



Town of Holly Springs
128 South Main Street
Holly Springs, NC 27540
(919) 557-3915 • Fax (919) 557-7551

HOMEOWNER'S GUIDE

Construction and Inspection Procedures for Residential Alterations/Additions/Decks

Do I need a permit?

Many home improvement projects require a permit before beginning work. The permitting and inspection processes allow the town to ensure that projects are done according to the permit, meets minimum code requirements, buildings are well constructed and safe for occupants.

If square footage is added to your home without a permit and later you want to sell your home, the project will have to be permitted and inspected before you can close on the sale. This may require the finished work to be torn out so that the rough-in and framing can be properly inspected. This can be a costly mistake that you are strongly encouraged to avoid.

Helpful Links:

<https://www.ncleg.net/gascripts/Statutes/StatutesTOC.pl>

<https://codes.iccsafe.org/public/collections/NC>

The North Carolina State Building Code states, "No person, firm or corporation shall erect, construct, enlarge, install, alter, repair, move, improve, remove, convert or demolish any building, structure, or service system without first obtaining a permit for such from the Inspections Department having jurisdiction."

Here are typical home improvement projects that require building permits and inspections:

- **Building** – The construction, reconstruction, alteration, repair, movement to another site, removal, or demolition of any building
 - New home construction
 - Finishing unfinished space (attic or basement renovation)
 - Room addition
 - Deck
 - Gazebo
 - Screened porch
 - Covered porch
 - Sunroom
 - Shed greater than 12' in any dimension ([For smaller outbuildings, permit information is available from the Department of Planning & Zoning.](#))
 - Attached or detached garage
 - Carport
 - Pergola or trellis only if attached to the main dwelling

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- Retaining wall (4' of unbalanced fill, crosses property line(s), or supports another structure)
- Swimming Pool, Hot Tub, Spa
- Installing new windows and or skylights
- Stairs, handrails or guardrails (interior and/or exterior)
- Solar or photovoltaic equipment
- Addition of roofing
- **Plumbing** – The addition or change in the design of plumbing or repair that changes in size or capacity. **(Exception: Water Heaters in one- and two-family dwellings when there is no change in the location, size and heating capacity, fuel or energy source or routing or sizing of the vent or plumbing piping, and the work is done by a licensed Plumbing Contractor)*
 - *Sinks or Lavatories*
 - *Toilets, Bidets, Urinals*
 - *Sewer lines*
 - *Ice maker water supply line*
 - *Thermal expansion tank*
 - *Backflow device*
 - *Pressure-reducing valve*
 - *Water lines*
 - *Hose bibs*
 - *Water heater *(see exception above)*
- **Electrical** – The installation, alteration, repair, replacement or relocation of any electrical material, appliances or equipment
 - Install or alter any permanent wiring or electrical device
 - Installing ceiling fan
 - Run additional wiring
 - Installing new electrical outlet or light fixture
 - Installing receptacle for garage-door opener
 - Convert from fuse box to circuit breaker
 - Water heater **(see exception under Plumbing section)*
- **Mechanical/ HVAC** – The installation, extension, or general repair of any heating or cooling equipment system
 - Heating ventilation
 - Air conditioning system
 - Installing natural gas line
 - Installing vent
 - Kitchen hoods
 - Water heater **(see exception under Plumbing section)*

If you are unsure if your project requires a permit or not, you may call the Holly Springs Code Enforcement Department at (919) 557-3915 Monday-Friday between 8:00 a.m. and 5:00 p.m.

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All of our permit applications are available on the website for the Town of Holly Springs/Code Enforcement Department, in our Town Hall Development lobby or we can email one to you! Our applications list what documents are necessary at the time of submittal. If you have any questions, please give us a call.

You will receive a call or email from a Permit Technician when your permit is ready. Permit fees will be due at that time. Fees depend on a variety of information and can be viewed online at www.hollyspringsnc.us, following the links from Government → Departments → Finance → and clicking the highlighted link to the current Town Budget. If you have further questions, please call us.

Inspections

After you start construction, your project must be inspected. A final inspection takes place after the project is completed. Inspections make sure that the project is built according to the permit and all the applicable construction codes.

If you add square footage to your home without a permit and later want to sell your home, the project will have to be permitted and inspected before you can close on the sale. This may require the finished work to be torn out so that the rough-in and Framing can be properly inspected. This can be a costly mistake that you are strongly encouraged to avoid.

We offer online scheduling of inspections! If you do not have access to our online portal, please call us and we'll get you registered. You also may call us to request your inspections. All inspection requests received on a business day before 4:00 p.m. will be scheduled for the next day. Requests after 4:00 p.m. will be scheduled for the second business day. We only schedule by day, not time. Our Inspector's do their best to accommodate homeowner's and their inspection timing.

