



# TOWN OF CLAYTON INSPECTIONS DEPARTMENT

TOWN OF CLAYTON INSPECTIONS DEPARTMENT  
111 E SECOND ST.  
CLAYTON, NC 27520  
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[WWW.TOWNOFCLAYTONNC.ORG](http://WWW.TOWNOFCLAYTONNC.ORG)

## Procedures for Permits and Inspections for Previously Completed Non-permitted work and Work Begun without Permits

All required data and information for each trade involved must be submitted and approved prior to permit issuance for each trade. Submittal data must reflect the current codes at the time of application and not the presumed codes which may have been in effect at the time the work was originally begun.

Once the permits have been issued, all areas of work must be fully exposed for all required inspections by all trades. **This may require the removal of all existing sheetrock or wall/ceiling coverings in previously non-inspected or non-approved areas.** This may also include floor coverings if required elements are not exposed and accessible. Footings, slabs, and foundations placed without permits or inspections must be verified as compliant by a licensed engineer prior to issuance of a building permit.

Work will be inspected under current codes and must be made to be or confirmed to be compliant with current codes prior to the approval by field inspectors.

### **I HAVE READ AND FULLY UNDERSTAND THE ABOVE**

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

Owner Name (printed): \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor Name (printed): \_\_\_\_\_

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

Date: \_\_\_\_\_

**I have personally met with the above and thoroughly discussed the full scope and meaning of this document with the applicant(s) for this project.**

Inspections Staff Employee

Date