



Planning and Inspections  
Department

# **Building Permit Submittal, Review & Inspection Manual**

March 2020

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## Utility to Building

### Required documents:

- 1- Complete and signed Change of Use Form. (commercial)
- 2- Provide reason for electrical power to commercial building
- 3- If reason is appropriate, the commercial property is verified for zoned use.
- 4- Address is verified for prior occupancy classification.
- 5- If change of occupancy or construction work is necessary to be done to the commercial building, then construction plans are required to define the scope of work and illustrate the work.
  - If change of occupancy or construction work then a building permit is required- renovation, alteration, or up fit.

### Submit to:

- 1- Zoning
- 2- Building

### Required approvals:

- 1- Zoning
- 2- Electrical- if no construction or change of occupancy
- 3- If construction or change of use to occupancy is to occur –the Change of Use permit process must be followed.

Required Inspection: see inspection sheet

## Accessibility Ramp

### Required documents:

- 1- Completed and signed Building Permit application with Email addresses.
- 2- Provide a site plan illustrating the location of the accessible ramp with distances from property line and street right of way.
- 3- Provide height from grade to interior floor level.
- 4- Illustrate how the ramp will be constructed.

### Submit to:

- 1- Zoning
- 2- Building

### Required approvals:

- 1- Zoning
- 2- Building

Required Inspection: see inspection schedule

### Permits required:

- 1- Building



## TOWN OF TARBORO

### INSPECTIONS

#### Accessibility Ramp

#### Per Section 107

1. Footing inspection R
  2. Under slab inspection, as appropriate
  3. Foundation inspection\*
  4. Rough-in inspection\*
  5. Building framing inspection\*
  6. Insulation inspection
  7. Fire Inspection
  8. Final Inspection\* R
- +When requesting an inspection, provide the following- Type of inspection, address of inspection, person to whom request directed, name of requestor.

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Apartment Buildings

### Required documents:

- 1- Completed and signed Building Permit application for each building.
  - a. Address are provided by Tarboro Public Works
  - b. Each building will have separate permits.
  - c. Email of owner and contractors.
- 2- Site plans indicating the location of all apartment building addresses for building with numbers of unit for each building.
- 3- Three (3) Sets of Construction documents that illustrate the complete and concise scope of work.
  - a. Appendix B
  - b. Structural engineering plans and calculations, if determined to be applicable.
- 4- Appointment of Lien Agent documents
- 5- NC State Workers Compensation form
- 6- A prior approval for Storm Water and Planning Site Review is necessary.

### Submit to:

- 1- Zoning
- 2- Building
- 3- Fire

### Required approvals:

- 1- Zoning
- 2- Building
- 3- Electrical
- 4- Plumbing
- 5- Mechanical
- 6- Fire

Required Inspections: see inspection page

### Permits required:

- 1- Building
- 2- Electric
- 3- Plumbing
- 4- Mechanical
- 5- Fire

TOWN OF TARBORO

INSPECTIONS

Apartment Building

Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    | R |  |
| 2. Under slab inspection, as appropriate | R | +When requesting an inspection, provide the  |
| 3. Foundation inspection*                | R | following- Type of inspection, address of    |
| 4. Rough-in inspection*                  | R | inspection, person to whom request directed, |
| 5. Building framing inspection*          | R | name of requestor.                           |
| 6. Insulation inspection                 | R |  |
| 7. Fire Inspection                       | R |  |
| 8. Final Inspection*                     | R |  |

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Bonus Room Up fit

### Required documents:

- 1- Completed and signed Building Permit application with Email address.
- 2- Site plan indicating the location of residence.
- 3- Building plan with floor plan, and other details to define the scope of work.
- 4- Appointment of Lien Agent documents
- 5- NC State Workers Compensation Form

### Submit to:

- 1- Zoning
- 2- Building

### Required approvals:

- 1- Zoning
- 2- Building
- 3- Electrical
- 4- Plumbing
- 5- Mechanical

Required inspections: see inspection page

### Permits required:

- 1- Building
- 2- Electric
- 3- Plumbing
- 4- Mechanical

TOWN OF TARBORO

INSPECTIONS

Bonus Room Up fit

Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    |   |  |
| 2. Under slab inspection, as appropriate |   |  |
| 3. Foundation inspection*                |   |  |
| 4. Rough-in inspection*                  | R |  |
| 5. Building framing inspection*          | R |  |
| 6. Insulation inspection                 | R |  |
| 7. Fire Inspection                       |   |  |
| 8. Final Inspection*                     | R |  |
- +When requesting an inspection, provide the following- Type of inspection, address of inspection, person to whom request directed, name of requestor.

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Canopy

### Required documents:

- 1- Completed and signed Building Permit application with Email address.
- 2- Site plans indicating the location of the awing/canopy on the property with the distances from all property lines.
- 3- Structure elevation drawing illustrating the awning/canopy and the height grade to top.
- 4- Building plans that illustrate the method and material of construction.
  - a. If this awning is over a sidewalk (Right of Way) provide the distance from the curb and the height above side walk.
  - b. Engineering may be required depending on the type, material, and method of construction.
- 5- Appointment of lien agent documents
- 6- NC State Worker Compensation form

### Submit to:

- 1- Zoning
- 2- Building

### Required approvals:

- 1- Zoning
- 2- Building
- 3- Electric

### Required inspections –see inspection page

### Required permits

- 1- Building
- 2- Electric

TOWN OF TARBORO

INSPECTIONS

Canopy

Per Section 107

- |  |   |   |
|--|---|---|
| 1. Footing inspection                    |   |   |
| 2. Under slab inspection, as appropriate |   |   |
| 3. Foundation inspection*                |   |   |
| 4. Rough-in inspection*                  | R | +When requesting an inspection, provide the following- Type of inspection, address of inspection, person to whom request directed, name of requestor. |
| 5. Building framing inspection*          | R |   |
| 6. Insulation inspection                 |   |   |
| 7. Fire Inspection                       |   |   |
| 8. Final Inspection*                     | R |   |

