

Code Enforcement

Inspection Services Guide



Post-Permitting Inspection Guide

Publication Date: 9/13/11

PREFACE

How do we continue to deliver quality inspections that meet our customer's needs? There are many tools in place that we use on a daily basis that may not be known by every customer but they exist with the intent of maximizing all our resources to meet customer demands. As with any successful operation or business, communication is the essential key to unlocking those resources. With that in mind this guide was developed to help you through the inspection process once a permit has been issued. Your inspection teams are available for any project questions or concerns that arise during your construction.

Gene Morton

Director of Trade Inspections

(704) 336-3503

Jeff Griffin

Code Enforcement Manager/North Team

(704) 432-2383

Gary Mullis

Code Enforcement Manager/South Team

(704) 336-3521

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CODE ENFORCEMENT PRIMARY CONTACTS

I. Pre Permitting, Permitting Management and Support Contacts

Residential

Residential permitting: (704) 432-3119

For questions on general code interpretation, or when you need a permit:

Residential Technical Assistance Center (RTAC) – (704) 432-7822

Commercial

For questions on permitting, scheduling a project for plan review or preliminary review:

Commercial permitting/Plan Review – (704) 336-3837

For questions on general code interpretation, or when you need a permit

Commercial Technical Assistance Center (CTAC) – (704) 336-3829 x 4

Patrick Granson, Director — (704) 432-0081

Tim Taylor, Manager, Residential/CTAC/RTAC – (704) 336-3835

Chuck Walker, Manager, Commercial – (704) 336-3808

Melanie Sellers, Code Enforcement Manager— (704) 336-3809

II. Code Inspections Primary Management/Supervisor & Support Contacts

Permitted Jobs Customer/Service Issues

Your Field Inspector is the first point of contact after inspections have been scheduled or inspected.

North Team:

Angela Miller, Inspection Supervisor — (704) 432-1775

Bill Spidel, Inspection Supervisor — (704) 432-1196

Jeanne Quinn, Administrative Support Coordinator —(704) 336-4952

Jeff Griffin, Code Enforcement Manager —(704) 432-2383

South Team:

George Rogers, Inspection Supervisor — (704) 336-3504

Steve Pearson, Inspection Supervisor — (704) 336-4155

Judy McLeod, Administrative Support Coordinator — (704) 336-3534

Gary Mullis, Code Enforcement Manager — (704) 336-3521

Permitted Jobs Code/Technical Issues

Building

Plumbing

Mechanical

Electrical

North

Jeff Griffin

Bill Spidel

Bill Spidel

Angela Miller

South

George Rogers

George Rogers

Steve Pearson

Gary Mullis

Scheduling Inspections by Phone — (704) 336-8000

Inspector Absent/Daily Work Re Assignment Automated Information — (704) 432-1000

Inspection by Appointment/Overtime Inspections/Special Inspections — (704) 200-4940

(Note: All IBAs are scheduled online at www.meckpermit.com)

CODE ENFORCEMENT PRIMARY CONTACTS (continued)

III. Code Administrators

Serve as the "Authority Having Jurisdiction", responsibilities include: Code Training, Code Consistency, Code Appeals, Alternate Methods and Means Review, Journeyman & Homeowner Testing

Building — Lon McSwain: (704) 336-4302
Electrical — Joe Weathers: (704) 336-5379
Mechanical/Plumbing — Willis Horton: (704) 336-4301

IV. Code Enforcement Documents and Records

Documents and Control Service Line: (704) 336-3830 option #3
Manager Wendell Dixon (704) 336-4366

V. Mecklenburg County Fire Services

Fire Inspections/Fire Investigations/Education/Permitting/Plans Review

Auten, Mark	Chief Fire Marshal	(704) 336-3765
Burgess, Melissa	Administrative Assistant	(704) 336-3759
Heinen, John A.	Asst. Fire Marshal/Plans Review	(704) 336-3764
Bostian, Jeff	Asst. Fire Marshal/Fire Investigator	(704) 336-3761
Mike Petleski	Asst. Fire Marshal/Fire Investigator	(704) 336-3762
Conrad, David	Asst. Fire Marshal/Fire Educator	(704) 336-3768
Frazier, Randy	Asst. Fire Marshal/Plans Review	(704) 336-3763

VI. Charlotte City Fire Services

Charlotte Fire Department, Permitting/Inspections/Plan Review

Plan Review:

Randy Turner, Sr. Fire Plans Examiner: (704) 336-3814

Inspections:

Central Division – Dale Carter, Sr. Fire Inspector: (704) 336-8800
North Division – Jimmy Thompson, Sr. Fire Inspector: (704) 336-8513
South Division – Calvin Wright, Sr. Fire Inspector (704) 336-8382

New Construction Inspections Supervisor — Dale Carter: (704) 336-8800
,Deputy Fire Marshal — Jonathan Leonard (704) 336-8374
Fire Marshal — Deputy Chief Rob Kinniburgh (704) 336-2478

Fire Prevention General Information: (704) 336-2101

Revenue Collections

(704)336-3801

Why the “Team” approach?

Mecklenburg County Code Enforcement has restructured the way we do business to ensure our service delivery method is maximized to best serve both customers and staff well into the next twenty years.

Inspections have a team based project delivery philosophy. Teams have been developed to work the inspection process from an “overall project” standpoint. Management will focus on resolving issues that encompass the entire project. Code Enforcement has restructured existing inspection teams into two main focus groups consisting of the North and South Inspection Teams.


The North and South Inspection Teams are responsible for commercial projects, to include mega project classification as well as all residential projects. Each team is comprised of representatives from each of the four trades that hold a Level III NC Inspector Certification in a specific trade. There is also a group of multi-trade inspectors for use on small residential projects on each team.

Our process for scheduling inspections remains the same. Customer issues will continue to be resolved by the inspector in the field. What has changed is the process in which the customer’s issue is resolved beyond the field inspector’s authority and technical expertise. These will be referred to the Team Management. The Team management made up of the CEM (Code Enforcement Managers) and the IS (Inspection Supervisors) are the code enforcement officials that will have ownership of all project issues for their areas above the field inspector. The Team’s Management partner with the customers to assure appropriate service levels, manage daily team work loads and resources, and maintain consistency and response time within departmental goals in both single and multi-trade disciplines. Each CEM has two Inspection Supervisors to assist in resource and issues management.

In the event a customer’s code issue is unable to be resolved by the inspector in the field; the Inspector will relay customer’s issue to the Code Enforcement Manager (CEM) or Inspection Supervisor (IS) on their team for resolution. Our customers are encouraged to call and address any concern or need with their Management Team. The Team Management will use all resources available within the Department including the Code Administrators to resolve project issues within their service area.

