

Building Permit Application

Single Family Dwelling - Manufactured HUD Home
(Single, Double, Triple Wide)

Contained herein are the requirements for building permit for a manufactured HUD single family dwelling (Singlewide, Doublewide, Triplewide).

Please note Lien Agent and Fill Permit are required. See requirements page for more information on requirements for this permit.

Manufactured Single, Double, or Triplewide Mobile Home

Application: 2 Page Modular / Manufactured

Obtain and Supply the Following WITH Application Forms

- Site Plan Drawing
- Building Plans (Setup Manual)
- Elevation Certificate (if in a flood zone)
- CAMA Permit (Waterfront property only)
 - Contact info for Coastal Area Management Agency:
 - Field Representative: Ed Harrell
 - 1367 US 17 South, Elizabeth City, NC, 27909
 - Phone: (252) 264-3901, Fax: (252) 264-3723
- Septic Permit (obtain from Camden County Health Department)
 - Contact info for Camden County Health Dept.:
 - Contact Person: Kevin Carver
 - P. O. Box 72, 160 US Hwy 158 East #B, Camden, NC, 27921
 - Phone: (252) 338-4460, Fax: (252) 338-4475
- All Taxes on Property Must Be Paid PRIOR to Application
- Water Tap Fee Must Be Paid (or proof of existing water tap provided) PRIOR to Application
 - For Addresses in Camden and Shiloh: Camden County Water Department
 - Contact Person: Dawn Lowry
 - 117 NC 343 North, Camden, NC, 27921
 - Phone: (252) 338-1919 x 236
 - For addresses in South Mills: South Mills Water Association
 - Contact Person: Regina Russell
 - 103 Halstead Street, South Mills, NC, 27976
 - Phone: (252) 771-5620
- **Liens NC - New Requirement as of April 1, 2013**, contractors of all new residential construction (dwellings) must apply for and obtain a lien agent (title insurance) for each individual single family dwelling project undertaken. This includes Stick Built, Modular, and Manufactured Dwellings.
 - Instructions for obtaining your lien agent may be found on the Planning Department landing page located at <http://www.camdencountync.gov/departments/planning-zoning>, scroll down until you see "New Requirements (2) For Building Permits". Liens NC is New Requirement #1.
 - PDF documents for the Instructions, pre-application worksheet, list of agents, and designation form are located just under the NC GS code as is the link to the LiensNC.com website where you will apply for your lien agent.
 - Once you have completed this process, Liens NC will present you with a page which has a square QR Code. This is the page you will print out and include a copy of with your building permit application.
- **Fill Permit - New Requirement - Fill Permit is now required for all permits wherein fill is to be placed on the subject property. Even if you are not placing fill, we must have this form on file.**
 - **Fill Permit Application may be found at** <http://www.camdencountync.gov/forms/planning/fillpermit.pdf>

COUNTY OF CAMDEN, DEPARTMENT OF INSPECTIONS
Modular / Manufactured Dwelling Building Permit Application

Please **read** the handout(s) provided by the Planning Department for your project and initial that you have received a copy and understand the requirements. Click the links for the documents prior to printing.

[Memos A, B, and C](#) Initial Here: _____
Storage & Disposal, Building Code, and Inspection Information

[Appendix G](#) Initial Here: _____
Pools, Spas & Hot Tubs

Office Use Only **UDO #** _____ **Permit #** _____ **Zoning:** _____

Flood Zone: _____ **PIN #** _____

GENERAL INFORMATION & PROJECT SUMMARY

Temp Pole (Yes / No)? Yes No

Permit Type Applied For: New Used Manufactured Modular

1) Property Address: _____

City: _____ State: _____ Zip: _____

Township: Camden Shiloh South Mills

2) Owner Name: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

3) Who is doing the work?