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Carport

### Required documents:

- 1- Completed and signed Building permit application with Email address
- 2- Site plan indicating the location of residence and new carport with distance from property line.
- 3- Building plans would include construction plans and other scope of work.
- 4- Appointment of Lien Agent documents
- 5- NC State Workers Compensation Form

### Submit to:

- 1- Zoning
- 2- Building

### Required approvals:

- 1- Zoning
- 2- Building
- 3- Electric

Required Inspections: see inspection sheet

### Required permits:

- 1- Building
- 2- Electric



TOWN OF TARBORO

INSPECTIONS

Carport

Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    | R |  |
| 2. Under slab inspection, as appropriate |   |  |
| 3. Foundation inspection*                |   |  |
| 4. Rough-in inspection*                  | R |  |
| 5. Building framing inspection*          | R |  |
| 6. Insulation inspection                 | R |  |
| 7. Fire Inspection                       |   |  |
| 8. Final Inspection*                     | R |  |
- +When requesting an inspection, provide the following- Type of inspection, address of inspection, person to whom request directed, name of requestor.

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Change of Occupancy

### Required documents:

- 1- Completed and signed Building Permit application with Email address of contractor, owner and professional /engineer.
- 2- Determination of new occupancy classification and requirements associated with change.
- 3- Provide the square footage of the structure space to be occupied.
  - a. Floor plan illustrating the layout of the space being occupied.
  - b. Floor plan to be completed by an architect.
  - c. If Mechanical, plumbing, and electrical is part of the scope of work, then design plans will be required.
- 4- Appendix B- Building Code Summary
- 5- Appointment of Lien Agent documents
- 6- NC State Workers Compensation Form
- 7- Any possible engineering designs

### Submit to:

- 1- Zoning
- 2- Building
- 3- Fire

### Required Approvals:

- 1- Zoning
- 2- Building
- 3- Electric –if applicable
- 4- Plumbing- if applicable
- 5- Mechanical- if applicable
- 6- Fire

Required inspections- see inspection sheet

### Required permits:

- 1- Zoning
- 2- Building
- 3- Electric-if applicable
- 4- Plumbing-if applicable
- 5- Mechanical-if applicable
- 6- Fire

## TOWN OF TARBORO

### INSPECTIONS

#### Change of Occupancy

#### Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    | R |  |
| 2. Under slab inspection, as appropriate | R | +When requesting an inspection, provide the  |
| 3. Foundation inspection*                |   | following- Type of inspection, address of    |
| 4. Rough-in inspection*                  | R | inspection, person to whom request directed, |
| 5. Building framing inspection*          | R | name of requestor.                           |
| 6. Insulation inspection                 | R |  |
| 7. Fire Inspection                       | R | Life and Safety plan                         |
| 8. Final Inspection*                     | R |  |

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
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- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Cell Tower

### Required Documents:

- 1- Completed and signed Building Permit application with Email address.
- 2- Site plan indicating location of cell tower on the property with distance from property lines.
- 3- Structure elevation drawing illustrating the antenna/tower and height from grade to top.
- 4- Building plans with structural foundation and engineered calculations with soil bearing pressure (lateral and vertical) and wind load of 130mph.
- 5- Appointment of Lien Agent documents
- 6- NC State Workers Compensation Form

### Submit to:

- 1- Zoning
- 2- Building

### Required Approvals:

- 1- Zoning
- 2- Building
- 3- Electric

Required inspections: see inspection sheet

### Required permits:

- 1- Zoning
- 2- Building
- 3- Electric

TOWN OF TARBORO

INSPECTIONS

Cell Tower

Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    | R |  |
| 2. Under slab inspection, as appropriate | R |  |
| 3. Foundation inspection*                |   |  |
| 4. Rough-in inspection*                  | R |  |
| 5. Building framing inspection*          |   |  |
| 6. Insulation inspection                 |   |  |
| 7. Fire Inspection                       |   |  |
| 8. Final Inspection*                     | R |  |
- +When requesting an inspection, provide the following- Type of inspection, address of inspection, person to whom request directed, name of requestor.

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Change of Service-Electric

### Required documents:

- 1- Completed and signed Electric Permit application with Email address.
- 2- Provide location of service.
- 3- Contact Tarboro Electric Department for the location and spotting of service.

### Submit to:

- 1- Electric Inspector

Required Inspections: see inspection sheet

### Required permits:

- 1- Electric Inspector

## TOWN OF TARBORO

### INSPECTIONS

#### Change out Electric Service

#### Per Section 107

1. Footing inspection
2. Under slab inspection, as appropriate
3. Foundation inspection\*
4. Rough-in inspection\*
5. Building framing inspection\*
6. Insulation inspection
7. Fire Inspection
8. Final Inspection\*

+When requesting an inspection, provide the following- Type of inspection, address of inspection, person to whom request directed, name of requestor.

R

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Change out- HVAC

### Required documents:

- 1- Completed and signed Mechanical Permit application with Email address
- 2- Provide the location of unit(s).
- 3- Equipment installed.

### Submit to:

- 1- Mechanical

Required inspections: see inspection sheet

### Required permits:

- 1- Mechanical
- 2- Electric



TOWN OF TARBORO

INSPECTIONS

Change out HVAC

Per Section 107

1. Footing inspection
  2. Under slab inspection, as appropriate
  3. Foundation inspection\*
  4. Rough-in inspection\*
  5. Building framing inspection\*
  6. Insulation inspection
  7. Fire Inspection
  8. Final Inspection\* R
- +When requesting an inspection, provide the following- Type of inspection, address of inspection, person to whom request directed, name of requestor.