If you need to schedule a time, please call the office at 8:00a.m. the morning of your inspection and we'll give you the Inspector's name and phone number. You do not need to be home for decks, porches or out buildings, but as a reminder your Permit Inspection Card (protected from the elements) along with approved stamped plans from the Code Enforcement Department that must be accessible for the inspection (unless approved digitally). If you need to cancel an inspection, you may do so by calling the Inspections office by 8:00am the morning the inspection is to be conducted.

- If you have applied for a deck permit, your likely inspections will include:
 - Deck Footings – prior to pouring concrete
 - Open Floor if clearance is not greater than 2 feet
 - Building Final
- If you have applied for a screened-in porch, your likely inspections will include:
 - Footings – prior to pouring concrete
 - Trade Rough-In (electrical for a light/fan) combined with Framing
 - Trade Finals combined with Building Final
- If you have applied for an attic/basement finish, your likely inspections will include:

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- Trade Rough-Ins (electrical, plumbing, mechanical) combined with Framing
- Insulation
- Trade Finals combined with Building Final
- If you have applied for a detached storage/garage, your likely inspections will include:
 - Sheathing
 - Trade Rough-Ins (electrical, plumbing, mechanical) combined with Framing
 - Trade Finals combined with Building Final

It is very important to complete the inspections process. The final Certificate of Occupancy will ensure you and future owners that all improvements meet the North Carolina Residential Building Code.

1. Initial Erosion Control

- a. The Initial Erosion Control Inspection is the first inspection that must be scheduled for each lot/site. This inspection must be passed prior to scheduling any other inspections. The inspection is to be scheduled after all erosion control measures, including, but not limited to: silt fence, construction entrance and silt fence outlets are installed per the approved plan.

2. Footing

- a. Footing inspections to be scheduled after all trenches are excavated, all grade stakes are installed, all reinforcing steel and supports are in place and tied, and all necessary forms and bulkheads are in place and braced, before any concrete is placed.

3. Foundation

- a. Foundation inspections to be scheduled after all foundation supports are installed. This inspection is typically performed to verify correct installation and proper bearing support prior to backfilling the foundation walls. Any poured concrete or reinforced masonry walls should be inspected prior to placement of concrete. Any required damproofing should be installed at the time of this inspection. Where waterproofing is required, this should not be installed until the Foundation inspection is approved.

4. Waterproofing

- a. Waterproofing inspections are a specific inspection required where a habitable space is located opposite the backfilled area. This inspection to be scheduled after the Foundation inspection has been approved.

5. Slab

- a. Under-slab inspections, as appropriate, to be scheduled after all materials and equipment to be concealed by the concrete slab are completed.

6. Foundation Survey

- a. A signed and sealed Foundation Survey is due prior to Floor System, Framing, or Trade Rough-in inspections. Failure to submit on schedule or pass foundation survey inspection may result in a stop work order and/or building delays.

7. Floor System (Optional)

- a. That portion of a Framing inspection to be scheduled independently when chosen by the builder. This inspection may be scheduled when the floor framing is complete with appropriate blocking, bracing, and anchor systems prior to installing the floor sheathing material and prior to scheduling the Framing inspection. When this inspection is not independently scheduled as chosen by the builder, it will be automatically scheduled to be inspected with the Framing inspection.

8. Framing

- a. Framing inspection to be scheduled after the roof (excluding permanent roof coverings), wall, ceiling, and floor framing is complete with the appropriate blocking, bracing, and firestopping in place.
- b. The following items shall be in place and visible for inspection:
 - i. Pipes
 - ii. Chimneys and vents
 - iii. Flashing for roofs and chimneys
 - iv. Insulation baffles; and
 - v. All lintels that are 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 supported on masonry or concrete.

9. Insulation

- a. Insulation inspection to be scheduled after an approved Framing inspection and Rough-In inspection and after the permanent roof covering is installed, with all insulation and vapor retarders in place, but before any wall or ceiling covering is applied.

10. Temporary Board

- a. Temporary electrical service poles may be inspected at any phase of construction, but prior to the Initial Erosion Control inspection, as requested by the permit holder. Premise numbers should be written on inspection card.

11. Electrical Ground Work

- a. That portion of an electrical Rough-In scheduled independently for components installed underground. They may be scheduled at any phase of construction, but prior to the Initial Erosion Control inspection, as requested by the permit holder.

12. Electrical Rough-In

- a. Electrical Rough-In inspection to be scheduled when all parts of the electrical system that will be hidden from view in the finished building have been placed, but before and wall finish, ceiling finish, or building insulation is installed.

13. Electrical Final

- a. Electrical Final inspection to be scheduled after completion of the work authorized under the technical codes.