Responsible Party: Property Owner General Contractor Dealer

Dealer Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____ Cell: _____ Fax: _____

4) **MANUFACTURED**

Manufactured Type: Singlewide Doublewide Triplewide

Dimensions: Length: _____ X Width: _____ Total Square Feet: _____

Year Model: _____ Make: _____

Serial Number: _____

MODULAR

Frame Type: On Frame Off Frame

Dimensions: Length: _____ X Width: _____ X Height: 1 1½ 2 2½ 3 Stories

Total Square Feet: _____

OTHER INFORMATION

Number of Bedrooms: _____ Number of Bathrooms: _____ Number of Fixtures: _____

ESTIMATED TOTAL COST OF CONSTRUCTION: \$ _____

SUB-CONTRACTORS

General **Name:** _____ **Email:** _____

Contractor: **Company Name:** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone: _____ **Cell:** _____ **Fax:** _____
License#: _____

Setup **Name:** _____ **Email:** _____

Contractor: **Company Name:** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone: _____ **Cell:** _____ **Fax:** _____
License#: _____ **Setup Bond#:** _____

Electrical: **Name:** _____ **Email:** _____

Company Name: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone: _____ **Cell:** _____ **Fax:** _____
License#: _____

Mechanical: **Name:** _____ **Email:** _____

Company Name: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone: _____ **Cell:** _____ **Fax:** _____
License#: _____

Plumbing: **Name:** _____ **Email:** _____

Company Name: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone: _____ **Cell:** _____ **Fax:** _____
License#: _____

***The following items shall be required before final inspection and certification of occupancy is released: (1) Certificate of Elevation (if required); (2) Certificate of authorized contractors (Electrical, Mechanical, Plumbing) attached as "Exhibit A", and by references, incorporated herein as if set forth verbatim. **Please Note:** If you choose to use a Sub-Contractor and have not listed them on your application, you will need to provide this information to the Planning Department clerk before scheduling your inspections. Failure to do so may result in reinspection fees. You may contact the Planning Department clerk at: (252) 338-1919 extension 235.

Affidavit of Application

I hereby certify that I have the authority to make the necessary applications, that the applications are correct, and that the construction will conform to the regulations in the Building, Plumbing, Insulation, and Mechanical Codes, and all other LOCAL and STATE laws and/or ordinances. I do certify and guarantee that prior to the commencement of any work performed, I/we shall have obtained the necessary permits authorizing said work and also do acknowledge that unless I fully comply with all STATE and LOCAL regulations governing those permits heretofore issued, they shall be void and of no further force of effect. This shall result in the automatic revocation of all permits of authorization issued. If I/we have not obtained the necessary permits required prior to commencement of any work performed this too shall result in automatic revocation of any permits and all authorization to proceed with work.

Issuing Officer, Permit Clerk

Signature of Applicant

Date

Camden County Fill Permit Required

Fill Permit is REQUIRED for ALL Dwelling Types:

- Stick Built
- Modular
- Manufactured - to include singlewide, doublewide, and triplewide.

This is required REGARDLESS of whether or not you are placing any fill on the property.

If you are placing fill on the property, check the "yes" box, fill out form in its entirety, and sign and date the second page.

If you are not placing any fill on the property, check the "no" box, fill out Applicant Information section, and first 4 lines of Project Information section, then sign and date the second page.

If you are placing fill, be sure to review the submittal checklist requirements on the 2nd page BEFORE you sign and submit application.



Camden County

Fill Permit Application

Date: _____

WILL THE CONSTRUCTION REQUIRE FILL? [] YES [] NO

(If no, fill out Applicant & Project Information excluding any n/a fields. Sign & Date on back.)

Applicant Information:

Owner(s): _____

Owner Address: _____

Phone Number: _____ Email: _____

Applicant: _____

Applicant Address: _____

Phone Number: _____ Email: _____

Fax Number: _____

Project Information:

Project Name: _____

Street Address: _____

(Obtain from GIS at 252-338-1919)

Parcel Id Number: _____

Total Tract Acreage: _____ square feet

Total Area of Land Disturbance: _____ square feet

- Total area of land disturbance is greater than 43,560 square feet; state permits required.

Maximum height of fill: _____ feet

Fill shall not exceed 24 inches for the septic area and 36 inches for house pad. Fill is defined as any material placed or graded on a lot where the material has the effect of increasing the elevation of any portion of the lot.

