



CATAWBA COUNTY POLICY/PROCEDURES FOR BUILDING INSPECTIONS

THE FOLLOWING INSPECTIONS WILL BE MADE AT DIFFERENT STAGES OF CONSTRUCTION

*** THE BUILDING PERMIT CARD MUST BE POSTED AT THE PROJECT SITE WHEN THE PERMIT IS ISSUED *
THE PERMIT CARD SHALL BE LOCATED ON A POST AT THE ENTRANCE OF THE DRIVEWAY, IN SUCH A POSITION AS TO
ALLOW THE CODE ENFORCEMENT OFFICIAL TO SEE THE PERMIT NUMBER, LOT NUMBER AND ADDRESS OF THE
PROPERTY FROM THE STREET. THIS CARD MUST BE POSTED ON THE JOB SITE UNTIL THE FINAL CERTIFICATE OF
COMPLIANCE HAS BEEN ISSUED.**

1. **FOOTING INSPECTION:** Prior to any placement of concrete. Property lines must be clearly identified at time of inspection.
2. **PLUMBING, MECHANICAL & ELECTRICAL UNDER SLAB INSPECTIONS:** Before any work is covered up, plumbing, mechanical or electrical permits must be issued for the job before these inspections can be scheduled.
3. **CONCRETE SLAB INSPECTIONS WITHIN ALL RESIDENTIAL, RESIDENTIAL ACCESSORY & COMMERCIAL STRUCTURES:** Before any concrete is poured.
4. **FOUNDATION WALL REBAR/REINFORCEMENT INSPECTION:** If required, reinforcement steel shall be placed for inspection before placement of concrete or mudsill.
5. **FOUNDATION WALL INSPECTION:** Request inspection before floor sheathing is placed over floor joists/girders for crawlspace foundations, floor sheathing may be placed on basement foundations. Foundation drainage and damp proofing must be complete and open for inspection or scheduled for a later inspection date.
6. **CHIMNEY INSPECTION:** When firebox & smoke chamber are in place, prior to placement of the initial flue liner.
7. **STUCCO INSPECTION:** When sheathing/substrate, flashing, etc. are in place, must be inspected prior to placement of any stucco material.
8. **BUILDING ROUGH INSPECTION OUTSIDE ONLY:** Verify installation of exterior flashing, weep flashing, window attachment, lintels, brick ties, etc prior to placement of exterior finish. This inspection is required only if contractor plans on installing the exterior finish before the rough-inspections have been approved.
9. **ROUGH-IN INSPECTION: (FRAMING, ELECTRICAL, PLUMBING, AND MECHANICAL).** Plumbing, mechanical & electrical rough inspections must be conducted prior to scheduling the framing inspection unless scheduled at the same time as the framing inspection. Subcontractor permits must be issued for the job before an inspection can be scheduled.
10. **INSULATION INSPECTION:** Inspected after rough in framing, electrical, plumbing, and mechanical has passed inspection.
11. **FINAL INSPECTION:** Everything must be complete except cosmetic work.
12. Other inspections may be required based on type of construction such as above ceiling inspections, fire damper inspections, duct joint sealant inspections, gas line inspections, water and sewer line inspections, hood system inspections etc, please see a copy of our AUTOMATED INSPECTION SCHEDULING SYSTEM brochure for a full list of required and convenience inspections.

USE PERMIT CENTER OFFICE NUMBER 465-8399 TO SCHEDULE INSPECTION REQUESTS

***INSPECTION REQUESTS MUST BE CALLED IN (NOT FAXED) TO THE PERMIT CENTER BETWEEN 8AM - 5PM FOR
NEXT DAY INSPECTIONS OR * SCHEDULED THROUGH THE INTERACTIVE VOICE RESPONSE SYSTEM BETWEEN
8AM – 9PM FOR NEXT DAY INSPECTIONS***

**TO VIEW BUILDING SERVICE OFFICIALS DAILY ASSIGNMENTS ACCESS THE CATAWBA COUNTY WEBSITE AT
www.catawbacountync.gov THEN CLICK THE DROP DOWN BOX LABELED “DEPARTMENTS” AND SCROLL DOWN TO
“PERMIT CENTER” OPEN THE PERMIT CENTER WINDOW THEN CLICK ON “VIEW INSPECTOR ASSIGNMENTS”.**

**(A DAY'S NOTICE FOR ALL INSPECTIONS IS REQUIRED. THE INSPECTION OFFICE ATTEMPTS TO MAKE NEXT DAY
INSPECTIONS, BUT WE CANNOT GUARANTEE THE INSPECTION WILL BE MADE THE FOLLOWING DAY, NOR CAN WE
GUARANTEE A SPECIFIC TIME OF INSPECTION). THE ITEM (S) TO BE INSPECTED MUST BE READY BY 8:00AM ON THE DAY
THE INSPECTION IS SCHEDULED.**

**IN ACCORDANCE WITH THE FEDERAL AMERICANS WITH DISABILITIES ACT (ADA) INDIVIDUALS MAY REQUEST ASSISTANCE OR AN
INTERPRETER FOR THE DEAF BY CONTACTING THE BUILDING INSPECTIONS DEPARTMENT AT 465-8399.**