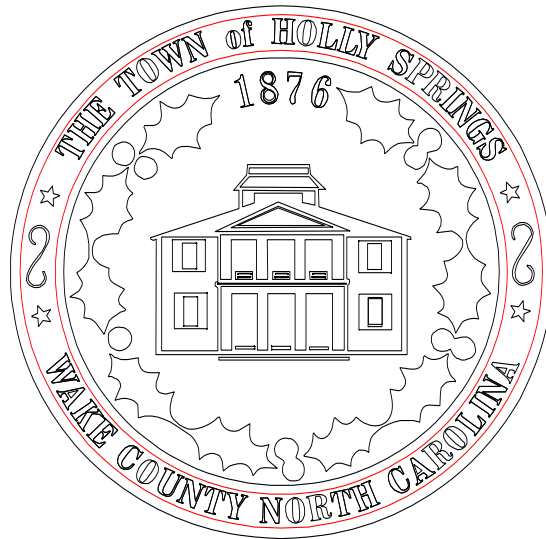


Town of Holly Springs
Homeowner-Single Family Dwelling
Building Permit Information
Packet



Code Enforcement Department557-3914

Planning & Zoning Department557-3908

Engineering Department.....557-3938

HOMEOWNER'S GUIDE

Inspection Procedures for Construction of a New Single-Family Dwelling

Some prospective homeowners possess a great deal of knowledge about building practices and choose to act as their own building contractor. But building a home is a major undertaking, and one that should not be taken lightly. For most people, their home is the single largest investment they will ever make. The inspections process begins when a lot has been selected, home plans have been prepared, and all appropriate permits have been issued. The inspections department will provide a list of required inspections at the time a building permit is issued. The inspections department staff offers the following guidelines to help the home builder understand when inspections are necessary and how to arrange for required inspections.

Building Permit Card: A Town of Holly Springs inspections/data card is provided when a building permit is issued. This card is extremely important. It must be posted in a weather-proof enclosure at the front of the property for use by inspections personnel, and it must remain in place until the project is completed.

A copy of the approved plans for the building project also must be available in a weather-proof enclosure for use by the inspections department staff each time an inspection is conducted. As each inspection is made, the inspector will make a pass or fail notation on the permit card. The inspector will leave a copy of each inspection noting whether it was approved or failed. If the inspection failed, the copy will detail what code violations were found. The homeowner may not proceed with any work until the approved column has been signed for each trade.

Footing Inspection

Footing trenches are dug according to plans approved for the project. If required, all necessary reinforcing steel must be placed along with appropriate supports in the footing trench. All grade stakes and step-down forms must be installed. The bottom of the trench must be virgin soil, or if filled, properly compacted and all roots and other debris removed. The footing trench must be inspected before any concrete is poured. (Compaction test on fill or other soft footing must be certified by an engineer)

Note: Starting September 2, 2003 a residential construction entrance and silt fence on the low side of the lot must be in place for erosion control measures. This must be in place at the time the footings inspection is to take place.

Building Slabs

If the structure is to be built on a concrete slab-on-grade, several inspections are necessary before the concrete may be poured. First, the slab area must be graded and compacted for stability (see note above). Second, if any plumbing, electrical wiring, gas piping and/or mechanical duct work is to be installed beneath the slab, each type of trade work must be inspected and approved before the slab is poured. This is called a trade “groundwork inspection.” Following these approvals, washed and crushed stone, wire mesh and vapor barrier materials should be installed before the “building slab” inspection is scheduled.

Foundation Inspection

For structures with a crawl space, the foundation inspection will follow the footing inspection. The foundation walls, which support the floors and walls of the structure, should be complete with all interior piers.

Note: A foundation survey prepared by a registered surveyor should be submitted to the inspection department for zoning set-back approval prior to scheduling a floor system inspection.

Floor System

The floor system will follow the foundation inspection. All floor joists, girders and blocking should be in place without any sub-flooring installed. Crawl space should be properly sloped, raked and cleaned to provide positive drain. All parging and/or waterproofing should also be in place at this time. A drain pipe should be installed through the foundation wall at the lowest point of the crawl space.

Rough-In Inspections

(These may be scheduled at the same time.)

Electrical Rough-In: All electrical wall boxes, including recessed light fixtures and exhaust fan housing, must be in place. All wiring must be installed, with joints and equipment grounds prepared, and ready for the installation of electrical devices. No fixtures or devices should be installed at this inspection. Electrical panel should be in place at this time.

Mechanical Rough-In: All supply ducts, return ducts, vent pipes and line sets (which will be concealed) should be in place and properly supported. No registers or grills are to be installed at this inspection.

Gas Piping: If natural gas or propane is to be used, all piping must be installed and a pressure test under way at the time of inspection.

Plumbing Rough-In: All water and sewer piping within the structure should be in place and protected as necessary with all supports in place. Water and drainage systems should be tested to 120 pounds per square inch (psi) for water lines and at 10' head for drainage system under slab and 3' above the highest fixture for other rough-in inspections.

Sheathing Inspection

This inspection can be done anytime prior to the building framing. All exterior sheathing should be in place and properly fastened but prior to installation of any finish siding or brick work. If brick veneer is to be used all brick ties should be in place at this time. Also all flashing should be installed. Windows do not have to be installed, but the window openings must be wrapped.