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Commercial Additions

### Required documents:

- 1- Completed and signed Building Permit application with Email address.
- 2- Site plan indicating the location of the commercial addition on the property with distance from all property boundaries.
- 3- Structure elevation drawings illustrating the commercial addition and height from grade to top.
- 4- Building plans that illustrating the method and material of construction.
  - a. Foundation plan illustrating width, depth, and type.
  - b. Floor plan for each story that illustrate the existing of each room, doors, stairs, etc.
  - c. Engineering may be required depending on the type, material and method of construction.
- 5- Appointment of Lien Agent documents
- 6- NC State Workers Compensation form

### Submit to:

- 1- Zoning
- 2- Building
- 3- Fire

### Required approvals:

- 1- Zoning
- 2- Building
- 3- Electric
- 4- Plumbing
- 5- Mechanical
- 6- Fire

Required inspections: see inspection sheet

### Permits required:

- 1- Zoning
- 2- Building
- 3- Electric
- 4- Plumbing
- 5- Mechanical
- 6- Fire

## TOWN OF TARBORO

## INSPECTIONS

## Commercial Addition

## Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    | R |  |
| 2. Under slab inspection, as appropriate | R | +When requesting an inspection, provide the  |
| 3. Foundation inspection*                | R | following- Type of inspection, address of    |
| 4. Rough-in inspection*                  | R | inspection, person to whom request directed, |
| 5. Building framing inspection*          | R | name of requestor.                           |
| 6. Insulation inspection                 | R |  |
| 7. Fire Inspection                       | R |  |
| 8. Final Inspection*                     | R |  |

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Commercial Alteration

### Required documents:

- 1- Completed and signed Building Permit application with Email address of contractor.
- 2- Plans will include-
  - a. Foundation plan illustrating width, depth and type, if applicable.
  - b. Floor plan for each story that illustrate the means of egress, the use of each room, doors, stairs, etc.
  - c. Engineering may be required depending on the type, material, and method of construction, if applicable.
- 3- Appointment of Lien Agent documents
- 4- NC State Worker's Compensation form

### Submit to:

- 1- Zoning
- 2- Building
- 3- Fire

### Required Approvals:

- 1- Zoning
- 2- Building
- 3- Electric-if applicable
- 4- Mechanical- if applicable
- 5- Plumbing- if applicable
- 6- Fire

### Required inspections-see inspection sheet

### Required permits:

- 1- Zoning
- 2- Building
- 3- Electric-if applicable
- 4- Mechanical-if applicable
- 5- Plumbing-if applicable
- 6- Fire

# TOWN OF TARBORO

## INSPECTIONS

### Commercial Alteration

#### Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    | R |  |
| 2. Under slab inspection, as appropriate | R | +When requesting an inspection, provide the  |
| 3. Foundation inspection*                | R | following- Type of inspection, address of    |
| 4. Rough-in inspection*                  | R | inspection, person to whom request directed, |
| 5. Building framing inspection*          | R | name of requestor.                           |
| 6. Insulation inspection                 | R |  |
| 7. Fire Inspection                       | R |  |
| 8. Final Inspection*                     | R |  |

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

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- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Commercial- New

### Required documents:

- 1- Completed and signed Building Permit application with Email addresses.
- 2- Site plan indicating the location of new commercial on the property with distances from all property lines.
- 3- Structure elevation drawing illustrating the new commercial height from grade to top.
- 4- Three (3) set of building plans illustrating the method and materials of construction.
  - a. Foundation plan illustrating width, deep and type.
  - b. Floor plan for each story and means of egress of each room, door, stairs and etc.
  - c. Engineering may be required depending on the type, material, and method of construction.
- 5- Appointment of Lien Agent documents
- 6- NC State Worker's Compensation form

### Submit to:

- 1- Zoning
- 2- Building
- 3- Fire

### Required approvals:

- 1- Zoning
- 2- Building
- 3- Electric
- 4- Mechanical
- 5- Plumbing
- 6- Fire

Required inspections- see inspection sheet

### Required permits:

- 1- Zoning
- 2- Building
- 3- Electric
- 4- Mechanical
- 5- Plumbing
- 6- Fire

# TOWN OF TARBORO

## INSPECTIONS

### Commercial New

#### Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    | R |  |
| 2. Under slab inspection, as appropriate | R | +When requesting an inspection, provide the  |
| 3. Foundation inspection*                | R | following- Type of inspection, address of    |
| 4. Rough-in inspection*                  | R | inspection, person to whom request directed, |
| 5. Building framing inspection*          | R | name of requestor.                           |
| 6. Insulation inspection                 | R |  |
| 7. Fire Inspection                       | R |  |
| 8. Final Inspection*                     | R |  |

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Conversion of Garage to Living Space

### Required documents:

- 1- Completed and signed Building Permit application.
- 2- Email address of owner and contractor
- 3- Building plans would include construction plans and other the scope of work.
- 4- Appointment of Lien Agent document
- 5- NC State Workers Compensation form

### Submit to:

- 1- Zoning
- 2- Building

### Required approvals:

- 1- Zoning
- 2- Building
- 3- Mechanical
- 4- Plumbing

### Required inspections-see inspection sheet

### Required permits:

- 1- Building
- 2- Mechanical
- 3- Plumbing



TOWN OF TARBORO

INSPECTIONS

Conversion of garage to living space

Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    |   |  |
| 2. Under slab inspection, as appropriate |   |  |
| 3. Foundation inspection*                |   |  |
| 4. Rough-in inspection*                  | R |  |
| 5. Building framing inspection*          | R |  |
| 6. Insulation inspection                 | R |  |
| 7. Fire Inspection                       |   |  |
| 8. Final Inspection*                     | R |  |
- +When requesting an inspection, provide the following- Type of inspection, address of inspection, person to whom request directed, name of requestor.

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

Daycare-DHHS (E/1-4/1-2)

Required documents:

- 1- Completed and signed Building Permit application with Email address.
- 2- Documentation from DHHS indicating the likely level of service provided for the number of children.
- 3- Floor plan that illustrates the layout of the space, with each room identified and age of children in each room.
- 4- Appendix B-Building Code Summary
- 5- Life and safety plan
- 6- All rooms that has 2 .5 years old and younger must have an exit leads directly outside
- 7- Hours of operation and number of shifts
- 8- Appoint of Lien Agent documents
- 9- NC State Worker Compensation form

Submit to:

- 1- Zoning
- 2- Building
- 3- Electric-if applicable
- 4- Plumbing-if applicable
- 5- Mechanical-if applicable
- 6- Fire

Required approvals:

- 1- Zoning
- 2- Building
- 3- Electric-if applicable
- 4- Plumbing-if applicable
- 5- Mechanical-if applicable
- 6- Fire

Required inspections: see inspection sheet

Permits required:

- 1- Zoning
- 2- Building
- 3- Electric-if applicable
- 4- Plumbing-if applicable
- 5- Mechanical-if applicable

# TOWN OF TARBORO

## INSPECTIONS

Daycare-DHHS – E/ I-4/ I-2

Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    | R |  |
| 2. Under slab inspection, as appropriate | R | +When requesting an inspection, provide the  |
| 3. Foundation inspection*                | R | following- Type of inspection, address of    |
| 4. Rough-in inspection*                  | R | inspection, person to whom request directed, |
| 5. Building framing inspection*          | R | name of requestor.                           |
| 6. Insulation inspection                 | R |  |
| 7. Fire Inspection                       | R | Life and Safety Plan                         |
| 8. Final Inspection*                     | R |  |

\*3-Optional inspection for “open floor” requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Daycare-DHHS (R-4)

### Required documents:

- 1- Completed and signed Building Permit application with Email address.
- 2- Documentation from DHHS indicating the likely level of service provided for the number of children.
- 3- Floor plan that illustrates the layout of the space, with each room identified and age of children in each room.
- 4- Appendix B-Building Code Summary
- 5- Life and safety plan
- 6- All rooms that has 2 .5 years old and younger must have an exit leads directly outside
- 7- Hours of operation and number of shifts
- 8- Applicant must provide DHHS form

### Submit to:

- 1- Zoning
- 2- Building
- 3- Electric-if applicable
- 4- Plumbing-if applicable
- 5- Mechanical-if applicable
- 6- Fire

### Required approvals:

- 1- Zoning
- 2- Building
- 3- Electric-if applicable
- 4- Plumbing-if applicable
- 5- Mechanical-if applicable
- 6- Fire

Required inspections: see inspection sheet

### Permits required:

- 1- Zoning
- 2- Building
- 3- Electric –if applicable
- 4- Plumbing-if applicable
- 5- Mechanical –applicable
- 6- Fire

## TOWN OF TARBORO

## INSPECTIONS

Daycare-DHHS – R-4

Per Section 107

- |  |   |   |
|--|---|---|
| 1. Footing inspection                    | R |   |
| 2. Under slab inspection, as appropriate | R | +When requesting an inspection, provide the following- Type of inspection, address of inspection, person to whom request directed, name of requestor. |
| 3. Foundation inspection*                | R |   |
| 4. Rough-in inspection*                  | R |   |
| 5. Building framing inspection*          | R |   |
| 6. Insulation inspection                 | R |   |
| 7. Fire Inspection                       | R | Life and Safety Plan  |
| 8. Final Inspection*                     | R |   |

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

### Daycare DHHS (R-3)

#### Required documents:

- 1- Level of service from DHHS from number children from 0-8
- 2- Hours of operations and shifts

#### Submit to:

- 1- Zoning
- 2- Building

#### Required Approvals:

- 1- Zoning
- 2- Building

#### Required inspection-

- 1- None is required, if the residence is classified by DHHS as R-3.

#### Permits required:

- 1- Building-Final



## TOWN OF TARBORO

### INSPECTIONS

Daycare-DHHS – R-3

Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    | R |  |
| 2. Under slab inspection, as appropriate | R | +When requesting an inspection, provide the  |
| 3. Foundation inspection*                | R | following- Type of inspection, address of    |
| 4. Rough-in inspection*                  | R | inspection, person to whom request directed, |
| 5. Building framing inspection*          | R | name of requestor.                           |
| 6. Insulation inspection                 | R |  |
| 7. Fire Inspection                       | R | Life and Safety Plan                         |
| 8. Final Inspection*                     | R |  |

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Demolition

### Required documents:

- 1- Completed and signed Demolition permit application with Email address
- 2- Call 811
- 3- Service Release from Piedmont Natural Gas
- 4- Follow NC Asbestos Laws
- 5- A complete demolition would be every component/elements of the building including the building foundation, sidewalks, driveways etc. removed from site.

### Submit to:

- 1- Building

### Required Approvals:

- 1- Building

Required Inspection-see inspection sheet

### Permits required:

- 1- Demolition



## TOWN OF TARBORO

### INSPECTIONS

#### Demolition

#### Per Section 107

1. Footing inspection
  2. Under slab inspection, as appropriate
  3. Foundation inspection\*
  4. Rough-in inspection\*
  5. Building framing inspection\*
  6. Insulation inspection
  7. Fire Inspection
  8. Final Inspection\* R
- +When requesting an inspection, provide the following- Type of inspection, address of inspection, person to whom request directed, name of requestor.

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Electrical Permit

### Required documents:

- 1- Completed and signed Electric Permit application with email address

### Submit to:

- 1- Electric Inspector

### Required Approvals:

- 1- Electric Inspector

### Required Inspection: see inspection sheet

- 1- Temp. service (T-Pole)
- 2- Construction Office Trailers
- 3- Services upgrades
- 4- Contact Electric department
- 5- Call 811

### Permits required:

- 1- Electric

## TOWN OF TARBORO

### INSPECTIONS

#### Electric Permit

#### Per Section 107

1. Footing inspection
  2. Under slab inspection, as appropriate
  3. Foundation inspection\*
  4. Rough-in inspection\* R
  5. Building framing inspection\*
  6. Insulation inspection
  7. Fire Inspection
  8. Final Inspection\* R
- +When requesting an inspection, provide the following- Type of inspection, address of inspection, person to whom request directed, name of requestor.

