



## Rowan County Building Inspections

402 North Main Street • Suite 207 • Salisbury, N.C. 28144-4341  
Office: 704-216-8619 Fax: 704-216-7986

# RESIDENTIAL GUIDELINES

### PROCEDURE FOR OBTAINING A PERMIT

1. Plan Review is only required for 1 and 2 family dwellings if the home contains 7,000 square feet or greater of heated space. 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](http://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

**Email:** [buildinginspections@rowancountync.gov](mailto:buildinginspections@rowancountync.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 Online Inspection Request)
  - i. Requests will be confirmed by 4:00 PM
- b. Call RC-BI office personnel at 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
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### 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 Online Inspection Request (Online)

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Go to Website: [www.rowancountync.gov](http://www.rowancountync.gov)

Click on *Departments* (on left)

Click on *BUILDING INSPECTIONS*

Click on *Online Inspection Request*

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 in permit number (ONLY last four or five digits of permit)

For example permit PLUM-9-09-19414, enter 1 9 4 1 4

The system will state the address associated with the permit number

Then asks if this is the correct address

Press 1 for Yes Press 2 for No

### Permit Menu

Press 1 to Request New Inspection

Press 2 to Submit Cancellation of a Pending Inspection

Press 3 to Submit a Date Change for a Pending Inspection

Press 4 to Check Inspection or Permit Status

Press 9 to Return to the Main Menu

### Request New Inspection (Press 1)

Prompts for the Inspection Reference Number (The 3 DIGIT IVR Number on the Inspection Handout)

The system will also list available inspections for that permit if you do not have an IVR list available.

Press 8 to Return to Previous Menu or

Enter the 3 Digit IVR Number

Press 1 for next business day (The system will say Day, Month, Date)

Press 0 to Return to Previous Menu

WE ASK THAT YOU NOT SCHEDULE MORE THAN ONE BUSINESS DAY OUT  
PLEASE REMEMBER THAT 4PM IS STILL OUR CUT OFF TIME FOR INSPECTIONS

### Submit Cancellation of a Pending Inspection (Press 2)

An Inspection has to be scheduled to cancel a pending inspection

'Same Day' inspections can not be cancelled – The inspection has to be cancelled before the day of inspection

### Submit a Date Change for a Pending Inspection (Press 3)

An Inspection has to be scheduled to cancel a pending inspection

'Same Day' inspections can not be changed – The inspection has to be changed before the day of inspection

### Check Inspection or Permit Status (Press 4)

Press 1 for Permit Status

Press 2 for Status of Inspection

Press 8 for Previous Menu

Press 9 for Main Menu

Permit Status (Press 1) - System states status

Remember: 'Signatures Needed' means the Inspections Dept. need Signatures to Schedule Inspections

'Hold for Flood' means the Flood Admin. in Planning needs to Inspect or a Survey is needed

Status of Inspection (Press 2)

Press 1 for Past Week of Inspections

Press 2 for last 2 Weeks of Inspections

Press 3 for last Month of Inspections

Press 4 for all Inspections

Press 8 for Previous Menu

Press 9 for Main Menu



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## Rowan County Building Inspections - Inspection Descriptions

**IVR**

### *Building or Framing Inspections*

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

### *Electrical Inspections*

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

### *Mechanical Inspections*

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

### *Plumbing Inspections*

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



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<b>Plumbing Above Ceiling Final</b>	To final all plumbing work above ceiling before lay in ceiling or sheet rock is installed – Commercial	430
<b>Plumbing Final</b>	To final all plumbing work for commercial or residential structure	435

## *Mobile Home Setup Inspections*

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

## *Modular Home Inspections*

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

## *Pool Installation Inspections*

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

## *Special Permit Inspections*

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



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# **Citizen Access on the Web**

**Connect to**

**[www.rowancountync.gov/energov](http://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](http://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