



RESIDENTIAL ADDITIONS & RENOVATIONS

A building application must be completed for any residential addition or renovation. Applications may be printed from the internet at <http://www.co.cumberland.nc.us/plng/apps>. Applications are accepted from 8:00 am until 4:30 pm at 130 Gillespie St, Rm 101 (321-6654/6643).

WHAT YOU NEED TO BRING

- For additions and detached buildings, you will need to provide a plot plan. The plan should show all structures and proposed additions and the distance to the property lines.
- The estimated cost of the work to be performed.

ARE YOU HIRING A CONTRACTOR?

- If you are hiring a building contractor for your project, they should obtain the permit. If the project is \$30,000 or more, the building contractor must be licensed by the North Carolina State General Contractors Board.
- If you are hiring a contractor to perform any electrical, plumbing or heating and air conditioning work, they must obtain their own permit. They are required to be licensed by the appropriate State Licensing Board.

THINGS YOU NEED TO KNOW

- If you are the owner/occupant of the dwelling, you may act as your own building contractor. If you own but do not occupy the structure and the construction cost is \$30,000 or more, a state licensed building contractor is required.
- A separate permit is required for any electrical, plumbing or heating and air conditioning work.
- If you are the owner/occupant of the structure and will be doing your own electrical, plumbing and/or mechanical work, you must have your application approved by the appropriate inspector.
- An Environmental Health permit is required if your property is connected to a septic system. This application can be submitted with your building application. This inspector must approve the site before the building permit can be issued.

WHEN DO I GET MY PERMIT?

Unless the property is connected to a septic system, the building permit is generally issued during your visit to the Planning and Inspection Department. If so, you will be provided a placard that must be posted at the site. The inspector will use this to identify the site and to post your approval stickers.

INSPECTIONS

Required inspections are listed below. Since these projects vary greatly, all of these inspections may not apply to your project. You may wish to discuss the inspection requirements for your project with your inspector.

- **Temporary Pole:** Constructed to meet utility company standards & the NC Electrical Code. (Sticker on meter base).
- **Footing & Zoning Inspection:** After excavation is complete and all grade stakes; bulkheads; forms & reinforcing steel are installed & prior to placement of concrete. Setbacks checked for conformance to the Zoning Ordinance. (Sticker on building placard).
- **Slab Inspections:** Required for all habitable areas prior to placement of concrete. All concealed plumbing & gas piping to be left exposed with the proper test. All electrical & HVAC systems to be left exposed for inspection. All systems to be approved prior to the building slab inspection. All wire, insulation, etc. shall be installed. (Sticker: plumbing vent pipe for each applicable trade)

INSPECTIONS (cont.)

- **Foundation**: All foundation walls, piers, foundation vents to be complete. The interior ground surface of the crawl space must be smooth, free of pockets & debris. Where finish grade under the building is lower than outside finished grade, positive drainage and/or waterproofing of basement and foundation walls shall be installed & left open for the purpose of inspection. Termite treatment should be completed-unless a bait system was identified on the permit. (Sticker on building placard)
- **Floor Framing**: When all joists and girders are installed. (Sticker on building placard)
- **Electrical Rough-In**: All wiring, boxes, panel boards installed & secured; all connections made, including grounding, & ready for the finished product. (Sticker on placard).
- **Plumbing Rough-In**: All parts of the plumbing system that can be completed prior to the installation of fixtures--drainage, water supply, vents, & necessary fixture supports. A water or air test is required on the water and drainage systems. (Sticker on placard)
- **Mechanical Rough-In**: All boots, returns, thermostat wiring, concealed gas piping, ductwork, condensate lines, secondary pans refrigerant tubing, bath fan ducts & dryer vent installed. Access must be framed & sufficient to accommodate the air handler. Platforms, catwalks, mechanical ventilation & insulation in place. Any return air under the stairs must be framed and boxed. (Sticker on placard)
- **Gas Piping**: Concealed piping shall be inspected on the mechanical rough-in. Underground piping shall be properly sized, supported & left exposed for inspection. A pressure test shall be done on all gas piping. (Tag attached to gas piping at gauge)
- **Fireplace Inspection**: Masonry fireplaces shall be inspected when damper is set & all lintels have been installed and again when the chimney is completed (scaffolding still in place). (Sticker on stud adjacent to fireplace). Prefabs shall be inspected prior to covering any work. (Sticker on face of fireplace).
- **Framing Inspection**: After all rough-in inspections have been approved, & the roof, all framing, flashing, bare sheathing, wall ties & bracing are in place & all shingles, pipes, vents, chimneys and fireplaces are complete. A separate inspection can be scheduled for the bare sheathing or wall tie inspection(s) prior to the framing. (Sticker on placard).
- **Insulation**: After the framing inspection has been approved. All insulation that will be concealed on the building final & all baffles & vapor barriers in place. (Sticker on placard).
- **Water & Sewer**: Water service line in place and connected. Sewer from the house to public sewer or septic tank in place with proper cleanouts & grade. Trenches open for inspection. May be requested at the plumbing final. (Sticker on cleanout).
- **Electrical Final**: Wiring system is complete. All devices, interior & exterior fixtures and wall plates installed--to include doorbells and smoke detectors. All appliances and equipment wired. (Sticker on placard).
- **Plumbing Final**: All distribution pipes, fixtures, waste, vents, building drains & sewers including their respective connections and devices completed. Water & sewer inspections may be requested at or before the plumbing final. (Sticker on placard).
- **Mechanical Final**: Mechanical system is complete & manufacturer's instructions met. All grills, registers, shrouds, unit foundations, proper grade levels, condensate terminations (dry wells when required) shall be installed. (Sticker on placard)
- **Building Final**: After all final inspections approved & any state & local requirements met. All necessary documents submitted & approvals obtained. (termite bait warranty & contract, septic tank approval) The structure must be complete & ready for occupancy. All painting, caulking, steps, rails, decks & insulation must be in place. (Sticker on placard)

REQUESTING AN INSPECTION

Requests may be made by phone or fax, 24 hours a day (Fax 321-6637). If leaving a voice mail or sending a fax, please provide your *name, permit number, the site address, phone number where you may be reached, and the type inspection requested.*

INSPECTOR OFFICE HOURS & PHONE NUMBERS

Inspectors are in the office from **7:30 am - 8:30 am and 3:30 pm - 4:30 pm**. If you have any questions pertaining to your work or the inspections required, please contact your Inspector at their office phone or cell number.

Building

_____ Kenneth Hair	321-6653 / 237-9741
_____ Ronald Mosley	321-6641 / 237-9743
_____ Dennis Jernigan	321-6646 / 237-9747
_____ Douglas Austin	321-6661 / 237-9745

Plumbing

_____ Carl Bunnell	321-6642 / 237-9755
_____ Tommy Fisher	321-6663 / 237-9757

Electrical/Mechanical

_____ Gary Faulkner	321-6648 / 237-9763
_____ Ronnie Matthews	321-6660 / 237-9751
_____ Todd Mobley	321-6639 / 237-9761
_____ Alan Johnson	321-6638 / 237-9765
_____ Larry Renfrow	321-6656 / 237-9753