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Existing Building

### Required documents:

- 1- Completed and signed Building Permit application
  - a. Email address of contractor, owner and professional engineer
- 2- Follow 2018 NC Existing Building Code with 2015 NC Amendments
- 3- Provide the square footage of structure to be occupied.
  - a. Floor plan illustrating the layout of the space to be occupied.
  - b. Floor plan by an architect
  - c. If electric, mechanical, and plumbing is part of the design work, then design plans will be required.
  - d. Life and safety plan
  - e. All appropriate inspection will apply to the scope of work.
- 4- Appendix B- Building Code Summary
- 5- Appointment of Lien Agent documents
- 6- NC State Worker Compensation form

### Submit to:

- 1- Zoning
- 2- Building
- 3- Electric, if applicable
- 4- Plumbing ,if applicable
- 5- Mechanical, if applicable
- 6- Fire

### Required Approvals:

- 1- Zoning
- 2- Building
- 3- Fire

Required inspections: see inspection sheet

### Permits required:

- 1- Zoning
- 2- Building
- 3- Electric, if applicable
- 4- Plumbing, if applicable
- 5- Mechanical, if applicable
- 6- Fire

## TOWN OF TARBORO

### INSPECTIONS

#### Existing Building

#### Per Section 107

- |  |  |
|--|--|
| 1. Footing inspection                    |  |
| 2. Under slab inspection, as appropriate | +When requesting an inspection, provide the  |
| 3. Foundation inspection*                | following- Type of inspection, address of    |
| 4. Rough-in inspection*                  | inspection, person to whom request directed, |
| 5. Building framing inspection*          | name of requestor.                           |
| 6. Insulation inspection                 |  |
| 7. Fire Inspection                       | R Life and Safety Plan                       |
| 8. Final Inspection*                     | R  |

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Manufactured Home Placement

### Required documents:

- 1- Completed and signed Building Permit application
- 2- Email address of contractor or owner
- 3- Name of person who legally owns mobile home
- 4- Name of set up contractor
- 5- Site plan
- 6- Mobile home park lot number
- 7- Provide the manufactured placement foundation design.
- 8- Water and sewer taps
- 9- Set per manufactures spec.

### Submit to:

- 1- Zoning
- 2- Building

### Required approvals:

- 1- Zoning
- 2- Building

Required inspections: see inspection sheet

### Permits required:

- 1- Zoning
- 2- Building-placement
- 3- Electric
- 4- Plumbing

## TOWN OF TARBORO

### INSPECTIONS

#### Manufactured Home

##### Per Section 107

1. Footing inspection
  2. Under slab inspection, as appropriate
  3. Foundation inspection\*
  4. Rough-in inspection\* R
  5. Building framing inspection\*
  6. Insulation inspection
  7. Fire Inspection
  8. Final Inspection\* R
- +When requesting an inspection, provide the following- Type of inspection, address of inspection, person to whom request directed, name of requestor.

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Mechanical/Gas piping/Appliances

### Required documents:

- 1- Completed and signed Trade Permit application with Email address.
- 2- Equipment installed
- 3- Energy source

### Submit to:

- 1- Mechanical

### Required Approvals:

- 1- Mechanical

Require inspections- see inspection sheet

Permits required: Mechanical



## TOWN OF TARBORO

### INSPECTIONS

#### Mechanical (HVAC/Gas piping/Appliances)

##### Per Section 107

1. Footing inspection
  2. Under slab inspection, as appropriate
  3. Foundation inspection\*
  4. Rough-in inspection\* R
  5. Building framing inspection\* R
  6. Insulation inspection
  7. Fire Inspection
  8. Final Inspection\* R
- +When requesting an inspection, provide the following- Type of inspection, address of inspection, person to whom request directed, name of requestor.

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Plumbing permit

### Required documents:

- 1- Completed and signed Trade Permit application with email address
- 2- Equipment layout

### Required Approvals:

- 1- Plumbing

Required inspections-see inspection sheet

### Permits required:

- 1- Plumbing

TOWN OF TARBORO

INSPECTIONS

Plumbing Permit

Per Section 107

1. Footing inspection
  2. Under slab inspection, as appropriate
  3. Foundation inspection\*
  4. Rough-in inspection\* R
  5. Building framing inspection\*
  6. Insulation inspection
  7. Fire Inspection
  8. Final Inspection\* R
- +When requesting an inspection, provide the following- Type of inspection, address of inspection, person to whom request directed, name of requestor.

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Porch (Screened)

### Required documents:

- 1- Completed and signed Building Permit application with Email address.
- 2- Site plan-location of porch from all property lines.
- 3- Detail drawing illustrating the porch attachment to residence.
- 4- Building plans with method of construction and design.
- 5- Foundation of screened porch is required to meet the regular residential foundation.

### Submit to:

- 1- Zoning
- 2- Building

### Required Approvals:

- 1- Zoning
- 2- Building

Required inspection-see inspection sheet

### Permits required:

- 1- Building
- 2- Electric

## TOWN OF TARBORO

### INSPECTIONS

Porch (Screened)

Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    | R |  |
| 2. Under slab inspection, as appropriate |   | +When requesting an inspection, provide the  |
| 3. Foundation inspection*                | R | following- Type of inspection, address of    |
| 4. Rough-in inspection*                  | R | inspection, person to whom request directed, |
| 5. Building framing inspection*          | R | name of requestor.                           |
| 6. Insulation inspection                 | R |  |
| 7. Fire Inspection                       |   |  |
| 8. Final Inspection*                     | R |  |

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Single Family Dwelling-Residential-Addition

### Required documents:

- 1- Completed and signed Building Permit application with Email address.
- 2- Site plan indicating the new addition from the property boundary lines.
- 3- Three (3) sets of new SFD addition plans.
  - a. Floor plan indicating size of rooms, halls, stairs, etc.
  - b. Foundation detail and footing plan
  - c. The scope of work and detail for wall, roof details.
  - d. Size of lumber and header details.
  - e. Trade plans can be on floor plan.
  - f. Fifteen (15) days for plan review.
- 4- Plans shall be drawn to scale with sufficient clarity and detail to indicate the nature of work.
  - a. Plans shall bear the name address and signature of the person responsible for design.
- 5- Owner-Builder form
- 6- Flood zone requirements
- 7- Appointment of Lien Agent documents
- 8- NC State Workers compensation form

### Submit to:

- 1- Zoning
- 2- Building

### Required approvals:

- 1- Zoning
- 2- Building
- 3- Electric
- 4- Plumbing
- 5- Mechanical

Required inspections-see inspection sheet

### Permits required:

- 1- Zoning
- 2- Building
- 3- Electric
- 4- Plumbing
- 5- Mechanical

## TOWN OF TARBORO

### INSPECTIONS

#### Single Family Dwelling-Residential -Addition

##### Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    | R |  |
| 2. Under slab inspection, as appropriate |   | +When requesting an inspection, provide the  |
| 3. Foundation inspection*                | R | following- Type of inspection, address of    |
| 4. Rough-in inspection*                  | R | inspection, person to whom request directed, |
| 5. Building framing inspection*          | R | name of requestor.                           |
| 6. Insulation inspection                 | R |  |
| 7. Fire Inspection                       |   |  |
| 8. Final Inspection*                     | R |  |

