



Rowan County Building Inspections

402 North Main Street • Suite 207 • Salisbury, N.C. 28144-4341
Office: 704-216-8619 Fax: 704-638-3130

RESIDENTIAL GUIDELINES

PROCEDURE FOR OBTAINING A PERMIT

1. Plan Review is only required for 1 and 2 family dwellings IF construction is 7,000 square feet or greater. If required, submit 1 set of plans to the Building Inspections Department. The set will be stamped and will be required to be on site until the final inspections are passed. See Commercial Plan Guidelines for plan requirements.

2. Permit Applications: Bring relevant information:
 - Owner's Name
 - Owner's Property Address
 - Owner's Contact Number
 - Directions to the Property (No Map Quest please)
 - Zoning Permit (either from county, Room 204, or corresponding municipality)
 - Flood approval by Rowan County, City of Salisbury, or City of Kannapolis
 - Map and Parcel Number verification (will be verified in Tax Assessor office, Room 201)
 - Environmental Permits – Well and Septic – as required (Room 107)
 - Lien Agent (can be obtained in BCE office)
 - Contractor's Name, Address, Contact Number, and License Number
 - Dimensions, Square Footage and Value of Construction
 - Information on who is providing Worker's Compensation – as required



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Website: www.rowancountync.gov • under “Departments” select “Building Inspections”

General Office Phone: 704.216.8619

- Ext. 0 = For immediate service (in queue)
- Ext. 1 = To schedule an inspection
- Ext. 2 = To speak to Permitting Desk
- Ext. 3 = For general questions
- Ext. 4 = To speak to the Director

<u>Personnel</u>	<u>Cell Phone</u>	<u>Office Phone</u>	<u>Email</u>
Thomas O’Kelly, Director	704.202.4132	704.216.8612	thomas.o’kelly@rowancountync.gov
David Prevette, Asst. Director	704.202.4127	704.216.8622	david.prevette@rowancountync.gov
Scott Lowder, Senior Inspector	704.239.8733	704.216.8617	jessie.lowder@rowancountync.gov
David Lowman, Inspector	704.202.4133	704.216.8613	david.lowman@rowancountync.gov
Lee Young, Inspector	704.202.7914	704.216.8624	Robbie.Young@rowancountync.gov
Rodney Newton, Inspector	704.213.7422	704.216.8616	rodney.newton@rowancountync.gov
John Cole, Inspector	704.223.1646	704.216.8615	John.Cole@rowancountync.gov
Curtis Allman, Inspector	704.245.4487	704.216.8625	Curtis.Allman@rowancountync.gov
Jennifer Curlee, Permitting		704.216.8597	jennifer.curlee@rowancountync.gov
Lisa Steele, Permitting		704-216-8610	lisa.steele@rowancountync.gov
Debra Horne, Rowan Co. Fire Marshall		704.216.8916	Deborah.Horne@rowancountync.gov
Terry Smith, City of Salisbury Fire Marshall		704.638.4467	tsmit@salisburync.gov

Inspections requested **before 4:00pm** will be scheduled for the next workday.
Inspections are completed from 8am to 4pm. We do not offer appointment times.

Scheduling Inspections

- a. Online requests (see RC-BI website schedule inspection form)
 - i. Requests will be confirmed by 4:00 PM
- b. Call RC-BI office personnel at 704.216.8597, 704.216.8610, or 704.216.8619 ext. 0
- c. IVR automated telephone system (see following pages)
 - i. Requests will be confirmed by 4:00 PM

List of Rowan County Architects and Engineers

Note: This list is provided as a courtesy only. Applicant may use any NC licensed design professional. Other Rowan County licensed design professionals need only request our office to be added to this list.

