site plan to see if this condition is applicable to your permit. For questions regarding height certifications, please contact the Planning Dept. (Mainland: 252-232-3055 or Corolla: 252-453-8555 Ext. 233).
5. Certification of Finished Floor Elevation, if required.
If the Subdivision Drainage Plan, zoning permit worksheet, and/or approved site plan shows a requirement for the finished floor elevation to be certified, the certification must be received and approved by the Planning Dept. prior to scheduling a final inspection. For questions regarding finished floor elevations, please contact the Planning Dept. (Mainland: 252-232-3055 or Corolla: 252-453-8555 Ext. 233).
6. Culvert Certification, if required.
Check the zoning permit worksheet or approved site plan to see if this condition is applicable to your permit. Culvert must be certified by NCDOT, Surveyor, or Engineer. For questions regarding culvert certifications, please contact Mike Doxey (Soil & Water Conservation) at (252) 232-3360 or the Planning Dept. (Mainland: 252-232-3055 or Corolla: 252-453-8555 Ext. 233).
7. Recombination Plat, if required.
Check the zoning permit worksheet or approved site plan to see if this condition is applicable to your permit. Submit a copy of the recorded recombination plat prior to schedule the final inspection. For questions regarding recombination plats, please contact the Planning Dept. (Mainland: 252-232-3055 or Corolla: 252-453-8555 Ext. 233).
8. Final Well Approval, if required.
Required for all dwellings being served by a new well. Submit a copy of the final well approval from Albemarle Regional Health Services. To obtain a copy of the final well approval, contact ARHS (Environmental Health) at 252-232-6604. (The final well approval is a copy of the well permit signed off by ARHS after the new well is completely installed and inspected).
9. Well Water Test, if required.
Required for all dwellings being served by a new well. Submit a copy of the lab report showing the well water has been tested and approved, and is negative for coliform. To obtain a well water test, please contact a water testing facility. The following is a partial list of local facilities:

Currituck County Water Dept.	(252) 232-2769
Assure Laboratory:	(252) 261-7052
Jennings Laboratory:	(757) 425-1498
Environment 1 Inc. Lab:	(252) 756-6208

10. Re-inspection fees, if applicable.

A \$50 re-inspection fee will be assessed for each failed inspection and all fees must be paid prior to scheduling a final inspection. Fees are payable by cash or check payable to Currituck County; the Inspections Dept. is not equipped to accept credit card payments. Please Note: Building Inspectors cannot collect re-inspection fees in the field. For questions regarding re-inspection fees, please contact a Permit Officer at (252) 232-3378 (Mainland), or (252) 453-8555 Ext. 230 (Corolla).

11. House numbers must be displayed on the dwelling and meet the following criteria, as per Section 12-33 of the Code of Ordinances:

- A. House numbers must be a minimum of four inches in height so as to be seen easily from the road.
- B. House numbers must be set on a background of a contrasting color.
- C. When a house is 50 feet or more from the road or when the view of the house is blocked by trees or shrubs, house numbers shall also be displayed on a sign attached to a fence, gate, lawn stake, trash can rack, mailbox, etc., at the edge of the road right-of-way.
- D. On a corner lot, the house number should face the street named in the address.
- E. House numbers should be illuminated or easily visible at night. House numbers shall be plain block numerals, not script or written numbers.

Personal belongings MAY NOT be placed in the structure until a Certificate of Compliance is issued. The structure MAY NOT be occupied prior to the issuance of an Certificate of Compliance.

II. COMMERCIAL PROJECTS:

- A. Final Inspection: Must submit all applicable items listed in #1 above and schedule inspections by the Zoning Dept., Fire Marshal, and the Building Inspector.

NOTE: THE FINAL INSPECTION BY THE BUILDING INSPECTOR WILL NOT BE SCHEDULED UNTIL ZONING AND THE FIRE MARSHAL HAVE PERFORMED THEIR INSPECTIONS AND SIGNED OFF ON THE PROJECT.

To schedule these inspections, please contact:

ZONING: Mainland: (252) 232-3055 Ext. 6032
Room 113, Old Historic Courthouse
153 Courthouse Rd, Currituck, NC 27929

Corolla: (252) 453-8555 Ext. 233
1123 Ocean Trail, Corolla, NC 27927

FIRE MARSHAL: James Mims: (252) 232-6641 Ext. 4024
Room 118, Old Historic Courthouse
153 Courthouse Rd, Currituck, NC 27929

BUILDING INSP: Mainland: (252) 232-3378
Contact a Permit Officer to schedule.

Room 117, Old Historic Courthouse
153 Courthouse Rd, Currituck, NC 27929

Corolla: (252) 453-8555 Ext. 230
Contact a Permit Officer to schedule.
1123 Ocean Trail, Corolla, NC 27927

2. INSPECTIONS, BULKHEAD/PIER INSPECTION:

- a. Piling: material must be on site, not installed, and must meet NC State Building Code.
- b. Rough-In: before backfilling, to check tiebacks and dead-men.
- c. Final: After backfilling and completion of work.

3. INSPECTIONS, SIGNS

- a. Piling: inspection is performed after pilings are delivered, but before installation.
- b. Final/electrical: Sign is complete, including electrical work, and is ready to be released to the power company

The following includes some, but not all, of the General Statutes pertaining to the enforcement of the N.C. State Building Codes Volume I, I-B, II, III, and the National Electric Code:

G.S. 153-358 Time Limitation of Validity of Permits. A permit issued pursuant to G.S. 1533-357 expires six months, or the lesser time fixed by ordinance of the county, after the date of issuance, if the work authorized by the permit has not commenced. If, after commencement, the work is discontinued for a period of 12 months, the permit therefore immediately expires. No work authorized by a permit that has expired may thereafter be performed until a new permit has been secured. (1969, c. 1066, s.1; 1973, c. 822, s.1.)

G.S. 153-359 Changes in work. After a permit has been issued, no change or deviation from the terms of the application, the plans and specifications, or the permit, except if the change or deviation is clearly permissible under the State Building Code, may be made until specific written approval of the proposed change or deviation has been obtained from the inspection department. (1969, c. 1066, s.1; 1973, c 822, s. 1.)

G.S. 153-363 Certificates of Compliance. At the conclusion of all work done under a permit the appropriate inspector shall make a final inspection. If he finds that the completed work complies with all applicable State and local laws and local ordinance and regulations and with the terms of the permit, he shall issue a certificate of compliance. No new building or part thereof may be occupied, no addition or enlargement of an existing building may be occupied, and no existing building that has been altered or removed may be occupied until the inspection department has issued a certificate of compliance. Violation of this section constitutes a misdemeanor. (1973, c. 822, s.1.)

G.S. 143-138(h) VIOLATIONS. Any person who shall be adjudged to have violated the N.C. State Building Code shall be guilty of a misdemeanor and shall upon conviction be liable to a fine not to exceed fifty (\$50.00) for each offense. Each thirty (30) days that such violation continues shall constitute a separate and distinct offense.