



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)

ALL REQUIRED CONTRACTORS MUST HAVE A TOWN OF CLAYTON PRIVILEGE LICENSE IF THEIR BUSINESS IS PHYSICALLY LOCATED WITHIN TOWN LIMITS

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 to schedule an inspection.

Requests made by 4pm will 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 CUSTOMER SERVICE (1st floor) to pay for and pickup permit.

Footings: trenches are excavated and forms are in place. All grade stakes installed and all reinforced steel and supports in place before any concrete is poured.

Plumbing Under Slab: All under slab plumbing visible, supported, fully sleeved at footing locations and have a minimum test as noted by State code.

Foundation: Foundation walls, vents and piers/supports complete. All debris (wood, brick, blocks, roots, etc.) removed from crawl, slab and porches. Top of footings visible to verify projections.

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.

Rough-In: All four trades complete. Roof and house dried-in with all flashing in place; windows, doors and ventilators installed; framing complete with appropriate blocking, bracing and firestopping in place; water and sewer test in place; gas line pressure test in place. Suitable steps or access into structure available.

Insulation: After approved building framing and rough-in inspection and after permanent roof covering is complete. All insulation must be visible.

Driveway Connection: A minimum of 6 inch depth with all forms in place.

Final: All trades complete. No construction debris in/on site. All re-inspection fees must be paid before next scheduling.