Architects:

JP+A Architect 704-637-3211
KKA Architects 704-642-0071
Ramsay Burgin Smith 704-633-3121
Stout Studios 704-603-8117
The Bogle Firm 704-213-4553

Plumbing & Mechanical Engineers

Basinger Designs 704-796-1445
Bowers Consulting 704.630.0075
S. E. Collins Engineers 704.638.6337

Electrical Engineers

Basinger Designs 704-796-1445

Structural Engineers:

Basinger Designs 704-796-1445
Morton Engineering 704-857-0252
Andy Eller 704-633-6124x121



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Details for using Rowan County Schedule Inspection Form (Online)

Go to Website: www.rowancountync.gov

Click on *Departments* (on left)

Click on *BUILDING INSPECTIONS*

Click on *SCHEDULE INSPECTION FORM*

Enter information onto form, click *Submit*

At this point an email will be send to the Permit Assistants

****Please be aware our CUT OFF TIME
FOR NEXT DAY INSPECTIONS IS 4PM****



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IVR Phone System Information Sheet

Dial 1.866.701.3354 to Enter into System

When prompted enter the pin number.

This number is found on your permit. It is shown below in red and highlighted as an example.

If you have a permit that was issued prior to 9/21/2015 you will need to contact the office to obtain this number.

Each permit has a different pin number.

The system will state the address and permit number associated with the pin number.

Press 1 for Yes or Press 2 for No



Rowan County Building Inspections
402 North Main Street, Room 207
Salisbury, NC 28144

Phone: (704) 216-8619 Fax: (704) 638-3130

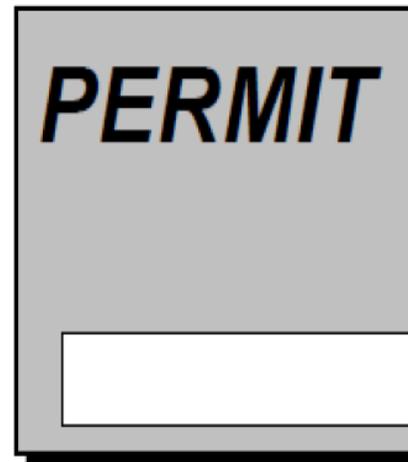
INSPECTION DEPARTMENT: (704) 216-8619

Next Day Request: before 4 pm

INSPECTIONS PERFORMED 8AM TO 4 PM MONDAY - FRIDAY

IVR: 1(866) 701-3354

IVR PIN: 137505



Permit Menu

Press 1 to check permit status

Press 2 to check inspection status

Press 3 to request a new inspection

Press 4 to cancel a requested pending inspection

Press 5 to change the date on a requested pending inspection



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Rowan County Building Inspections - Inspection Descriptions

IVR

Building or Framing Inspections

Building Footing	Excavated area for building support	*** Port a John required at first inspection***	100
Building Foundation	Basement/Crawl Space area (Includes Footing Projection Inspection)	*** Port a John required at first inspection***	105
Building Footing Projection	Checking proper projection around walls or piers		110
Building Open Floor (courtesy insp)	Checking floor joists and girder locations on piers and walls before sheathing or sub floor is applied		115
Building Monolithic Slab	Footing and Slab as one pour	*** Port a John required at first inspection***	120
Building Slab	Concrete pour used for building floor		125
Building Sheathing, Flashing & Windows	Checking fastening schedule for sheathing and/or wrap around walls and windows for waterproofing needs		130
Building Waterproofing	Seal applied to walls around foundation to prevent water infiltration		135
Building Drainage	Pipe and gravel for drainage		140
Building Lintels	Inspect Metal L beam to support Brick Veneer		145
Building Framing for Residential	All framing work for residential structure before sheetrock or insulation installed		150
Building Chimney	The clearances from combustibles and chimney throat and/or damper area		155
Building Insulation	Wall Cavities and Baffles in attic		160
Building Final for Residential	To final all work for residential structure		165
Building Above Ceiling Rough In	All framing work above ceiling before lay in ceiling or sheet rock is installed – Commercial		170
Building Framing for Commercial	All framing work for commercial structure before sheetrock or insulation installed – Commercial		175
Building Fire Rated Assemblies	Inspect fire rated construction – walls, columns, beams, girders, floor, ceiling and/or roof assemblies		180
Building Final for Commercial	To final all work for commercial structure		185