Code Enforcement North Team


Code Enforcement
Manager Jeff Griffin
704-432-2383



Inspection Supervisor Angela Miller: 704-432-1775
Inspection Supervisor Bill Spidel: 704-432-1196


Code Enforcement South Team

Code Enforcement
Manager Gary Mullis
704-336-3521




Inspection Supervisor George Rogers: 704-336-3504
Inspection Supervisor Steve Pearson: 704-336-4155

Mecklenburg County
Code Enforcement
700 N. Tryon St.
Charlotte, NC 28202
www.meckpermit.com



Director of Inspections
Gene Morton: 704-336-3503



Other important numbers

Inspections scheduling by phone: 704-336-8000
Overtime, inspection by appointment and Special Inspections: 704-200-4940

Your project will be assigned at permitting time to an inspection team based upon its location within the County. Your last page of your permit document will contain information for inspections team contacts.

Example:

“Your project has been assigned to the following inspection team for project assistance: North Team (704) 336-4952”.

North Inspection Team

MANAGEMENT	ID	Office Phone
GRIFFIN, JEFF (Manager)	(139)	(704) 432-2383
MILLER, ANGELA (Supervisor)	(233)	(704) 432-1775
SPIDEL, BILL (Supervisor)	(322)	(704) 432-1196

INSPECTORS	ID	Phone	Radio
Auten, Chuck	(312)	(980) 722-3676	150*79736*45
Barrett, David	(559)	(980) 722-0259	150*79736*1
Brown, Eric	(156)	(704) 634-7157	150*21*55675
Dellinger, Chris	(246)	(704) 634-8863	150*21*58863
Dishman, Ron	(144)	(704) 309-1430	150*21*46728
Gibson, Graham	(423)	(980)722-3646	150*79736*30
Hargett, Stan	(403)	(980) 722-3640	150*79736*27
Hartman, Bob	(254)	(980) 722-3618	150*79736*17
Herring, Andy	(159)	(980) 722-9259	150*79736*3
Hicks, Stan	(403)	(980) 722-3682	150*79736*48
Kale, Michael	(247)	(980) 521-6757	150*79736*79
McCall, Travis	(257)	(980) 722-1421	150*79736*62
Moose, Hugh	(409)	(980) 722-3684	150*79736*49
Nash, Walter	(124)	(704) 634-8860	150*21*58860
Phipps, Jim	(426)	(980) 722-3842	150*79736*117
Richardson, Robert	(110)	(704) 634-8864	150*21*48864
Rosmon, Jeff	(317)	(980) 722-3680	150*79736*47
Simpson, Garrell	(210)	(980) 721-4764	150*79736*57
Sinclair, Harold	(140)	(704) 634-8866	150*21*36877
Summerour, David	(243)	(980) 722-3600	150*79736*8
Trout, Debra	(266)	(980) 722-7300	150*79736*146
Ward, Roger	(240)	(980) 722-3622	150*79736*19
Williams, David	(564)	(980) 722-3826	150*79736*109
Williams, Mark	(244)	(980) 722-3674	150*79736*44
Wooten, Danny	(573)	(980) 722-3832	150*79736*112
Yandle, Billy	(122)	(704) 634-8878	150*21*48878

NORTH TEAM TRADE CLERK (704) 336-4952

South Inspection Team

MANAGEMENT	ID	Office Phone
MULLIS, GARY (Manager)	(204)	(704) 336-3521
PEARSON, STEVE (Supervisor)	(502)	(704) 336-4155
ROGERS, GEORGE (Supervisor)	(147)	(704) 336-3504

INSPECTORS	ID	Phone	Radio
Barnes, Gerald	(209)	(980) 722-3604	150*79736*10
Brault, Buddy	(326)	(980) 722-3836	150*79736*114
Brown, Roger	(217)	(980) 722-3594	150*79736*5
Brown, Michael	(569)	(980) 722-3563	150*79736*171
Commander, Scott	(563)	(980) 722-3656	150*79736*35
Couch, Alvin	(236)	(980) 722-3658	150*79736*36
Cooper, Errol	(242)	(980) 722-9180	150*79736*2
DeMaury, Andy	(430)	(704) 200-5595	150*79736*74
Freeman, John	(324)	(980) 722-7457	150*79736*150
Garbus, Jay	(129)	(704) 634-8846	150*21*58846
Gaskin, Mike	(253)	(980) 722-3606	150*79736*11
Grahl, Jim	(415)	(980) 722-3644	150*79736*29
Honeycutt, Steve	(115)	(704) 634-8849	150*21*48849
Jackson, Mike	(552)	(980) 722-3824	150*79736*108
Kale, Scott	(205)	(980) 722-3612	150*79736*14
King, Matt	(237)	(980) 722-3662	150*79736*38
Kiser, Ken	(560)	(980) 722-3828	150*79736*110
Kiser, Tony	(554)	(704) 202-5803	150*21*55803
Lineberger, Steve	(138)	(704) 634-8855	150*21*38855
McCall, Ron	(211)	(980) 722-0884	150*79736*7
Miller, Steve	(556)	(980) 722-3830	150*79736*111
Murphy, Brad	(218)	(980) 722-3666	150*79736*40
Nussbaum, Sheldon	(404)	(980) 722-3850	150*79736*121
Payne, Billy	(235)	(980) 722-3668	150*79736*41
Price, Danny	(310)	(980) 722-3838	150*79736*115
Ries, David	(131)	(704) 634-8865	150*21*48865
Sellers, David	(567)	(704) 634-1400	150*21*6770
Shoupe, Tom	(405)	(980) 722-3648	150*79736*31
Tillman, Rick	(306)	(980) 722-3650	150*79736*32
Vernon, Ralph	(134)	(704) 634-8875	150*21*58875
Walsh, Greg	(148)	(704) 634-0659	150*21*21332
Williams, Joe	(248)	(980) 521-6623	150*79736*78

SOUTH TEAM TRADE CLERK (704) 336-3534

Inspections Requests

Three (3) ways to set up an inspection...

- **Staff contact**—Call and talk with our Administrative support team to request an inspection be set up; these requests will be posted on the next business day. The number to call is **(704) 336-3850** (this number can also be used to call about the results of an inspection, copies of the inspection record, TCO, CO and other general administrative issues).
- **Automated website**— You can enter our website at www.meckpermit.com and on the right hand side go in under “schedule an inspection”. When you enter this site you will see the boxes below. As a contractor you can go in and request and inspection under your sign in ID. If you don’t have an ID you can sign up for a login ID to get started. Using the internet method will also allow you to enter any notes you would like to convey to an inspector.