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Single Family Renovations/Alterations

### Required documents:

- 1- Completed and signed Building Permit application with Emails address.
- 2- Site plan of proposed work.
- 3- Building plans with scope and design of work.
- 4- Appointment of Lien Agent documents
- 5- NC State Workers Compensation form

### Submit to:

- 1- Zoning
- 2- Building

### Required Approvals:

- 1- Zoning
- 2- Building
- 3- Electric-if applicable
- 4- Plumbing –if applicable
- 5- Mechanical –if applicable

### Required inspections-see inspection sheet

### Permits required:

- 1- Building
- 2- Electric-if applicable
- 3- Plumbing –if applicable
- 4- Mechanical –if applicable



## TOWN OF TARBORO

### INSPECTIONS

#### Single Family Dwelling-Residential –Alteration/Renovations

Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    | R |  |
| 2. Under slab inspection, as appropriate |   | +When requesting an inspection, provide the  |
| 3. Foundation inspection*                | R | following- Type of inspection, address of    |
| 4. Rough-in inspection*                  | R | inspection, person to whom request directed, |
| 5. Building framing inspection*          | R | name of requestor.                           |
| 6. Insulation inspection                 | R |  |
| 7. Fire Inspection                       |   |  |
| 8. Final Inspection*                     | R |  |

\*3-Optional inspection for “open floor” requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

- 1- Pipes
- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Single Family Dwelling-Residential-New

### Required Documents:

- 1- Completed and signed Building Permit application with Email addresses of builder and owner.
- 2- Plot plan illustrating the property lines setback.
- 3- Three(3) sets of new single family dwelling plans
  - a. Floor plan indicating size of rooms, halls, stairs etc.
  - b. Foundation detail and footing plan
  - c. The scope of work and detail of wall, roof details.
  - d. Size of lumber and header details
  - e. Trade plans can be on floor plan
  - f. Fifteen (15) days for plan review.
- 4- Plans shall be drawn to scale with sufficient clarity and detail to indicate the nature of work.
  - a. Plans shall bear the name, address and signature of the person responsible for design.
- 5- Owner –Builder form
- 6- Flood zone requirements
- 7- Appointment of Lien Agent documents
- 8- NC State Worker compensation form

### Submit to:

- 1- Zoning
- 2- Building

### Required approvals:

- 1- Zoning
- 2- Building
- 3- Electric
- 4- Plumbing
- 5- Mechanical

Required inspections- see inspection sheet

### Permits required:

- 1- Zoning
- 2- Building
- 3- Electric
- 4- Plumbing

## TOWN OF TARBORO

### INSPECTIONS

#### Single Family Dwelling-Residential -New

##### Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    | R |  |
| 2. Under slab inspection, as appropriate |   | +When requesting an inspection, provide the  |
| 3. Foundation inspection*                | R | following- Type of inspection, address of    |
| 4. Rough-in inspection*                  | R | inspection, person to whom request directed, |
| 5. Building framing inspection*          | R | name of requestor.                           |
| 6. Insulation inspection                 | R |  |
| 7. Fire Inspection                       |   |  |
| 8. Final Inspection*                     | R |  |

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

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- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

### Retaining Walls > 4 feet in height

#### Required documents:

- 1- Completed and signed Building Permit application with Email address.
- 2- Site plan includes:
  - a. Location of wall on property
  - b. Wall height
  - c. Wall length
- 3- Building plans include a footing and foundation plan.
  - a. Plans indicating the distance from any structure to the retaining wall
  - b. Is irrigation in place on the high side of wall
  - c. Driveway or vehicle path on the high side of wall-show distance from wall
  - d. NC Licensed Engineer design
- 4- Appointment of Lien Agent documents
- 5- NC Stare Worker Compensation form

#### Submit to:

- 1- Zoning
- 2- Building

#### Required approvals:

- 1- Zoning
- 2- Building

Required inspections- see inspection sheet

#### Permits required:

- 1- Zoning
- 2- Building

## TOWN OF TARBORO

### INSPECTIONS

Retaining Wall >4feet

Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    | R |  |
| 2. Under slab inspection, as appropriate |   | +When requesting an inspection, provide the  |
| 3. Foundation inspection*                | R | following- Type of inspection, address of    |
| 4. Rough-in inspection*                  |   | inspection, person to whom request directed, |
| 5. Building framing inspection*          |   | name of requestor.                           |
| 6. Insulation inspection                 |   |  |
| 7. Fire Inspection                       |   |  |
| 8. Final Inspection*                     | R |  |

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will hidden from view. Before any wall, ceiling finish has been placed and building insulation.

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- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Shell Building-Commercial

### Required documents:

- 1- Completed and signed Building Permit application with Email addresses
- 2- Site plan of Shell Building indicating the distances from property lines.
- 3- Building drawings illustrating commercial shell building size.
- 4- Building methods and design illustrated on the building plans.
  - a. Foundation plans illustrating the slab details and void for utilities.
  - b. Engineering may be required depending on the type, material and methods of constructions.
  - c. A clear concise description of what the shell contractor will build and what the future tenant will be responsible to complete.
- 5- The following is the levels of construction trades for a shell building
  - a. Electrical- Electrical panel with main lugs only.
  - b. Mechanical- only roof curbing for up fit
  - c. Gas can be stub out
  - d. Plumbing- Stub out for water to building and sewer stub out
  - e. Complete Electrical, Mechanical, Plumbing will be submitted at the time of shell building up fit submittal.