Electrical Inspections

Electrical Builder's Service	Same as Saw Service – Check Electrical for Temporary Electrical Service used for building purposes		200
Electrical Underslab Rough In	All electrical lines ran before slab is poured over them		205
Electrical Under Ground Lines	All electrical lines ran underground		210
Electrical Rough In	All electrical work for commercial or residential structure before sheetrock or insulation installed		215
Electrical Change of Service	Check electrical changes for Increasing or Decreasing amps or volts to a structure's electrical service		220
Electrical Conditional Power	Check electrical for 90 day temporary electrical service – NOT FOR OCCUPANCY -		225
Electrical Above Ceiling Rough In	All electrical work above ceiling before lay in ceiling or sheet rock is installed – Commercial		230
Electrical Above Ceiling Final	To final all electrical work above ceiling before lay in ceiling or sheet rock is installed – Commercial		235
Electrical Final	To final all electrical work for commercial or residential structure		240

Mechanical Inspections

Mechanical Under Ground Gas Lines	All gas lines ran underground		300
Mechanical Rough In	All mechanical work for commercial or residential structure before sheetrock or insulation installed		305
Gas Rough In	All gas line work for commercial or residential during rough in stages		310
Mechanical Gas Pressure	Test pressure on gas lines		315
Mechanical Above Ceiling Rough In	All mechanical work above ceiling before lay in ceiling or sheet rock is installed –Commercial		320
Mechanical Above Ceiling Final	To final all mechanical work above ceiling before lay in ceiling or sheet rock is installed – Commercial		325
Mechanical Conditional Gas	90 day temporary gas service – NOT FOR OCCUPANCY -		330
Mechanical Final	To final all mechanical work for commercial or residential structure		335

Plumbing Inspections

Plumbing Underslab Rough In	All plumbing lines ran before slab is poured over them		400
Plumbing Rough In	All plumbing work for commercial or residential structure before sheetrock or insulation installed		405
Plumbing Shower Pan	Rubber Membrane inspection before tile or sheetrock is put up around shower or tub fixture		410
Plumbing Sewer Tap	Drainage connection to septic tank or utilities sewer system for commercial or residential structure		415
Plumbing Water Service Line	Under ground water pipe from well or utilities services for commercial or residential structure		420
Plumbing Above Ceiling Rough In	All plumbing work above ceiling before lay in ceiling or sheet rock is installed – Commercial		425
Plumbing Above Ceiling Final	To final all plumbing work above ceiling before lay in ceiling or sheet rock is installed – Commercial		430
Plumbing Final	To final all plumbing work for commercial or residential structure		435



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Mobile Home Setup Inspections

Mobile Home Footing	Excavated area for manufactured home support	500
Mobile Home Support System	Tie Downs, Set Up and Completed Trades under manufactured home before underpinning	505
Mobile Home Bolt Up	Mobile home halves at marriage wall connections – Not for singlewides	510
Mobile Home Sewer Tap	Drainage connection to septic tank or utilities sewer system for manufactured home	515
Mobile Home Water Service Line	Under ground water pipe from well or utilities services for manufactured home	520
Mobile Home Electrical Rough In	All electrical work for mobile home structure before finals	525
Mobile Home Mechanical Rough In	All mechanical work for mobile home structure before finals	530
Mobile Home Plumbing Rough In	All plumbing work for mobile home structure before finals	535
Mobile Home Electrical Final	To final all mechanical work for mobile home structure	540
Mobile Home Mechanical Final	To final all plumbing work for mobile home structure	545
Mobile Home Plumbing Final	To final all electrical work for mobile home structure	550
Mobile Home Final	Final for Manufactured Home – includes underpinning and decks/porches	555