**Internet Permitting and Inspection System
Charlotte and Mecklenburg County**

GUESTS	CONTRACTORS	NEWS TO KNOW
<p>> Select an option from the menu on the left to: View permits and inspections by address or permit number; Check status of a plan review; or See who your inspector is.</p> <p style="text-align: center;">AUTOMATED INSPECTION REQUESTS 704-336-8000</p>	<p>> Click User Sign In to submit permits, schedule inspections, view your permits, inspections, and account.</p> <p>> Note: If you are new to the system, create a new Login.</p> <p>> View your Defect Rate Charges by entering your Permit Number and clicking on the Certificate of Occupancy link. The Defect Rate Report is page 2 of the CO.</p>	<p>View the presentation which takes you through the Trades Internet Permit process step by step.</p>
<p>QUICK FIND Code Enforcement Phone Numbers Print a Certificate of Occupancy City of Charlotte Engineering Dept. Permit Search Visit our website www.meckpermit.com</p>		

- **Automated phone line**— (Referred to as **MARVIN**-Mecklenburg Automated Response Voice Interactive Network). Call the number posted on the permit placard **(704) 336-8000** and you will be directed to enter your permit information. The system will give you an automated list of inspections that you can choose from. Once selected it will set up an inspection request. In order for this to complete the process please wait until you are given confirmation at the end of the call, along with the date of inspection on which the system has scheduled your request. We recommend writing down this confirmation number in the event you need to contact our offices.

Who's my inspector?

(Project assignments)

Go to <http://maps.co.mecklenburg.nc.us/website/codeenforcement/>

An automated way to find out who your inspector is on the web... just enter your project address in the "search box" in the upper left hand corner. It immediately does a drop down box with all the assigned inspectors' names and phone numbers for your particular job, including all construction trades as well as zoning or erosion control. Currently away from your computer? Call (704) 432-4357 for a permitting and Inspector listing.

Inspectors:

Search Results

700 N TRYON ST, CHAR. NC 28202

EROSION INSPECTOR

Jay Wilson (704) 336-7272

BUILDING INSPECTOR

David Ries (704) 634-8865

ELECTRICAL INSPECTOR

Gerald Barnes (980) 722-3594

MECHANICAL INSPECTOR

John Freeman (980) 722-3838

PLUMBING INSPECTOR

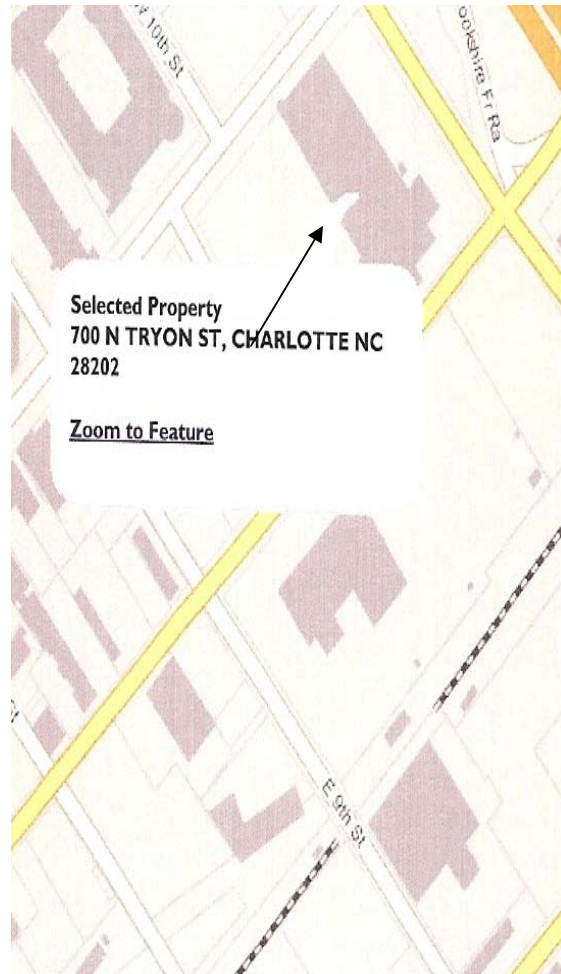
Tom Shoupe (980) 722-3644

RESIDENTIAL TRADES INSPECTOR

Steve Miller (980) 722-3828

FIRE INSPECTOR

Claude Wilson (704) 432-5632



Auto Notification Program—Inspector in Route

Memo: Auto notification (optional program)

To: all Customers

Customers wishing to be notified when an inspector is en route to their requested inspections may provide an electronic address to which notice will be sent. Notice may be either by e-mail, Nextel or other electronic media. An electronic button on the appropriate inspector computer screen will be clicked when the previous inspection is completed and inspector is en route to your jobsite. The designated customer will be automatically sent a text message as such:

"At (time) today, inspector (number) indicated that they are en route to your inspection request at (address)."

Considering travel time and inspection time, this should give the customer **20-30 minutes lead-time** to meet the inspector on the site, if they so desire.

A. This program requires agreement on expectations of service provided as follows:

Inspector is expected to click the button to provide contractors with advance notice of their presence on site. Notice goes to the inspection requestor (permit holder or their designee)

B. Customers have the option of voluntarily meeting the inspector on site

C. If the customer meets the inspector on site the following must be understood:

- 1) The inspector's first responsibility is to conduct the inspection
- 2) The inspector's second responsibility is to explain the defects to the related discipline contractor within reasonable time limits. If greater instruction is needed, a referral to the appropriate code section will be provided.
- 3) M/E/P inspectors deal with the M/E/P contractors, instead of General Contractor.

Steps to subscribe to Auto-notification and to designate Point of Contact:

- 1) Go to www.meckpermit.com and click on Get Your Permit Online on the right side of the screen.

If already registered, the contractor would click on User Sign In. (If they are NOT registered, they may use the self-registration process by clicking on the Create a New Login link under the blue Contractors heading in the center of the screen. To self register, they must know their account number. Account Numbers can be obtained by contacting Revenue Collection at 704-336-3801.)

After clicking User Sign In, the contractor will login as usual entering their USER ID (which is always their account number) and their assigned PASSWORD.