Building Framing

This inspection should not be scheduled until all of the previous inspections have been completed and approved. NOTE: Occasionally, plumbing, electrical, and mechanical subcontractors may cut or notch structural members when installing their trade work. These structural members must be repaired or reinforced before the building framing inspection.

For the framing inspection, all structural members must be in place and properly supported. All windows and doors must be installed and the building completely closed in with weather boards. If a masonry chimney is part of the interior of the structure, it must be completed through to the first flue before the framing inspection.

If blown-in insulation is to be placed in the attic, or if a cathedral ceiling is to be installed, insulation baffles must be in place at the time of the inspection. NOTE: No ceiling or wall finish (sheetrock) may be attached until the insulation inspection has been approved.

Insulation

After all of the above inspections have been approved, the insulation may be installed. The insulation sub-contractor must place a certification at the scuttle hole to the attic or at the pull-down stairs noting the "R" value of the installed insulation. All insulation must be in place with associated vapor barriers and all holes or tears repaired prior to this inspection. NOTE: No ceiling or wall finish (sheet rock) is to be installed at this point. Roof shingles are installed at this time.

Final Inspections

Electrical Final: All equipment requiring electrical connections, including mechanical equipment, appliances, devices and fixtures, must be installed. Disconnect switches for

the water heater, HVAC units and similar equipment must be installed in the electrical panel box. The panel cover should be installed, all circuits must be labeled, and the meter base must be ready for the meter.

To speed electrical hook-ups, an application for power should be filed with the power company before arranging this inspection. The power company will issue the owner a premise number. This 8 digit number should be given to the inspections department when scheduling the electrical final. If final electrical is approved, power will be called in by the inspector the same day.

Mechanical Final: All registers, hoods, HVAC equipment and control wiring must be installed and filters in place. If approved, the inspections department will fax PSNC to have the gas meter set if using gas equipment.

Plumbing Final: All fixtures, including spigots, water heaters, water closets and lavatories must be in place and the water turned on.

Building Final: All general carpentry work, including decks, porches, guardrails, and all masonry work must be in place before this inspection. The base building with all safety features must be in place. The installation of wallpaper, carpet, trip molding, interior paint and other non-safety items are not necessary for this inspection; however, street numbers, measuring at least three inches high and clearly visible from the street, must be installed. These numbers also may be placed on a mailbox at the street.

Lot Inspection: This inspection will be scheduled automatically when a building final inspection is requested. All grading and grass seeding around the dwelling should be in place. This inspection will be conducted by the engineering department.

Building Water and Sewer

This inspection may be arranged when the plumbing rough-in inspection is conducted, but it may be made at any time up to and including the final stage of building construction. The water and sewer lines must be in their trenches, with no backfill in place so that inspectors can see all of the pipe work. The water meter base should be connected to the water line. Arrangement to have the meter set should be made through the Town of Holly Springs Finance Department; the meter will be set as soon as possible after request. (This can be done when construction of the dwelling has started).

Suggestions: It is best to verify that all required work has been completed prior to scheduling an inspection. If all required work is not completed, the inspector may have to reject the inspection. The inspection request procedure for that specific inspection then must start over.

Scheduling Inspections: The Inspections Department staff tries to complete all inspections scheduled for that day. But occasionally, the department's workload exceeds

the ability of the staff to get to all sites it must inspect. If an inspection cannot be conducted on the day it is scheduled, it will move to the top of the list of inspections for the following day. It is important that subsequent work not begin until the appropriate approval has been made on the inspection/data card.

To request an inspection, call (919) 557-3915. All inspection requests must be received in the Inspections Department by 4:30 p.m. on the day before the inspection is to be made. The following information is required when making an inspection request.

1. Permit Number
2. Lot number
3. Type of Inspection
4. Premise number (temporary board and electrical final)

If you wish to cancel any inspection, you may do so by calling the office by 8 a.m. the morning the inspection is to be conducted.

If you have any questions concerning the permitting process, plan review or general code questions on your project you may contact the following numbers for assistance.

		Office	Cell	Email
Director	Ricky Blackmon	557-3916	890-2769	ricky.blackmon@hollyspringsnc.us
Supervisor	Ricky Parson	557-2915	524-5142	ricky.parson@hollyspringsnc.us
Permitting	Marlene Cota	557-3914	795-2969	marlene.cota@hollyspringsnc.us
Scheduling	Terry Pickering	557-2919		terry.pickering@hollyspringsnc.us
Scheduling	Sheila Haraway	557-3915		sheila.haraway@hollyspringsnc.us

INSPECTORS

	Office	Cell	Email
Larry Dovorac	557-3907	291-5778	larry.dovorac@hollyspringsnc.us
Donald Irwin	557-2916	427-5639	donald.irwin@hollyspringsnc.us
Eric Lundberg	557-2937	747-1951	eric.lundberg@hollyspringsnc.us
Wayne Mixon	567-4030	606-7730	wayne.mixon@hollyspringsnc.us
Chuck Queen	557-2914	524-36-52	chuck.queen@hollyspringsnc.us
Mike Ritter	557-2926	291-5780	mike.ritter@hollyspringsnc.us
Brooks Stephenson	567-4029	291-5779	brooks.stephenson@hollyspringsnc.us
Clyde Stephenson	557-3927	524-2617	clyde.stephenson@hollyspringsnc.us