### Submit to:

- 1- Zoning
- 2- Building
- 3- Fire

### Required Approvals:

- 1- Zoning
- 2- Building
- 3- Electric
- 4- Plumbing
- 5- Mechanical
- 6- Fire

Required inspections-see inspection sheet

### Permits required:

- 1- Building
- 2- Electric
- 3- Plumbing
- 4- Mechanical

# TOWN OF TARBORO

## INSPECTIONS

### Shell Building

#### Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    | R |  |
| 2. Under slab inspection, as appropriate |   | +When requesting an inspection, provide the  |
| 3. Foundation inspection*                | R | following- Type of inspection, address of    |
| 4. Rough-in inspection*                  | R | inspection, person to whom request directed, |
| 5. Building framing inspection*          | R | name of requestor.                           |
| 6. Insulation inspection                 |   |  |
| 7. Fire Inspection                       | R |  |
| 8. Final Inspection*                     | R |  |

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

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- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## Sign –Pole

### Required documents:

- 1- Completed and signed Sign Permit application with Email address.
- 2- Site plan indicating the location of the sign pole and distances from property lines.
- 3- Footing and foundation and design of sign 130mph.
- 4- Appointment of Lien Agent documents.
- 5- NC State Workers Compensation form.

### Submit to:

- 1- Zoning
- 2- Sign –Inspections

### Required approvals:

- 1- Zoning
- 2- Sign-Inspection
- 3- Electric

Required inspection-see inspection sheet

### Permits required:

- 1- Sign
- 2- Electric



## TOWN OF TARBORO

### INSPECTIONS

#### Sign-Pole

1. Footing inspection R
2. Under slab inspection, as appropriate
3. Foundation inspection\* +When requesting an inspection, provide the
4. Rough-in inspection\* following- Type of inspection, address of
5. Building framing inspection\* inspection, person to whom request directed,
6. Insulation inspection name of requestor.
7. Fire Inspection
8. Final Inspection\* R

\*3-Optional inspection for "open floor" requested at this time

\*4-Rough-in inspection shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will hidden from view. Before any wall, ceiling finish has been placed and building insulation.

\* -Optional inspection for exterior sheathing nailing schedule

\* 5-Building framing shall be made after the roof (excluding permanent roof covering), wall, and floor framing is complete with appropriate blocking, bracing, and fire stopping in place.

The following items shall be in place and visible for inspection

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- 2- Chimney and vents
- 3- Flashing for roofs and chimney
- 4- Insulation baffles and,
- 5- 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.

7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

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## Storage Building

### Required documents:

- 1- Completed and signed Building Permits application with Email address.
- 2- Site plan indicating location of Storage building from the property line.
- 3- Size of Storage Building
- 4- Illustrate the method and design of construction.

### Submit to:

- 1- Zoning
- 2- Building

### Required approvals:

- 1- Zoning
- 2- Building

Required inspections- see inspection sheet

### Permits required:

- 1- Building

## TOWN OF TARBORO

### INSPECTIONS

#### Storage Building

#### Per Section 107

- |  |   |  |
|--|---|--|
| 1. Footing inspection                    | R |  |
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| 3. Foundation inspection*                | R | following- Type of inspection, address of    |
| 4. Rough-in inspection*                  |   | inspection, person to whom request directed, |
| 5. Building framing inspection*          | R | name of requestor.                           |
| 6. Insulation inspection                 |   |  |
| 7. Fire Inspection                       |   |  |
| 8. Final Inspection*                     | R |  |

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7-contact Fire department 252-641-4296

\* 8-Final inspection

-Optional inspection for construction power

## **Town of Tarboro Inspection**

When is a permit required?

No person or corporation shall locate, erect, construct, enlarge, alter, repair, demolish or relocate any building or change occupancy without first obtaining the required permits for the specific work from the inspection department has jurisdiction.

Exclusion of Building permits for certain minor activities in Residential and Farm Structures-

- Non Structural work where cost is no more than \$15,000 in any single family residence.
- Farm building outside the jurisdiction of any municipality.
- Resident accessory structure where no dimension exceed 12 feet.
- The replacement of windows, doors, and exterior siding in residential structures
- The replacement of pickets, railing, stair threads and decking of residential porches and exterior decks.
- The addition (excluding replacement) of roofing.
- NCGS 143-138

Electrical permit required?

An electrical permit is required for the installation, extension, alteration, or general repair of any electrical wiring, devices, appliances or equipment except that in any one and two family dwelling unit a permit shall not be required for repair or replacement of electrical lighting fixture or devices, such as receptacle and lighting switches having the same voltage and the same or less amperage.

Plumbing permit required?

A plumbing permit is required for the installation, extension, relocation, replacement or general repair of any plumbing system, a plumbing permit shall not be required for minor repairs or replacements of plumbing fixtures provided such repairs or replacements do not disrupt the original water supply or the waste and ventilation system.

Replacement of water heaters-

No permit is required for replacement of water heaters in one and two family dwellings provided:

- The energy use rate or thermal input is not greater than that of the water heater which is being replaced.
- There is no change in fuel, energy source, location, routing or sizing of venting and piping

- The work is being performed by a licensed plumbing contractor
- The replacement is installed in accordance with the current edition of the North Carolina State Building code.

Mechanical/HVAC permit required?

Mechanical/HVAC permit is required for installation, extension, relocation, replacement and general repair of any heating, air-conditioning or venting system.

When work must be done by a licensed contractor?

Building contractor required- A general contractor licensed in North Carolina must perform all work where the construction cost is in excess of \$30,000. Any person who is paid to manage a project where the construction cost is in excess of \$30,000 must be a licensed general contractor. An unlicensed contractor may perform work where the cost is \$30,000 or less. A person may act as their own general contractor for construction of a home, addition, or accessory structure if they own the land and will personally occupy the structure for 12 months after completion.

Plumbing, Heating, Air conditioning, Sprinkler licensed contractor required?

A licensed plumbing, HVAC contractor is required to alter, replace or relocate plumbing or heating and air-conditioning. Homeowners may perform their own plumbing or heating work if they own the land and will personally occupy the structure.

Electrical contractor licensed required?

A licensed electrical contractor is required for all installation, construction, maintenance or repair of wiring, devices, appliances or equipment. A homeowner may perform their own electrical work if they own the land and will personally occupy the structure.