After successful login, the contractor will see their home page. To add or edit their e-mail address, they should click on the **Account Info** link on the left under the Contractor heading. The Account Info screen contains links on the right side of the screen under the last payment date. To see Contact Information click the **Edit Contact Information** link. If the contractor self registered, their Contact Name and etc. will already be filled in at the top of the screen. If the contractor was manually registered, this screen will be blank as in the example below. To enter Auto-notification/Point of Contact information, all the contractor has to do is complete the fields noted in red and click the submit button. The contact information will also appear at the top of this screen where before the information was blank.

The contractor can then click on any link on the left or use the User Sign Out link to exit the system.

DEPARTMENT RESPONSE TIME GOALS

The Department tries to get every inspection on the day requested, however performance and staffing levels are based upon an agreed upon level of performance which is 85% same day completion. These goals are monitored on a weekly basis so customers are aware of current trends. The previous weekly performance levels are posted on our website at www.meckpermit.com. Below is a sample of a particular week's performance which gives an overview of each trade, # of requested inspections, # performed, % and average response time in Days. At the bottom is a total for all trade groups.

<http://charmec.org/mecklenburg/county/CodeEnforcement/Documents/IRTWeekly.pdf>

Sample Week

Mecklenburg County Code Enforcement Inspection Status Report

Inspection Request Volume and Response Time for the Week

	9/20/10	TO	9/28/10		
	# of Insp Completed		# of Insp Requested	On Time Percentage	Average Response in Days
Building	892		937	95.20%	1.1
Electrical	839		1096	76.55%	1.48
Mechanical	596		614	97.07%	1.06
Plumbing	432		440	98.18%	1.03

Total Completed: 2759

Total Requested: 3087

Overall On Time %: 89.37%

Overall Response in Days: 1.17



**MECKLENBURG COUNTY
Land Use and Environmental Services Agency
Code Enforcement**

Inspection Request Priority List
(Ranked in order of Priority)

Appointments can reduce inspector efficiency and are therefore limited to “Special Homeowner Access Coordination” (see note below) and “Special Inspection Required Pre-construction Meetings”. Appointments confirmed between the customer and inspectors are given highest priority.

- 1. Emergency calls. (As deemed by the supervisor/manager)**
- 2. Concrete/slab/open-ditch inspection.**
- 3. Any inspection 2 or more days old.**
- 4. Final inspection when necessary for occupancy [B,E,M,P] and inspection for utility interruptions, change out, or relocation [E,M,P].**
- 5. Any inspection 1 day old. (Exception: Finals not necessary for occupancy/power)**
- 6. Any other inspection request.**

Note: “Special homeowner access coordination” involves a homeowner who is waiting at home or has taken time off from work in order to provide access to an inspection that would otherwise be inaccessible to the inspector. The special need for access coordination should be communicated by phone directly by the contractor to the inspector. The inspector will confirm appointment with the homeowner (contact # needed). Appointments may be a range/window of time rather than a specific time.

Revised 07/29/2010

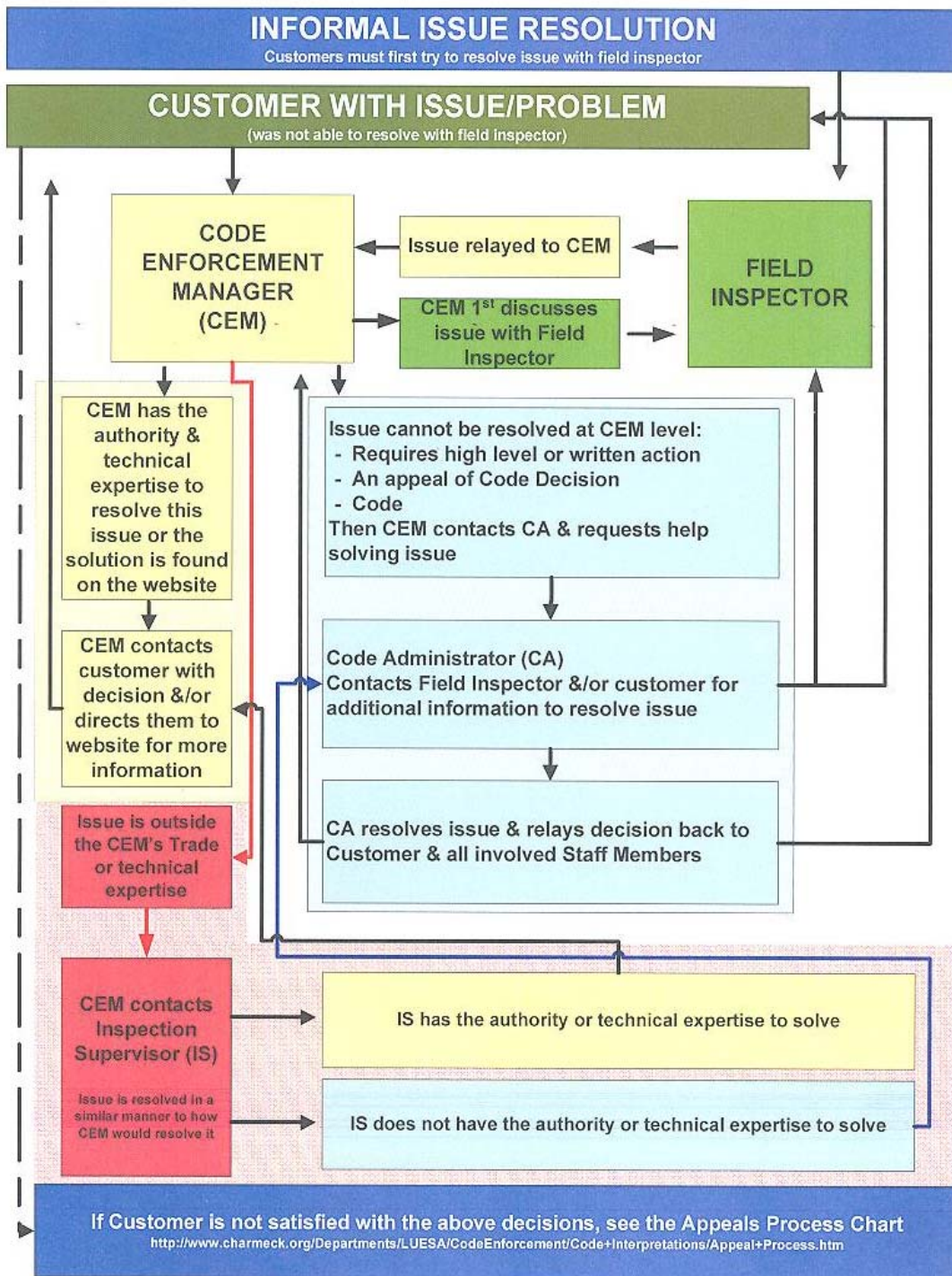
Inspection Results

Once a Code official completes an inspection request those results are transmitted electronically to our system from their mobile office. Inspection results are conveyed by several different methods:

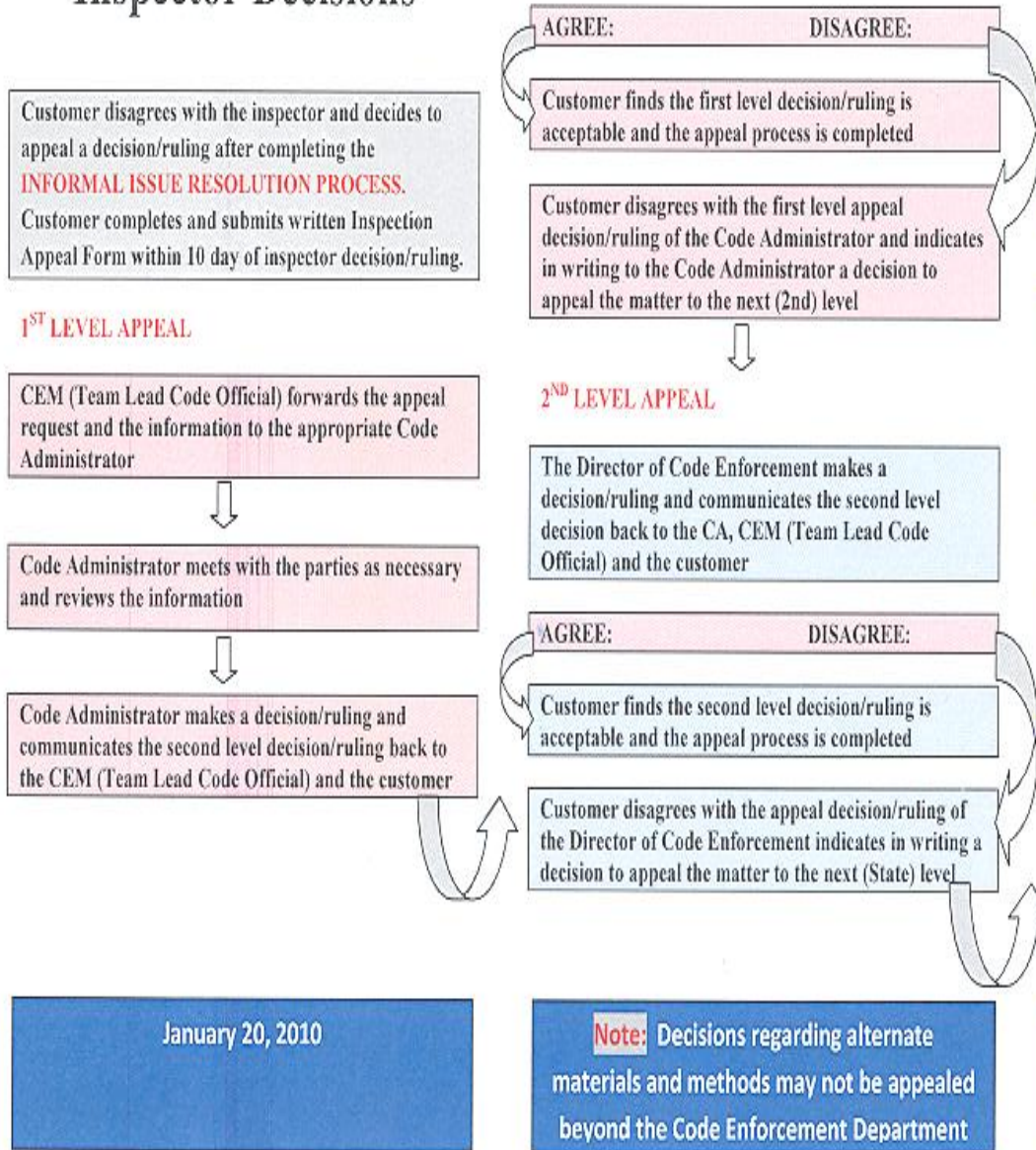
- Inspectors leave stickers on most sites (typically not on large commercial) with either an approved checked box or disapproved with notes indicating defects.
- Inspection results are public records and are immediately accessible from our website at meckpermit.com by clicking on the “Check your Project Status” button.
- You can call our document control at (704) 336-3830 to talk with our administrative support team for information on your inspection.

Coming Soon:

We are in the process of setting up an electronic text message option so that if you are set up in your account with an electronic point of contact such as an e-mail our system will be able to send you a text alert with information on your inspection results. More information on how to get set up to receive this information will be available soon and posted on www.meckpermit.com.



Formal Appeals of Field Inspector Decisions



CONTINUED NEXT PAGE

State Level appeal

DOI APPEAL

After the Director of Code Enforcement, the next level of appeal is to the Engineering Section of the NC Department of Insurance (DOI). This appeal must be received by DOI within 10 days of receiving the Director's written response to the owner's second level of appeal



BCC HEARING COMMITTEE

After the Engineering Section of the Department of Insurance, the next level of appeal is to the Building Code Council's Hearing Committee. This appeal must be received within 30 days of the date of the decision by DOI



BCC APPEAL

After the Building Code Council's Hearing Committee, the next level of appeal is to the full Building Code Council. This appeal must be filed within 30 days of the BCC Hearing Committee's action



SUPERIOR COURT

Decisions of the N. C. Building Code Council may be appealed to Superior Court in either Wake County or the County in which the proposed building is situated

See Website for additional information

www.meckpermit.com

State Required Inspections

SECTION 107 INSPECTIONS

107.1 General. The inspection department shall perform the following inspections:

1. Footing inspection;
2. Under slab inspection, as appropriate;
3. Foundation inspection, wood-frame construction;
4. Rough-in inspection;
5. Building framing;
6. Insulation inspection;
7. Fire protection inspection; and
8. Final inspection.

107.1.1 Footing inspection. Footing inspections shall be made after the trenches are excavated, all grade stakes are installed, all reinforcing steel and supports are in place and appropriately tied, all necessary forms are in place and braced and before any concrete is placed.

107.1.2 Under-slab inspection. Under-slab inspections, as appropriate, shall be made after all materials and equipment to be concealed by the concrete slab are completed.

107.1.3 Foundation inspection, crawl space. Foundation and crawl space inspections shall be made after all foundation supports are installed. This inspection is to check foundation supports, crawlspace leveling, ground clearances and positive drainage when required.

107.1.4 Rough-in inspection. Rough-in inspections shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view in the finished building have been placed but before any wall, ceiling finish or building insulation is installed.