14. Mechanical Ground Work

- a. That portion of a mechanical Rough-In scheduled independently for components installed underground. They may be scheduled at any phase of construction, but prior to the Initial Erosion Control inspection, as requested by the permit holder.

15. Mechanical Rough-In

- a. Mechanical Rough-In inspection to be scheduled when all parts of the mechanical system that will be hidden from view in the finished building have been placed, but before and wall finish, ceiling finish, or building insulation is installed. This inspection also typically includes any duct inspections prior to the insulated duct wrap.

16. Mechanical Final

- a. Mechanical Final inspection to be scheduled after completion of the work authorized under the technical codes.

17. Plumbing Ground Work

- a. That portion of a plumbing Rough-In scheduled independently for components installed underground. They may be scheduled at any phase of construction, but prior to the Initial Erosion Control inspection, as requested by the permit holder. This inspection is primarily for ground work within the building envelope.

18. Plumbing Rough-In

- a. Plumbing Rough-In inspection to be scheduled when all parts of the plumbing system that will be hidden from view in the finished building have been placed, but before and wall finish, ceiling finish, or building insulation is installed.

19. Utility Water/Sewer

- a. That portion of a plumbing Rough-In scheduled independently for components installed underground. They may be scheduled at any phase of construction as requested by the permit holder. This inspection is primarily for all water and sewer service ground work exterior of the building.

20. Plumbing Final

- a. Plumbing Final inspection to be scheduled after completion of the work authorized under the technical codes.

21. Well/Septic

- a. This inspection is required by the TOHS to receive a copy of the approved operations permit signed by Wake County to operate a well or septic system.

22. Building Final

- a. Building Final inspection to be scheduled after completion of the work authorized under the technical codes.

23. Engineering Driveway/Sidewalk

- a. All forms are to be installed per Town detail.
- b. Subgrade is to be compacted to 100%.
- c. Backfill material can be dirt or ABC stone.

24. Engineering Site

- a. This inspection includes water meter box, reuse meter box if applicable.

- b. Site is to be permanently stabilized.
- c. Any damaged curb & gutter or sidewalk is to be replaced prior to inspection.
- d. Sewer service to be 6" above finish grade.

25. Reclaimed Irrigation

- a. System will be operated as part of the inspection. Contractor required to be on site to operate.
- b. As-Built of irrigation system required at inspection

26. Planning Site

- a. Verify building elevations match approved permit, if applicable
- b. Verify all development options selected at time of permit have been satisfied, if applicable
- c. Perimeter yard landscaping, if required, must be installed in accordance with approved landscaping plan.

27. Street Trees

- a. This inspection should be scheduled after the required planting of street tree(s). There are four (4) elements that are reviewed:
 - i. Verify species, no substitutions
 - ii. Verify the size/caliper of the tree
 - iii. Verify the root guard is in place;
 - iv. Verify the placement/location of the street tree(s). For all Street Tree Inspections, the species tag must be on the tree and the root guard must be installed according to Town's standards detail and must be visible at time of inspection.

28. Final Erosion Control

- a. The Final Erosion Control inspection should be scheduled toward the end of the building project once all areas on site are permanently stabilized by hardscape or vegetative means, including any drainage areas shown on the approved plan.

Plans shall include, but not limited to, the following:

Deck and Screen Porch

- Size and dimensions of the structure
- Footing sizes (depth, width, and spacing) and locations
- Beam sizes and spans
- Joist size, spacing, and spans
- Rafter size and spacing (Screen Porch)
- Ceiling joist size and spacing (Screen Porch)
- If a screen porch is built over an existing deck, provide layout of existing deck with Footings sizes as well as listing and labeling all structural framing
- Verify flashing type where required
- Decks attached to house – must describe attachment
- Post size and spacing
- Electrical, Mechanical or Plumbing changes

Garages-Attached and Detached/Additions

- Dimensions of the structure
- Footing sizes (depth, width, and spacing) and locations
- Window and door sizes
- Beam sizes and spans
- Joist size, spacing, and spans
- Rafter size and spacing
- Ceiling joist size and spacing
- Structure Layout
- Detail Footing attachment to existing structure (Attached garages and additions)
- Label type of or use of room (Additions)
- Electrical outlets and switch locations to be installed as well as what is existing
- Electrical, Mechanical or Plumbing changes

Room Renovations

- Dimensions of the room
- Window and door sizes
- Include existing framing on the plans of the floor (joist size, spacing, spans, beams, etc.)
- Label type of/use of room
- Electrical outlets and switch locations to be installed as well as what is existing
- Basement Renovations may require a survey listing the FFE
- Electrical, Mechanical or Plumbing changes