

HERTFORD COUNTY
BUILDING INSPECTIONS DEPARTMENT
PO BOX 424 WINTON, NC 27986
(252-358-7814 OR (252) 358-7813
FAX (252-358-1241)

Stick Built Permit Process

- All permits will be issued to a properly licensed North Carolina General/Set- up Contractor.
OR
- To the owner of the property on which the building is to be build and occupied by said owner for at least twelve (12 months) following completion (no rental property). Volume I-A, G.S. 87.1. **OR**
- To an individual when a general contractor's license is not required. The cost of the undertaking must be less than thirty thousand dollars. **(\$30,000)**

The North Carolina State Building Code requires that a permit be issued for "The construction, reconstruction, alteration, and repair, movement to another site, removal, or demolition of any building or structure." Accessory Buildings with any dimension greater than twelve (12) feet are required to meet the provisions of the North Carolina State Building Code, Volume VII-Residential.

THE PERSON OR CONTRACTOR THAT IS TO PERM FOR THE WORK IS RESPONSIBLE FOR OBTAINING THE NECESSARY PERMITS PRIOR TO STARTING WORK ON THE PROJECT.

SELF-CONTRACTORS WILL BE ABLE TO OBTAIN PERMITS FOR THEIR **DWELLING ONLY**

FAILURE OT OBTAIN PERMIT BEFORE WORK BEGINS WILL RESULT IN A **\$100.00 PENALTY CHARGE**

PERMITS EXPIRE SIX (6) MONTHS AFTER ISSUANCE DATE IF WORK NOT STARTED OR IF WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF TWELVE (12) MONTHS OR MORE AFTER THE WORK HAS STARTED . BEFORE SUCH WORK CAN BE RESUMED, A NEW PERMIT SHALL BE OBTAINED. G.s. 153a-358

INSPECTIONS

The General/Set-up Contractor or the person that the Building/ Mobile Home Permit were issued to must make all inspection requests. (Footings, Foundations, Rough-Ins, Insulation, and Final for C.O.). Electrical, Plumbing & Mechanical Contractors will be responsible to notify the General Contractor when ready for Rough-IN, Final, and other inspections.

Permit Cards must be posted and building plans must be available at the jobsite or the inspection will not be performed. Inspection results will be recorded with the permit card.

Inspections are scheduled **a day in advance by calling 252-358-7814/7813**. Active permits are filed by the Street Number and Name. When requesting an inspection please provide:

Property Owners Name

Street Address

Type of inspection requested

Permit # (if available)

Contact #

MANDATORY INSPECTIONS

Permit Holders shall ensure requirement listed below are met prior to requesting inspections.

1. Footing/ Slab Inspections(s)

- Address posted
- Temporary toilet facilities (Port- a- John) on —site.
- Trash container on site
- Structure shall be laid off with string lines and batter boards or surveyor stake to check required setbacks.
- **Footing inspection.** Trenches excavated, grade stake installed, reinforcing steel (rebar) and supports in place and appropriately tied, concrete forms are in place and braced, and before any concrete is placed.
- **Under- Slab inspection** (if utilities under slab). Shall be made after all materials and equipment to be concealed by the concrete slab are completed.
- Foundation Floor System

2. ROUGH-IN INSPECTION

- All building framing and parts of the plumbing, electrical, fire protection, and mechanical work that will be hidden from view in the finished building have been placed but before any wall, ceiling finish or building insulation is installed.

3. FRAMING INSPECTION

- Framing inspections shall be made after the roof, excluding permanent roof covering, wall ceiling and floor framing is complete with appropriate blocking, bracing and fire stopping in place.

4. INSULATION INSPECTION

- Inspection deficiencies from Rough-In Inspection and framing corrected.
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- Insulation installed in Floors(R-19), Walls (R-3.3), Ceiling (R-30)

5. Fire Protection

- Fire Protection inspections shall be made in all buildings where any material is used for fire protection purposes. After all fire protection materials are in place, but not concealed.
- All requirements from prior inspections must be completed at this time

6. FINAL INSPECTION- CERTIFICATE OF OCCUPANCY

- Final inspections shall be made after compliance inspections for all Subcontractor trades are completed but before occupancy (no furniture or personal items may be stored in the structure until the C.O is issued).