107.1.5 Building framing inspection. Framing inspections shall be made after the roof, excluding permanent roof covering, wall ceiling and floor framing is complete with appropriate blocking, bracing and firestopping in place. The following items shall be in place and visible for inspection:

1. Pipes;
2. Chimneys and vents;
3. Flashing for roofs, chimneys and wall openings;
4. Insulation baffles; and
5. All lintels that are required to be bolted to the framing for support shall not be covered by any exterior or interior wall or ceiling finish material before approval. Work may continue without approval for lintels supported on masonry or concrete.

107.1.6 Insulation inspection. Insulation inspections shall be made after an approved building framing and rough-in inspection and after the permanent roof covering is installed, with all insulation and vapor retarders in place, but before any wall or ceiling covering is applied.

107.1.7 Fire protection inspection. Fire protection inspections shall be made in all buildings where any material is used for fire protection purposes. The permit holder or his agent shall notify the inspection department after all fire protection materials are in place. Fire protection materials shall not be concealed until inspected and approved by the code enforcement official.

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

Continued....

107.2 Inspection requests. It shall be the duty of the permit holder or his or her agent to notify the code enforcement official when work is ready for inspection and to provide access to and means for inspection of the work for any inspections that are required by this code.

107.3 Approval required. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the code enforcement official. The code enforcement official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or shall notify the permit holder or an agent of the permit holder that the work fails to comply with the technical codes. Any work that does not comply shall be corrected and shall not be covered or concealed until authorized by the code enforcement official.

107.4 Independent inspections authorized by the code enforcement official. The code enforcement official may authorize a North Carolina registered design professional to inspect the following structural elements, components and systems:

1. The excavation of soil and/or forming of footings with the associated placement of reinforcing steel prior to pouring concrete; and
2. The forming of floors, columns, beams and other structural members, including the placement of reinforcing steel prior to pouring concrete.

To utilize this procedure, the permit holder must continue to schedule all inspections normally required for this work by the inspection department. The registered design professional shall provide weekly reports bearing his seal to the inspection department indicating that the placement of the related construction elements, components and systems either complies or does not comply with the approved permit documents. Any change from the permit documents shall be approved by the code enforcement official prior to its implementation. The permit holder shall immediately inform the code enforcement official if he or she terminates his or her relationship with the registered design professional.

107.5 Special inspections. Special inspections required by the building code or the building inspector shall be performed by a North Carolina registered design professional or an inspector under his responsible charge.

**Above requirements out of the
NC Administrative Code and Policies**

Residential Code Inspections Checklist

INSPECTIONS

The work being scheduled for inspection will be ready at the time the inspection request is made. All necessary plans shall be on site for the inspector at each inspection request. All pertinent information shall be included with the plans, such as truss design and layout sheets, summary reaction sheet, I-joint layout, and LVL beam specification.

The following is an outline of the different types of inspections the County provides and a schedule of when they are to be performed throughout the construction process.

1. **Footing inspection:** To be scheduled after the trenches are excavated, all grade stakes are installed, all reinforcing steel and supports are in place and appropriately tied, a necessary forms and bulkheads are in place and braced but before any concrete is placed. All filled building lots require a subgrade verification form. Footing width is measured at the base of the trench and should be at least 12" below grade at time of the inspection.
2. **Under slab inspection for habitable spaces, garages, carports and porches:** To be scheduled after all forms have been placed, all electrical, plumbing and/or heating and air conditioning facilities are in place, all crushed stone, vapor retarder, reinforcing steel with supports and ties, and all welded wire fabric is installed, when required. All thickened areas and grade beams must be installed. Verification of the termite treatment and methods used are required at this time.

Exception: an inspection is not required for driveway slabs, patio slabs, walks etc..., which are considered non-habitable spaces, unless required for electrical bonding of a spa/hot tub or pool .

Residential Code Inspections checklist

3. **Foundation Inspection:** To be scheduled after all foundation supports or piers are installed and prior to backfill. This inspection is to check the size of the foundation wall on the footings, the foundation itself, the anchor bolts or straps, and the ground clearance. The crawl space leveling, backfilling, and positive drainage will be inspected with the framing inspection. Insulation shall not be installed on the foundation walls (closed crawl space) or floor systems installed prior to foundation inspection. Dampproofing and waterproofing are not part of the foundation inspection but are a code requirement in some foundation designs.
4. **Rough-in inspection: Plumbing, Mechanical and Electrical:** To be scheduled when all framing is complete and the building is dried in (roofing felt or shingles in place). All parts of the plumbing, mechanical and electrical system which will be hidden from view in the finished building must be complete and ready for inspection.
5. **Building Framing Inspection:** To be scheduled after the roof, wall, ceiling and floor framing is complete with appropriate blocking, bracing and firestopping in place. The following items should be in place and visible for inspection:
 - Insulation baffles when required
 - All trade rough ins must be complete
 - Window and exterior passage doors should be installed and flashed, including building wrap
 - Siding or exterior cladding material cannot be installed before a framing check unless an optional sheathing inspection is request (Note: there is an additional trip charge for this inspection)
 - All brick lintels that are required to be bolted to the framing for support shall be in place (Lintels that are supported by brick or masonry as it is installed will be inspected at a later date)
 - All penetrations in wall plates must be firestopped (crawl space penetrations must be caulked to prevent air movement)

Residential Code Inspections checklist

6. **Insulation Inspection**: To be scheduled after the building framing and trade rough-in inspections are complete. All wall insulation must be in place. Chimney insulation must be properly secured to prevent contact with the firebox. Blown attic insulation and crawl space insulation should be installed after drywall and inspected with the final inspection. Depth markers for blown in attic insulation are required.
7. **Final Inspections**: Final inspections should be made for each trade after completion of the work authorized under the technical codes. All projects shall be accessible for inspection between 8:00am and 5:00pm, Monday through Friday except by appointment. The project is not finished until all finals are complete. A Building final is required before utility services will connect. Floor coverings are not required to be installed for any final inspections. Rough grades must be complete and all driveways, walks and patios must be in. Permanent addresses and builder energy certificate must be posted on all new dwellings.
8. **Other inspections**: In addition to the called inspections above, the inspection Department may make or require any other inspections to ascertain compliance with the Building Code and other laws enforced by the Department (typically other inspections are due to unusual construction methods, new technologies or other non-compliance issues with permit holder).

meck-si.com

The Paperless Special Inspection Management System

When the North Carolina State Building Code Council adopted the 2002 International Building Code, they included specific language which gave local authorities the ability to determine if Special Inspections would be applied on a local basis. Further, the NCSBC Council also granted the local authority wide latitude in determining how to implement the Special Inspections process on a local basis.

