

The following options are available on the Catawba County IVR system, which can be accessed through touch-tone or voice response. *The touch-tone system is recommended due to effectiveness and speed of processing.* If you need to speak with a Permit Specialist, during normal business hours, simply press “0” to have your call transferred.

To speak to a Permit Specialist, Inspector, Plan Reviewer, or to schedule an inspection, please call (828) 465-8399.

You will be given the following options:

0. Speak to a Permit Specialist.
1. Request an Inspection using the IVR system. Follow the instructions given on the system. You can use the code numbers for the needed inspection listed in this brochure.

#### Transfer to an Inspector

2. Inspectors on the Eastern side  
Call (828) 465-8399 - press 2 – Choose Inspector from list
3. Inspectors on the Western Side  
Call (828)465-8399 – press 3 – Choose Inspector from list

\*\*see list on back of brochure for IVR numbers for inspectors for quick transfer\*\*

4. Transfer to Plan Review

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## To Speak to an Inspector

Please Call (828)465-8399

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### (2) Eastern Side of County

1. Bob Blair
2. Richard Crouse
3. Richard Holden
4. Lonnie Tuttle

### (3) Western Side of County

1. Derrell Bentley
2. Lamar Coffey
3. Ben Holden
4. Richard Teague
5. Steve Tisi

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Catawba County Permit Center has two fully operational office locations. Calls received are shared by each office. The location for each office is:

#### Hickory City Hall:

76 N. Center St. Hickory

#### Newton Government Building:

100-A Southwest Blvd, Newton

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## AUTOMATED INSPECTION REQUESTING SYSTEM

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You can Request Inspections  
using the IVR (Interactive  
Voice Response System)

7 days a week

24 hours a day Call

**(828) 465-8399**

Catawba County Permit Center

P.O. Box 389  
100-A Southwest Blvd  
Newton, NC 28658-0389

**[www.catawbacountync.gov](http://www.catawbacountync.gov)**  
(Department: “Building Inspections”)

Fax (828) 465-8962 Newton Office  
Fax (828) 322-6814 Hickory Office

**ALL INSPECTIONS MUST BE APPROVED BEFORE THEY ARE SCHEDULED!**

Inspections REQUESTED through the IVR system are not scheduled until the Permit Center Staff approves them. They will not be displayed on the Inspection Assignment Report until they are approved. Inspections that are requested out of sequence will be rejected. *(Example: Requesting an insulation inspection before a rough building inspection will be rejected.)*

\*All Requesting of Inspections, including mobile homes, must be associated with the appropriate trade case related to a project that is printed on the permit card. **(Example:** plumbing inspections must be requested on a PLM case, **NOT** the BLD case.)

**\*\*\*INSPECTIONS LISTED BELOW MUST BE SCHEDULED THROUGH PERMIT CENTER STAFF**

BUILDING SAFETY INSPECTIONS  
THIRD PARTY INSPECTIONS  
TEMPORARY HEAT OR ELECTRICAL

**\*\*\*CANCELLATION OF INSPECTIONS ON THE DAY SCHEDULED.**

**YOU MUST SPEAK DIRECTLY TO A PERMIT CENTER STAFF SPECIALIST BY 8:30 A.M. TO CANCEL THESE INSPECTIONS. DAILY PAPERWORK FOR THE INSPECTORS HAS ALREADY BEEN PROCESSED AND ASSIGNED.**

**INSPECTION CODES**

**BUILDING INSPECTION CODES**

**SIGN INSPECTION CODES**

**SWIMMING POOL INSPECTION CODES**

101	Temp Saw Pole Connection
104	Footing
107	Monolithic Concrete Pour
110	Vertical Steel in Footing
113	Foundation
116	Floor System Only
119	Drain/Damp Proofing
122	Foundation & Floor System
125	Foundation & Drain Proof
128	Found., Floor System & Damp
131	Concrete Wall
134	Concrete Slab
137	Wall Reinforcement
140	Chimney
143	Masonry Fireplace
146	Brick Lintels
149	Fire Wall Separation
152	Modular Marriage Wall
155	On Frame Mod Marriage Under Bldg
158	Outside Rough
161	Framing Above Ceiling
164	Rough Building
167	Rough-In Circulation Piping (pool)
170	Insulation
173	Stucco Material Installation
182	Swimming Pool Final
185	Building Final
188	Sign Final
191	Meeting w/ Bldg Contractor

**ELECTRICAL INSPECTION CODES**

303	Temp Saw Pole Connection
306	Electric Under Slab
309	Electrical Line Underground
312	Pool Bonding
315	Electrical Rough
318	Electrical Above Ceiling
321	Under Mobile Home Elec.
324	Relocate Serv. for Const.
327	Permanent Pole Service
330	Load Controls
333	New Service Existing Bldg.
336	Relocate Existing Service
339	Service Change
342	Service Repair
354	Wire Mechanical Unit
357	Electrical Final
360	Meeting w/ Elec. Contractor

**MECHANICAL INSPECTION CODES**

403	Mechanical Under Slab
406	Duct Joint Sealant
409	Mechanical Rough
412	Mechanical Above Ceiling
415	Prefab Fireplace
418	Hood
421	Hood Exhaust Duct
424	Hood System/Fire Suppress.
430	Fire Damper
451	Under Mobile Home Mech.
454	Und. Crossover/Dryer Vent
457	Refrig. Lines/Press Test
472	Gas Line (In & Out)
475	Gas Line (Inside)
478	Gas Line (Outside)
490	Mechanical Final
493	Meeting w/ Mech. Contractor

**PLUMBING INSPECTION CODES**

505	Plumbing Under Slab
510	Sewer Line Inspection
515	Water Line
520	Water & Sewer Line
525	Shower Pan
530	Plumbing Rough
535	Plumbing Above Ceiling
540	Roof Leaders/Drain Test
545	Under Mobile Home Plbg.
560	Plumbing Final
565	Meeting w/ Plbg. Contractor

**MANUFACTURED HOME INSPECTION CODES**

104	Footing
134	Concrete Slab
138	Marriage Wall
145	Under Mobile Home Bldg
155	Mobile Home Final
454	Und. Crossover/Dryer Vent
160	Meeting w/ MOH Contractor

**See Under each Trade for Electrical, Plumbing, or Mechanical Inspections for Manufactured Homes.**

**Scheduled inspections:**

All scheduled Inspections can be viewed on the Catawba County Building Services Website using the Inspection Assignment Report.