



**COUNTY OF DUPLIN**  
BUILDING INSPECTIONS DEPARTMENT  
PO BOX 950  
KENANSVILLE, NC 28349  
PHONE: (910) 296-2124 FAX: (910) 296-2166

## Residential Inspection Procedures

The following guidelines are intended to help you through the residential building inspection process. Some situations may be different and require additional or fewer inspections. Please check with a building inspector if in doubt, or before covering any work which may require inspection.

Before any inspections begin the following items must be addressed:

- Put job box with permit card and approved plans in a conspicuous location on site.
- Portable toilet must be provided for workers

### Required Inspections:

1. **Footing** - Prior to concrete being poured, the footings must be inspected. Except where specifically allowed by the code, the minimum footing width is 16", and the bottom of the footing must be 12" below finished grade. Bottoms of ditches must be square, and free of mud / loose dirt, frost, water, vegetation, roots or other debris. Grade stakes (no wood stakes) shall be installed, any bulkheads, as well as any required reinforcing steel. Lot lines must be clearly identified to verify all required set-backs are met.

2. **Foundation & Open Floor** - Rebar shall be in place where required, and must be inspected prior to block cells being filled. For non-reinforced foundations (and reinforced foundations already inspected and approved for block fill), all anchor bolts, sills and floor framing shall be in place. All roots and debris are to be removed from the crawlspace, and the under-floor area shall be raked smooth and sloped to the required crawlspace drain. Foundation damp-proofing / water-proofing and foundation drain may also be inspected at this time. Do not begin floor sheathing until foundation and floor framing is approved.

3. **Temporary Pole** - A temporary power pole for construction purposes. Pole must be acceptable under power co. guidelines and contain proper breakers, disconnects, and GFCI protected receptacles with in use covers, and grounding per the NEC

4. **Under Slab Plumbing** - Before the concrete slab is poured, and before burying pipes, any under-slab plumbing must be inspected. Remember to have the required test on supply and drain lines when the inspector arrives on-site.

5. **Pre Slab** - Before pouring any concrete slab, the under-slab area must be inspected. All stone or sand and any required vapor barrier shall be in place. Proof of sub-slab termite treatment shall be on site at this time.

6. **Sheathing** - If you wish to install house wrap, and /or start brick veneer or siding prior to framing inspection, you will need a sheathing inspection. All braced wall panels shall be nailed/fastened per code.

7. **Flashing & House Wrap** - After the sheathing inspection, and prior to any siding or brick veneer being installed, a flashing and house wrap inspection is required. All windows, exterior flashing and caulking, exterior wall-mounted electric device boxes shall be in place, and all penetrations shall be filled. This inspection is usually done in combination with the Rough-In inspection.

8. **Rough-In** - Prior to any insulation or wall-covering. Rough-In Inspection includes: Framing,, Rough Electric, Plumbing, and Mechanical.

**Framing** - All framing, sheathing and roof structure to be complete. All specs and drawings for engineered construction, trusses or beams shall be on site. All windows and door shall be installed, and all required draftstop and firestop shall be complete. Note: No framing will be "approved" until all other Rough-In inspections are complete and approved. All lintels above doors and other areas shall be in place at this time.

**Rough Electric** - All wiring is to be pulled and junction boxes, device boxes, panels, nail-guards, draftstop and firestop shall be in place. All metal boxes and conduit shall be grounded. All ground wires shall be made-up in boxes.

**Rough Plumbing** - All piping shall be installed with required water and air pressure tests in place. All nail-guards shall be installed, all draftstop and firestop shall be complete.

**Rough Mechanical** - any mechanical equipment, duct, condensate lines, refrigerant lines, thermostat wires, ground wires, or other equipment, which will be concealed in walls, ceilings, or floors shall be in place. Bath fans shall be installed and exhaust ducts and dryer ducts shall be run to the exterior.

**Weep holes** - When installing brick veneer, a weep hole inspection is required when the level of the brick is one course above the weep holes and flashing at the top of foundation and at each floor level.



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9. **Insulation** - Once the building is "dried-in" and all Rough-In inspections are completed and approved, but prior to installing any interior wall covering (i.e. sheetrock), an insulation inspection is required. All insulation in walls, and all concealed floor, and ceiling spaces, shall be in place and complete. Any ceiling baffles for "blown-in" insulation shall be in place at this time.

10a. **Sewer Tap** - Before backfilling any sewer lines, an inspection must be made on the sewer pipe and connection to septic tank or municipal sewer.

10b. **Water Tap** - Before backfilling any waterlines, an inspection of the pipes (and wiring if well) and their connections.

11. **Temporary Power** - When all wiring is complete and safe from accidental contact, you may call for Temporary Power. This is used only for testing of circuits, and controlling environmental conditions for finish materials. Temporary Power is supplied through a signed agreement with the Inspections department. Temporary Power may be used for 30 days and a maximum of 90 days.

12. **Final Inspection** -Prior to any use or occupancy, a Final Inspection is required on all permitted projects. Final inspection is to verify that compliance with the North Carolina Building, Electrical, Plumbing and Mechanical Codes, any local Zoning Ordinances, termite treatment, and final Environmental Health requirements are met.

**Building Final** - All residential building code requirements must be complete and compliant, including: Decks, steps, handrails, guards, drainage, insulation and vapor barrier, penetrations sealed, egress requirements met, address posted, and final termite certificate posted.

**Electric Final** - Power must be on to all circuits. All electrical circuits are to be complete, compliant, and operating properly, including; required lighting, GFCI and AFCI protection, equipment disconnects, and smoke detectors. Wiring must be supported and protected under floor and in attic, and panels must be properly labeled.

**Plumbing Final** - Water must be on to all fixtures. All plumbing must be complete and compliant, and water must be on for inspection. All pipes shall be properly supported, insulated where required, and free from leaks. Shut-offs and cleanouts shall be installed and accessible per code.

**Mechanical Final** - All ducting and condensate lines shall be complete and properly supported and sealed. Filters, grills, and registers in place, and all flues and/or chimneys shall be complete. Any gas logs or other gas appliances not previously inspected will be inspected at this time, and any gas lines not previously inspected shall have required test in place.

Certificate of Occupancy - Once a project has passed final inspection, a certificate of occupancy can be issued. A copy of the certificate is available upon request.

**NO BUILDING SHALL BE OCCUPIED FOR ANY PURPOSE UNTIL IT HAS PASSED FINAL INSPECTION, AND CERTIFICATE OF OCCUPANCY ISSUED.**