Beginning January 17, 2006, Mecklenburg County Code Enforcement introduced meck-si.com, the Paperless Special Inspection Management System. Projects that require Special Inspections, permitted after the above date, must meet the provisions set forth within meck-si.com and the NCSBC Chapter 17. Failure to meet these requirements may result in a stop work order notice for that project.

Meck-si.com is a comprehensive Special Inspections resource. You can use this web site to review project information, become a special inspector and submit or amend project documents. During the plan review process a commercial project is reviewed to see if there are components that meet the requirements in chapter 17 for special inspections (Please note these are in addition to required County Inspections not a replacement). Once determined to need additional 3rd party inspections the review will set up your project and plans will be stamped to indicate that a pre-construction meeting is required 5 days before the start of the project, see sample stamp below:

NOTICE
CHAPTER 17 PROJECT
This project requires a **PRE-CONSTRUCTION**
MEETING 5-DAYS prior to start of work to
include Building Code Official (site inspector),
Architect/Engineer, General Contractor &
Special Inspector(s).
For more see: www.meckpermit.com

Project Temporary Certificate of Compliance for Occupancy Requirements (TCO)

- Typically referred to as a TCO, is issued at the discretion of the Department per GS 153A-363 and may be issued permitting occupancy for a stated period of specified portions of the building that the inspector finds may safely be occupied before completion of the entire building.
- A Temporary certificate of compliance for occupancy is not issued just for stocking furniture and materials only, it is for occupancy for a specific time and space within a building structure, however fixed furniture requiring electrical connections and shown on the plans in the scope of work can be installed prior to TCO approval (i.e..office cubicles /work stations).
- Special inspections must be signed off prior to being able to request a TCO inspection for a project that required SI.
- Contractors must ensure that all “holds” are released on their project before a TCO can be given (i.e., Department of Transportation, Health Department, Zoning, Urban Forestry, Department of Labor, etc.).
- The contractor must obtain a TCO and placard before stocking a building, which includes furnishings like desks, chairs, file cabinets, movable shelving, etc...
- The permit must be posted and the approved set of plans must be on the job site and accessible to the Code Officials for TCO inspections.
- The permanent address must be posted on the building.
- Construction materials and debris must be removed from all areas in which temporary occupancy is being requested.
- Sidewalks leading to occupied areas must be completed.
- The contractor must have approved sprinkler plans on site. The inspector will perform a visual inspection of all sprinkler heads to assure that the heads are unobstructed.
- Handrails must be installed on steps/stairways, handicapped ramps and landings (if required).
- The exterior of a building, including the roof, must be completed prior to a TCO inspection.
- If a fire alarm system is installed, a letter certifying that the system is in working order must be presented to both the Building Code Official and the Fire Marshal.
- A visual inspection and test of the fire alarm system will be performed.
- All Life safety systems must be installed and tested prior to anyone other than the contractors entering the space or stocking the building. If applicable, a Fire Sprinkler certification letter from the sprinkler installer must be provided; a fire alarm certification letter from installer must be provided and an emergency lighting certification letter from the electrical contractor must be provided indicating lighting is operational including back up power having been tested.
- Electrical rooms must be clearly identified.
- Electrical penetrations must be fire stopped.
- Soils reports must be available for review by the Building Code Official.
- If fire shutters are installed, the fire shutters must be tested and a field report provided to the Building Code Official.
- All elevators indicated in the scope of work must be installed and operational with NC Department of Labor approval.
- Contractor should contact inspector in advance to see if any items that are not completed would hold or prevent the issuance of a TCO. The above list is not meant to be a complete list for all jobs and advanced review with the inspector is required.

Please note-All open trades must sign off with at least a TCO approval inspection, all holds **must be released and contractor must obtain TCO document from Document control before temporary occupancy** will be allowed (Document control- 704/336-3830).

**Inspection Processes for High Failure Rate Contractors
or 40% (less than 60% pass rate) for a Quarter**

- * 0-6 inspection requests = Not on HFR list
- * 7-19 inspection requests but stand alone permit = Fees adjusted, No inspection delays

***7 or more inspection requests (Work associated with other trades) = HFR List**

High failure rate contractors' inspection requests will automatically be delayed for 2 days on **ALL** initial inspections.

Exceptions:

- * Inspection Requests for permits issued prior to **July 10, 2007**
- Re-inspections of a Non Chargeable Failure.
- Sheathing Inspections.
- Initial Final Inspection of a Project.
- Re-inspection Utilizing the "Inspection by Appointment" Program.
- High failure rate contractors with inspections activity count for the previous (reporting) quarter of a total of (7- 19 category) work is **NOT** associated with any other trade, fee will be adjusted as follows:
 - o **For permit fees minimum to \$500.00, the fee is tripled. For permit fees otherwise \$501.00 or greater, the fee is doubled**

If initial inspection fails, On The First Re-inspection

Following (another) 2 day delay, contractor may select to use:

Option A.2.1– Pre-inspection by the license holder in addition to completing the Mecklenburg County pre-inspection form prior to inspector's arrival

Option A.2.2 – Pre-inspection by an Engineer, Architect or a NC Code Enforcement Official not employed by Mecklenburg County

Standard IBA rules apply (2 day delay does not apply)

Option A.2.3 – Inspection By Appointment (IBA) with a minimum of two hour block for \$230.00

Following a 5 day delay

Option A.2.4 –Utilize department inspector at \$90.00 per inspection.

On Second Re-inspection

After work fails for the second time, only options **A2.2, A2.3** and **A2.4** are available.

Reminders (Does not impact inspections process just FYI):

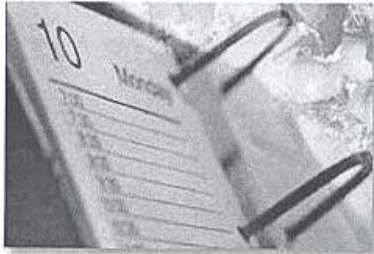
- High failure rate threshold is currently at 40%

*Full program details found on our website under "**Pass incentive rate program**".

