

# Required Information for Residential Permitting and Inspections

## NOTICE: SIGNATURE IS REQUIRED BELOW

The Town of Winterville requires the following information to be submitted with the permit application. Also, provided is a list of required inspections that must be completed in order to obtain a Certificate of Compliance or a Certificate of Occupancy.

Items needed to obtain a Residential Building Permit: Permit shall not issued until all required information below has been received.

1. 2 - Sets of plans
2. 1 – Copy of an approved Zoning Compliance
3. 1 – Copy of flood elevation certificate (If Applicable)
4. 1 – Residential Building Permit Application – Completed and Signed

**REQUIRED INSPECTIONS:** Inspections must be scheduled before 8:00 am of the day of the inspection.

### Slab with Masonry Foundation Walls

- **Footing Inspection:** to be scheduled once footing trenches are excavated, grade stakes installed and any steel re-enforcement is installed;
- **Plumbing Under Slab:** to be scheduled once all plumbing is installed under the concrete slab, a test is installed on the drain system and all pvc pipe is wrapped to prevent bonding to concrete;
- **Pre-Slab Inspection:** to be scheduled before any concrete is poured and once the soil has been compacted, the soils termite sprayed, any steel re-enforcement is installed (if applicable) and 6 mil vapor barrier is installed;
- **Nailing / Sheathing Inspection:** to be scheduled once all wall and roof sheathing is installed and nailed to meet the requirements of the high wind zones for 110 mph winds;
- **Framing and Rough-In Inspection:** to be scheduled once the framing is complete and all plumbing, electrical and HVAC is installed in walls and ceilings. Please make sure all tie downs are in place and any engineered product, such as but not limited to LVLs, floor trusses and/or roof trusses, information is on job site with all lay out drawings.;
- **Insulation Inspection:** to be scheduled once all wall insulation and any batt ceiling insulation is installed with R values facing to inside rooms. Any blown insulation installed inside walls or inaccessible ceiling areas will have to be certified by the installer with a certification card left on site.