



# INSPECTION POLICIES & PROCEDURES

## REQUIRED ITEMS FOR PLAN REVIEW

PERMIT APPLICATION: <https://www.townofclaytonnc.org/Public-Works/engineering-inspections.aspx>

**COMMERCIAL ONLY:** 1 SET OF DRAWINGS AND DETAILS INCLUDING 2 PDF FILES ON THUMB DRIVE, CIVIL PLANS SHOWING UTILITY CONNECTIONS, GRADING, ETC.

**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](http://WWW.LIENSNC.COM))

1 COPY OF TOC LOAD MANAGEMENT FORM IF POWER IS PROVIDED BUY TOWN OF CLAYTON

1 COPY OF JOCO SEPTIC APPLICATION IF APPLICABLE: <https://www.johnstonnc.com/envhealth/content.cfm?pd=septic>

1 COPY OF DRIVEWAY PERMIT: <https://www.townofclaytonnc.org/uploads/files/Public%20Works/Driveway%20Permit%20Application.pdf>

**PERMIT PICKUP:** After you are contacted to pick up a permit, go to the Planning Department (2nd floor) to pay for your permit. *Permit must be picked up within 30 days of being notified.*

## 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 permit and associated fees have been paid and permit issued for construction.

### When the above items are complete:

Call 919-359-8717 to schedule an inspection. E-suite users must schedule online through portal always.

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

Requests made in the field will NOT be accepted.

## INSPECTION REQUIREMENTS

**Temporary Power Pole:** Temporary Pole shall be constructed and installed to meet utility standards. They shall also meet the latest addition of the National Electrical Code requirements.

**Footings:** Soil and erosion requirements in place, footing trenches are excavated, clean and forms are in place. All grade stakes installed, and all reinforced steel tied, supports in place and electrical bond installed before any concrete is poured. Placed or fill compacted soils required soils engineer letter to be on site at time of inspection or uploaded to e-suites document section. *Note: (Deck footings and porch turndown slabs shall be in place with building footing or slab prep inspection. If not in place it can only be requested along with another required inspection without an additional fee being added.)*

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

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

*Exceptions: Inspection is not required for driveway slabs up to the sidewalk connection, (garage slabs without integral footings or back fill over 24") carport slabs, porch slabs, walks, etc., which are considered as non-habitable spaces.*

**Foundation:** To be requested after all foundation supports are installed and prior to backfilling. This inspection is to check Girder pier supports, footing projections, vents, ground clearances, foundation drainage and foundation damp-proofing or waterproofing where required. *Note: (Inspection of a foundation Basement wall waterproofing shall be installed, shall be left open for the purpose of inspection. Waterproofing shall be done at foundation inspection.*

### Electrical Rough-In

To be requested when all wiring, boxes and panel boards have been installed. All multi branch connections must be made up. *(Do not install electrical devices in utility electrical boxes until rough in has passed, make up all connection.)*

### **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**

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 have been installed and approved, all roof, wall, ceiling and floor framing is complete, with appropriate blocking, bracing and fire stopping in place, all 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. Window and door flashing, air barrier taped and secured in place as required.
2. Insert fireplaces, chimneys and all trades vents to the outside of the building.
3. step flashing for roofs, chimneys and wall openings
4. insulation roof sheathing baffles in place. air barriers as required in interior open sided walls.
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/air barriers in place but before any wall or ceiling covering is applied.

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

**Driveway Connection:** Per TOC driveway standards, A minimum of 6 inch depth sidewalk cut with all forms in place.

### **Electrical Final**

To be made when the wiring system and panels are complete. (Circuit and OC device identification in place.)

### **Plumbing Final**

To be made when all plumbing systems are complete. The plumbing contractor may request water and sewer finals at or before the plumbing final. *Note: (Water shall be available for the plumbing systems final inspection at the time of request for plumbing final 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 building 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)

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### **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. All outstanding fees must be paid before requesting a final inspection on any type permit. No final inspection will be done with out standing fees noted.