CONTRACTORS PRO-ACTIVE STEPS TO EXPEDITE SUCCESSFUL INSPECTIONS

1. When pulling permits, the contractor needs to give a clear job description or scope in as much as possible. Additionally, when an inspection is called in and nobody is on-site, leave some remarks so we can get an idea as to what and where we are looking.
2. Let the homeowners/tenants know that there might be multiple trade inspectors coming out, depending on the job scope.
3. Don't tell the customer that the inspector will be there the next day, or at such and such time unless you coordinate with inspector the day before and confirm it the next morning.
4. If you have multiple permits on one job make sure you call the correct permit in for that scope of work.
5. If you know of a homeowner that is home waiting on an inspector please call us so we can try and coordinate making that inspection.
6. Participate in monthly consistency meetings.
7. Participate in association meetings.
8. Discuss "unclear" inspection comments with inspector.
9. Try to communicate first hand; second and third party communications tend to cloud issues.
10. Be sure to communicate access issues with inspector.
11. Sign up for auto notify to be informed when we are going to your jobsite.
12. Always have latest approved copy of plans on the site.
13. When possible coordinate sl, rf, ac inspections when multiple contractors are on project, including low voltage contractors.
14. On large projects provide the inspector with approved plan set copy for record keeping.
15. Refrain from duplicate requests. Some customers are filling out comments on electronic request and then calling with voicemail.
16. Call in inspections only when ready. Guessing the timing of request to beat the numbers will increase your chances of being turned down and negatively impact our service time.
17. Make sure ladders or other equipment necessary for inspection access is on the job. You may need to assist in access situations such as scaffoldings, lifts, ladders, etc...
18. Remember to plan to have inspections done on de-energized systems. If not, 1) plan to be our safety host and present your safety procedures and 2) plan on extended service time.
19. Use the Code Enforcement website resources; Code Interpretations, Inspection Checklist, Common Code Defects, Consistency Meeting reports, etc...
20. Be sure to sign up for **Notify Me** on our web pages for updates.

Inspections By Appointment Program



Inspection by Appointment (IBA) is a program offered by Mecklenburg County Code Enforcement that will allow a contractor to request a Commercial inspection for any of the following trades: Building, Electrical, Mechanical or Plumbing.

"Inspections by Appointment" (IBA) is a premium service, for a premium fee. This fee is in addition to the normal permit fee.

The cost for this service will be \$115 per hour, with a **minimum charge** of two hours. Inspector travel time is calculated in this rate.

HOW TO SCHEDULE YOUR INSPECTION BY APPOINTMENT

Below are step-by-step instructions on how to schedule your Inspection By Appointment:

1. Go to [Get Your Permit Online](#)
2. Log in using your designated user ID and password.
3. Click on My Permits and select a permit.
4. Click the Inspection by Appointment link.
5. Select the date and time and click "Book Inspection" (**IBA requests must be made prior to 7:00AM to schedule an inspection for the next business day; inspections requested after 7:00AM will default to the day after the next business day**).
6. Review the Payment/Credit terms and click "Accept".
7. Complete the inspection request including all the information required in red and
8. Click Submit.
9. Your inspection request is confirmed **unless you are notified by the Program Coordinator**.

The entire program overview including cancellation policy and projects that are excluded from the program can be found at www.meckpermit.com under the inspections services page.

Please note this is a limited service so once the time slot is taken on the online calendar an alternate time will need to be selected.

For additional help please contact the IBA coordinator at (704) 200-4940.

Overtime Inspections program

The “**Overtime Inspections Program (OTI)**” is a premium service, using existing staff on a volunteer basis for a premium fee above permit fee.

1. OTI inspections are inspections scheduled outside our normal business hours (i.e... Mon-Fri 8am-5pm) including weekends and holidays.
2. There is no guarantee on inspector availability since program tries to align customer need outside business hours with volunteer staff.
3. The Department will charge a premium fee of \$115 an hour for each trade used for OTI with a **minimum** 3 hour per request (this includes 1 hour of drive time with minimum 2 hour inspection time request). 1 hour drive time should always be considered when requesting inspection time needed.
4. Party requesting the OTI is responsible for estimating the number of OTI hours as needed.
5. The OTI request should be made directly to office staff by e-mail or phone at (704) 200-4940 at least 72 hours in advance.
6. Work must be code compliant and inspectors are not to be used to provide lengthy code compliant punch list.
7. Contractor must have an account with the department in good standing and fees will be charged up front for the OTI. No refunds will be given for cancellations with less than 72 hours notice from scheduled OTI inspection.
8. If driving conditions cause inspector to be late to scheduled OTI inspector will contact coordinator for adjustment if needed.
9. The inspection will be performed as scheduled, with results entered electronically.
10. OTI inspectors are assigned to the project and will remain on site for the duration of the time requested.
11. County approved construction documents, including revisions and critical documentation (i.e., sealed truss drawings, engineering letters, and test reports), must be on site for the duration of the inspection.

For full program details go to **www.meckpermit.com** and check under inspection services.

If additional assistance is needed please contact the **IBA/OTI Coordinator** at (704) 200-4940

Temporary Utilities Process

Application Form

A TU application form needs to be filled out and signed by all subcontractors on the project along with a notarized signature of the Owner or Authorized agent, this application can be found on our website under forms at www.meckpermit.com

Receiving requests

Administrative staff receives inspection request (s) and sets up TU inspection. Admin. staff informs the customer that the completed application must be presented to the inspector at the time of the inspection. The inspector receives a copy of the application, from the customer with the specific system (s), system portion, and area (s) to receive temporary utility.

Field Staff expectations

Inspection will be performed per our priority list. The inspector will need to initial and date the application which indicates the required system description is adequate.

Temporary Utility application

The TU application form will need to be brought in to our offices and dropped off at the Certificate of Occupancy counter before utility release will be sent out.

Renewals

Temporary Utilities will be renewed automatically every 90 days. A \$100 charge per trade involved will be placed on the contractors account and a field safety inspection will be performed to verify that the level of approval or systems condition, have not changed. If the TU system is expanded a new inspection for that expansion is required along with a new application as described in the original process

Disconnection of Temporary Utilities

If a violation is found during a re-inspection a stop work order will be issued given 10 days to resolve the violation. After ten days with no action having been taken by the applicant, the Posse system will auto generate a notice of disconnect to the appropriate utilities, with disconnect letter letters going out to the contractor and owner. Utility (s) will be disconnected until the building is deemed by Mecklenburg County Code Enforcement to be back in compliance with state, local codes and ordinances. At any time there is an increase of the system and it is utilized without inspection, or occupancy without compliance, or imminent danger, the utilities will be subject to immediate disconnection. Inspection by appointment will be required on re-connection of service, this will require contractor to meet inspector on site to review.

See 108.11 of the Building Development Ordinance for more information on Temporary Utilities, Temporary Certificates of Occupancy, Certificates of Compliance, and Certificate of Occupancy