

NEW SINGLE-FAMILY DWELLING

One application is required for the construction of a single-family dwelling. This permit, when issued, covers the entire construction of the home to include the temporary pole, electrical, plumbing, mechanical, insulation, gas piping and fireplaces. If any contractor(s) is omitted from the permit or if a contractor change is required after issuance of the permit, there is a \$20 administrative fee to make the adjustment. Applications may be printed from the Internet at <http://www.co.cumberland.nc.us/plng/apps>. Applications are accepted from 8:00 am to 4:30 pm at 130 Gillespie St, Rm 101 (321-6654/6643). Application approval generally requires 3 to 4 days. You will be notified by phone when your building application has been approved and the permit can be picked up.

The following information will be needed to complete your application

- Name, address, phone and state license number of any electrical, plumbing, mechanical or gas contractor.
- If this structure will be connected to a septic tank and/or well, or if services will be provided by a public sewer and/or water system. (ie PWC). *Note:* If a septic tank is proposed for this site, the health application may be submitted with the building application. If you wish to talk with a Health Inspector, they can be reached at 433-3660. The building permit cannot be issued until the Health Dept. has approved the site.
- The type termite treatment to be used-spray or bait system
- If you are the builder/owner/occupant of the structure and will be doing your own electrical, plumbing and/or mechanical work, you must have your application approved by the appropriate inspector.

The following information must be submitted with your application

- Plot Plan drawn to scale showing the shape, lot dimensions, location of structures and setbacks from the property lines
- Tax Parcel Identification Number (PIN). Available from Land Records Section of the Tax Department, Courthouse, 117 Dick St., 5th floor or at their website, <http://mainfr.co.cumberland.nc.us/oasearch.htm>
- Address of the lot. Obtained from the Addressing Section of the Planning Dept, Historic Courthouse, 130 Gillespie St, Rm. 119.
- One set of construction plans to include the truss drawings.

Additional information or approvals may be required based on the site location and conditions

Inspections Required

The building placard must be posted prior to requesting an inspection. The contractor performing the work should make inspection requests. No person may occupy, store furniture and other personal items in any dwelling until a Certificate of Occupancy has been issued. Stickers, indicating approval of the inspection, will be left at the locations indicated below.

Temporary Pole: Constructed to meet utility company standards & the NC Electrical Code. (Sticker on meter base).

Footing & Zoning Inspection: After excavation is complete and all grade stakes; bulkheads; forms & reinforcing steel are installed & prior to placement of concrete. Setbacks checked for conformance to the Zoning Ordinance. (Sticker on building placard).

Slab Inspections: Required for all habitable areas prior to placement of concrete. All concealed plumbing & gas piping to be left exposed with the proper test. All electrical & HVAC systems to be left exposed for inspection. All systems to be approved prior to the building slab inspection. All wire, insulation, etc. shall be installed. (Sticker: plumbing vent pipe for each applicable trade)

Foundation: All foundation walls, piers, foundation vents to be complete. The interior ground surface of the crawl space must be smooth, free of pockets & debris. Where finish grade under the building is lower than outside finished grade, positive drainage and/or waterproofing of basement and foundation walls shall be installed & left open for the purpose of inspection. Termite treatment should be completed-unless a bait system was identified on the permit. (Sticker on building placard)

Floor Framing: When all joists and girders are installed. (Sticker on building placard)

Electrical Rough-In: All wiring, boxes, panel boards installed & secured; all connections made, including grounding, & ready for the finished product. (Sticker in electrical service panel).

Plumbing Rough-In: All parts of the plumbing system that can be completed prior to the installation of fixtures--drainage, water supply, vents, & necessary fixture supports. A water or air test is required on the water and drainage systems. (Sticker on washer box)

Mechanical Rough-In: All boots, returns, thermostat wiring, concealed gas piping, ductwork, condensate lines, secondary pans refrigerant tubing, bath fan ducts & dryer vent installed. Access must be framed & sufficient to accommodate the air handler. Platforms, catwalks, mechanical ventilation & insulation in place. Any return air under the stairs must be framed and boxed. (Sticker on electrical service panel)

Gas Piping: Concealed piping shall be inspected on the mechanical rough-in. Underground piping shall be properly sized, supported & left exposed for inspection. A pressure test shall be done on all gas piping. (Tag attached to gas piping at gauge)

Fireplace Inspection: Masonry fireplaces shall be inspected when damper is set & all lintels have been installed and again when the chimney is completed (scaffolding still in place). (Sticker on stud adjacent to fireplace). Prefabs shall be inspected prior to covering any work. (Sticker on face of fireplace).

Framing Inspection: After all rough-in inspections have been approved, & the roof, all framing, flashing, bare sheathing, wall ties & bracing are in place & all shingles, pipes, vents, chimneys and fireplaces are complete. A separate inspection can be scheduled for the bare sheathing or wall tie inspection(s) prior to the framing. (Sticker on electrical service panel).

Insulation: After the framing inspection has been approved. All insulation that will be concealed on the building final & all baffles & vapor barriers in place. (Sticker on electrical service panel).

Water & Sewer: Water service line in place and connected. Sewer from the house to public sewer or septic tank in place with proper cleanouts & grade. Trenches open for inspection. May be requested at the plumbing final. (Sticker on cleanout).

Electrical Final: Wiring system is complete. All devices, interior & exterior fixtures and wall plates installed--to include doorbells and smoke detectors. All appliances and equipment wired. (Sticker on meter base).

Plumbing Final: All distribution pipes, fixtures, waste, vents, building drains & sewers including their respective connections and devices completed. Water & sewer inspections may be requested at or before the plumbing final. (Sticker on meter base).

Mechanical Final: Mechanical system is complete & manufacturer's instructions met. All grills, registers, shrouds, unit foundations, proper grade levels, condensate terminations (dry wells when required) shall be installed. (Sticker on meter base)

Building Final: After all final inspections approved & any state & local requirements met. All necessary documents submitted & approvals obtained. (termite bait warranty & contract, septic tank approval) The structure must be complete & ready for occupancy. All painting, caulking, steps, rails, decks & insulation must be in place. (Sticker on meter base)

Certificate of Occupancy

The Certificate of Occupancy is not issued until all areas have been inspected and approved. Three days after the inspection, the certificate is available for pickup from Central Permitting, 130 Gillespie St., Rm. 106, 8:00 am – 4:30 pm. To receive your copy by mail, call 321-6666.

Request for Inspection and Status

Requests may be made by phone or fax, 24 hours a day (Fax 321-6637). Please provide your *permit number, the site address, contractor name, phone number where you may be reached, and the type inspection requested*. Inspection stickers are left at the job site as identified above, or you may view the inspection result at www.co.cumberland.nc.us. Select "Search Inspections" from the main page and enter the permit number. Inspection results are updated daily between 5:30 and 6:00 pm.

Inspector Office Hours

Inspectors are in the office from **7:30 am - 8:30 am and 4:00 pm - 5:00 pm**. If you have any questions pertaining to your work or the inspections required, please contact your Inspector.