Modular Home Inspections

Modular Footing	Excavated area for modular building support	600
Modular Foundation	Basement or Crawl Space area for modular structure	605
Modular Bolt Up	Modular home halves at marriage wall connections – not for singlewides	610
Modular Building Rough In	All framing work for modular structure before sheetrock or insulation installed	615
Modular Electrical Rough In	All electrical work for modular structure before sheetrock or insulation installed	620
Modular Mechanical Rough In	All mechanical work for modular structure before sheetrock or insulation installed	625
Modular Plumbing Rough In	All plumbing work for modular structure before sheetrock or insulation installed	630
Modular Water Proofing or Drainage	Seal applied to walls around foundation to prevent water infiltration and/or pipe and gravel for drainage	635
Modular Sewer Tap	Drainage connection to septic tank or utilities sewer system for manufactured home	640
Modular Water Service Line	Under ground water pipe from well or utilities services for modular home	645
Modular Mechanical Final	To final all mechanical work for modular structure	650
Modular Plumbing Final	To final all plumbing work for modular structure	655
Modular Electrical Final	To final all electrical work for modular structure	660
Modular Building Final	To final all framing work for modular structure	665

Pool Installation Inspections

Pool Wet Niche	Ground electrode connection to Wet Niche light fixture and potting compound installation	700
Pool Electrical Underground Lines	All electrical work for pool structure before pool final	705
Pool Structural Steel Bonding Grid	If concrete pool – Structural Steel – interior perimeter around pool	710
Pool Perimeter Bonding Grid	Ground electrode connections from pump to bonding grid, Ladders, Handrails, Diving Boards, etc	715
Pool Electrical Rough In	All piping to motor from power supply – wiring from pump to point of delivery – and all other electrical wiring	720
Pool Electrical Final	Final all electrical work for pool structure	725
Pool Final	Final all concrete and/or frame work on pool structure and fence area	730

Special Permit Inspections

ABC	To inspect a building to sell alcoholic beverages	905
Day Care	Inspect building for use of day care	910
Group Care	Inspect building for use of group care	915



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Citizen Access on the Web

Connect to

www.rowancountync.gov/energov

and create a New Account

Your information will then be sent into the system where one of the office staff will connect your information to the active permit information. You can not create an account without a permit.



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NC LIEN AGENT LAW

Effective Date: April 1, 2013

NC General Assembly Session Law 2012-158:

In order for an inspections office to issue any permit, the Property Owner or contractor acting on their behalf must **identify a lien agent** and provide the inspections office with the information listed below.

Exceptions:

- 1) Project cost is less than \$30,000
- 2) Project is an improvement to an existing single-family residential dwelling used by the owner as a residence
- 3) Project for which first furnishing of labor or materials at the site was prior to April 1, 2013

Information to provide:

- 1) Name of Lien Agent
- 2) Lien Agent Contact Information including
 - a. Mailing address
 - b. Physical address
 - c. Telephone number
 - d. Fax number
 - e. Email address

How to Identify Lien Agent:

- 1) Visit www.liensnc.com and follow instructions.
- 2) Rowan County will provide a computer station in our inspections office for this search.
- 3) Fees for lien agent
 - a. \$25 for residential project
 - b. \$50 for commercial project
 - c. Paid directly to the Lien Agent

Purpose: to resolve the hidden lien issues associated with construction projects.

Example: Joe Smith hires GC Contractors to build a home. GC Contractor hires Shady Painting. Shady Painting purchases materials & supplies from Mixin' It Up Paint Store. Shady performs all painting required on the job and is paid in full by GC Contractors. However, it turns out that Shady has not been paying his suppliers and thus goes out of business / files bankruptcy. Mixin' It Up Paint Store had not been paid and so they file a lien against the home that either Joe Smith or GC Contractors will have to pay – even though they've already paid Shady's bill which included the price of materials and supplies.

NC General Statute 160A-417:

“No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that the applicant uses as a residence, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its record of building permits issued.”



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Additional Data.

The inspection department may require details, computations, stress diagrams or documentation sealed by a registered design professional and other data necessary to describe the construction or installation of a system.

North Carolina State Building Code: Administrative Code and Policies 2012 Addition, Sec. 106.2.2

Final Inspections.

Final inspections shall be made for each trade after completion of the work authorized under the technical codes.

North Carolina State Building Code: Administrative Code and Policies 2012 Addition, Sec. 107.1.8