#### How to submit a building permit application package?

- ❖ Mail or hand delivery-Tarboro Inspections  
500 Main Street-PO Drawer 220  
Tarboro NC 27886
- ❖ Site plans can be submitted –Tarboro Planning Department  
-site plans can be submitted before building plans.

#### The inspection office hours –

- ❖ 8am-9am and 1pm-2pm
- ❖ Monday- Friday

#### Tarboro inspections contact numbers-

- ❖ 252-641-4236
- ❖ [alandavis@tarboro-nc.com](mailto:alandavis@tarboro-nc.com)

#### Other important numbers-

- ❖ Tarboro Planning-252-641-4249
- ❖ Tarboro Fire-252-641-4296
- ❖ Tarboro Public Works-252-641-4235
- ❖ Tarboro Electric-252-641-4252
- ❖ Tarboro Chamber-252-641-4291
- ❖ Tarboro Downtown-Business Coordinator-252-641-4242

2019 ad

# Town of Tarboro

## Inspection Check List

1. Completed zoning application
2. Proper site plan
3. 3 set of building plans
4. Completed Building plans submitted with cover sheet or App. B
5. Copy of contract –SFD- if applicable
6. Modular sheet
7. Worker compensation cover sheet submitted
8. Submitted the flood zone construction requirement per 254 and 255
9. Appointment of lien agent

Project- \_\_\_\_\_

Address- \_\_\_\_\_

Comments- \_\_\_\_\_

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## Requesting an inspection-

All contractors –

Please use the following procedure to request an inspection-

- 1- Call 252-641-4236
  - a- State your name
  - b- State permit number or address.
  - c- Type of inspection
  - d- Who requested with call back number
- 2- Use [inspections@tarboro-nc.com](mailto:inspections@tarboro-nc.com)
  - a- State your name
  - b- State permit number or address.
  - c- Type of inspection
  - e- Who requested with call back number

2019 ad



AFFIDAVIT OF WORKER'S COMPENSATION COVERAGE  
N. C. GENERAL STATUTE 87-14

\_\_\_\_\_ Contractor  
\_\_\_\_\_, Owner  
\_\_\_\_\_, Officer/Agent of the Contractor or Owner

does hereby aver under penalties of perjury that the person(s), firm(s), or corporation(s), performing the work set forth in the permit:

- has/have three (3) or more employees and have obtained worker's compensation insurance to cover them,
- has/have one or more subcontractor(s) and have obtained worker's compensation insurance to cover them,
- has/have one or more subcontractor(s) who have their own policy of worker's compensation insurance covering themselves,
- has/have not more than two (2) employees and no subcontractors,

while working on the project for which this permit is sought, and other projects in which permits are issued 12 months from this date shown below, and as required by Chapter 97 of the N.C. General Statutes-It is understood that the Inspection Department issuing a permit may require certificates of coverage of worker's compensation insurance prior to issuance of any permit at any time during the permitted work from any person( s), firm( s), or corporation( s) carrying out the work. All workers' compensation coverage must continue in effect for the permit duration.

Name: \_\_\_\_\_ (Please Print) \_\_\_\_\_ Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

New Hanover County, North Carolina

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_  
(Official Seal)

Notary Public

My Commission expires \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_

,

#### Protection of facilities:

The water department has identified the following types of facilities as having a potential for backflow of non-potable water into the public water system.

As a minimum requirement, all commercial services will be required to install a double check valve assembly or unless noted:

1-aircraft      RP

2- Automotive service stations-dealerships

a- Non health      DCVA

b- Health      RP

3- Automotive Plants      RP

4- Auxiliary Water Systems

a- Approved public/private water supply      DCVA

b- Un approved public/private water supply      AG

c- Used water and industrial fluids      RP

5-Bakeries      RP

a- Non Health      DCVA

b- Health      RP

6- Beauty/Barber Shops

a- Non health      DCVA

b- Health      RP

7- Beverage bottling plants      RP

8- Breweries      RP

9- Buildings- hotels , apartments, public and private buildings and other building with cross connection

a- Non Health- 5 stories or less      DCVA

b- Health – 5 stories or less      RP

c- All over 5 stories      RP

10- Canneries, Packing houses and Rendering plants      RP

11- Chemical Plants –Manufacturing, processing, compounding or treatment      RP

12- Chemically contaminated water system      RP

13- Commercial car wash facilities      RP

14- Commercial greenhouse      RP

15- Commercial sales establishments –department stores ,malls

a- Non Health      DCVA

b- Health      RP

16- concrete/asphalt Plant      RP

17- Dairies/ Cold Storage Plant      RP

18- Dye works      RP

19- Film Laboratories      RP

20- Fire System

a- Non Health – meets NFPA 13D residential fire sprinkler code for 1 inch to 2 inch. Approved NFPA 13D backflow prevention

b- Systems  $\frac{3}{4}$  inch – 2 inch

Non health –DCDA

Health- (booster pumps, foam, antifreeze solution      RPDA

c- Systems 2 1/2 inch to 10 inch or larger

Non health- DCDA

Health –booster pumps, foam, antifreeze solutions      RPDA

21- Hospital, medical, sanitariums, morgues, mortuaries, autopsy facilities, nursing and convalescent homes, medical clinics and VA hospital      RP

22- Laundries

a- Non Health      DCVA

b- Health dry cleaners      RP

23- Lawn irrigation systems

a- Non Health      DCVA

b- Health      RP-pumps and chemical systems

24- Metal manufacturing, cleaning, processing/fabricating plants      RP

25- Mobile Home Park

a- Non Health      DCVA

b- Health      RP

26- Oil and gas production, storage ,transmission facilities      RP

27- Paper and paper product plants      RP

28- Pest control      RP

29- Plating Plants      RP

30- Power Plants      RP

31- Radioactive material, plants, or handling      RP

32- Resturant

    a- Non health      DCVA

    b- Health      RP

33- Restricted, classified or closed facilities      RP

34- Rubber plants      RP

35- Sand and Gravel plants      RP

36- Schools and college      RP

37- Sewage and storm water drainage facilities      RP

38- Swimming Pools

    a- Non Health      DCVA.....ie air gap

    b- Health      RP-----ie direct