Description of Land Disturbance Activities: _____

Submittal Checklist Requirements:

1. Two blue line or black and white paper prints of the land disturbance plan.
2. Fill permits application fee \$50.00.
3. A copy of the Albemarle Regional Health Services site evaluation for a septic system.
4. A copy of the North Carolina Division of Water Quality certification to fill any 401 wetlands.
5. A copy of the US Army Corps of Engineers permit to fill any 404 wetlands.
6. The stormwater management plan, prepared by a North Carolina licensed professional engineer, licensed surveyor or landscape architect, shall include, but not limited to, the following information:
 - Architectural and engineering drawings, maps, assumptions, calculations, and narrative statements as needed to adequately describe the proposed development of the property and the measures planned to comply with the requirements of the county ordinance.
 - Adjacent property grades (i.e. the highest grade measured within thirty-feet from the subject property lines into the adjoining lots).
 - Approximate depth of seasonal high water table.
 - Existing elevations sufficient to determine the drainage patterns on-site and on adjoining sites (i.e. contours in one foot intervals).
 - Locations and elevations of the adjoining street pavement, shoulder ditches, drainage systems, upstream and downstream driveway culverts.
 - Proposed elevations of the top of bank, toe of slope and limits for fill necessary to construct the dwelling, including driveway access, shall be delineated. **No fill/grading shall occur within 10 feet of any property line except for driveway improvements allowed by the UDO.**
 - Proposed stormwater management improvements; including methods for stabilization and maintenance. **At a minimum, property line swales shall be installed 12 inches deep and 3:1 slope.**
 - Location of proposed improvements including septic systems.
 - Flood zone designation, special flood hazard area, and boundary of any floodway of the proposed development area as determined on the FIRM or other flood map.
 - Detention shall be provided for a four inch rainfall event from all impervious surfaces. Drainage area shall include all built-upon area on the subject lot and any runoff received from built-upon areas within 30 feet of the subject property line. All runoff from built-upon area must be directed into the stormwater management system.
 - An operation and maintenance plan, including sediment removal, mowing and revegetation, immediate repair of erosion, debris removal, and unclogging of any structures.
 - Certification of Stormwater Management (**certification must be on the site plan**):

On the site plan entitled _____, stormwater drainage improvements shall be installed according to these plans and specifications and approved by Camden County. Camden County assumes no responsibility for the design, maintenance or the guaranteed performance of the stormwater drainage improvements.

Engineer/Surveyor/Architect

Date

The undersigned hereby agrees to conform to all county regulations, applicable state laws and the conditions of the fill permit. The undersigned further states that all information given herein is true and, authorize county staff to enter onto the property to ensure all applicable rules and regulations will be met. Compliance with restrictive covenants is the responsibility of the property owner which may or may not be more restrictive than the conditions of any permit approvals.

I hereby certify that I, the owner of the property, shown hereon will guarantee the maintenance of the stormwater conveyance measures shown on the approved plan as designed. Maintenance shall include, but not limited to, the following: removal of all sediment and debris to maintain intended grade and storage capacity and mowing and revegetation to control erosion and clogging. The immediate repair of erosion and the unclogging of any structures are necessary to maintain the intent of designed swales.

Property Owner

Date

Agent/Applicant

Date

Application submittals shall be filed with Camden County Planning Department located at 117 NC Hwy 343 or by mail at P. O. Box 190, Camden, NC, 27921.

Received by: _____	Date Received: _____
Permit Application Fee: _____	Reviewed by: _____
Plan Date (with revisions): _____	Approved by: _____

Appoint A Lien Agent

Required by the State of NC as of April 1, 2013

Required for All Dwelling Types:

- *Stick Built*
- *Modular*
- *Manufactured - Single, Double, Triple Wide*

TO APPOINT A LIEN AGENT, YOU WILL NEED TO KNOW THE FOLLOWING:

- Property Type:
 - 1-2 Family Dwelling = Single Family Dwelling, Modular, Single-Double-Triple Wide
 - Other = Apartment Building / Multi Unit Condominium
- Owner Information:
 - Required
 - Name (First and Last)
 - Address (Street (not PO box, not construction address), City, State, Zip) - Where owner currently resides.
 - Phone number
 - Optional
 - Email Address
- Contractor Information:
 - Required
 - Name (First and Last)
 - Address (Street (not PO box, not construction address), City, State, Zip) - Where owner currently resides.
 - Phone number
 - Optional
 - Email Address
- Project Property Information:
 - At Least One of the Following is Required:
 - Tax Map, Block, and Lot of property (available from tax card, call Camden Tax Department 338-1919 x 226.)
 - Other Legal Description (available from tax card, call Camden Tax Department 338-1919 x 226.)
 - Required
 - Street Address
 - City, State, Zip
 - Tax Parcel ID (available from tax card, call Camden Tax Department 338-1919 x 226.)
- Pre-Permit Workers
 - ANY contractor who has performed ANY service in relation to the project prior to the application for Lien Agent
 - ANY design professional who has supplied information in relation to the project. Such as Architects, Landscape Architect, Surveyor, Engineer, etc. (i.e. engineer/architect who furnished plans, landscaping company, surveyor, etc.)
 - ANY contractors or sub-contractors who will be furnishing services in relation to the project.
 - You will be required to know who your subcontractors will be ahead of time, and must supply that information. **Once filed, you cannot change subcontractors listed with LiensNC. Please know which subcontractors you will use and stick with them.**
 - If there are no pre-permit workers, select 'None' when you get to that point in the Lien Agent application process.

- Date of First Furnishing
 - Date that first improvements (such as landscaping, etc) or materials (such as building materials, etc) are furnished to the site.
- Email addresses for Filing Notification Alerts to be sent to
 - Any time anyone files a claim against this property, an email will be sent to the email addresses you provide here. This should be email addresses of owner, contractor, and any other interested parties.

Once your application for appointment of Lien Agent is filed and a Lien Agent appointed, you cannot edit the information submitted. Again, please know which contractors and sub-contractors you will be using prior to submitting any applications, and if at all possible *stick with them*. You will be unable to change your selection of contractors and sub-contractors in the LiensNC system. Please do not put a contractor or sub-contractor on an application just to have someone down, we ask that you know who your contractors / sub-contractors will be and, again, if at all possible *please stick with them*. We will still require a Trade Affidavit form for each Sub-Contractor prior to the work being performed by them.

Once you have gathered all the information mentioned above (use attached worksheet), go to <http://www.liensnc.com> and log in to the system (or sign up if you do not yet have an account).

Once you have logged in, click the button that says "Appointment of Lien Agent".

Select a Lien Agent company from the drop down box, does not matter which one.

Fill in the online forms with the information you have gathered. Once finished, click "Continue", then Review & Submit your Appointment. Make sure everything has been entered correctly, ***you will be unable to edit any information once you have submitted your appointment.***

Click the Pay Now button to pay for your appointment(s). You will need to have a valid credit card. Enter your payment information carefully as they do not give refunds.

Click the Pay Later button if you have additional properties for which to appoint lien agents. Clicking Pay Later adds the current lien agent appointment application to your cart, and takes you to your cart so you can pay for select appointments or pay for them all at once. ***Note: unpaid filings are not entered into the system until they are paid for.***

Once you have entered your payment, you must *MUST* click the 'Continue' button after the transaction is processed in order for your filing to be successfully submitted.

Once your appointment is successfully submitted, you are required to post the project details at the job site. A notice of the Appointment details will be sent to the email addresses provided in the Filing Notification Alerts section you listed on the Appointment of Lien Agent filing.

Use the attached Lien Agent Form to specify the project address and Lien Agent appointed for your project. This form *MUST* be turned in to the Building Permit Office with your permit application. Please print the specified information legibly so that it may be read. Thank you.

LIEN AGENT PRE-APPOINTMENT WORKSHEET

PROPERTY TYPE (Required):

1-2 Family Dwelling Other

OWNER INFORMATION (* = Required Information)

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

CONTRACTOR INFORMATION (* = Required Information)

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

PROJECT (PROPERTY) INFORMATION (* = Required)

*Tax Map, Block, and Lot of Property (Get from Tax Office): _____

*Other Legal Description (Get from Tax Office): _____

*Project Street Address: _____

*City: _____ *State: _____ *Zip: _____

*Parcel ID Number (Get from Tax Office): _____

PRE-PERMIT WORKERS (* = Required)

General Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Land Surveyor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Architect:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Engineer:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Sub-Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Sub-Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Sub-Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Sub-Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Sub-Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

DATE OF FIRST FURNISHING:

Date that first improvements (such as landscaping) or building materials are furnished to site

Date of First Furnishing: _____

FILING NOTIFICATION ALERT EMAIL ADDRESSES:

Email addresses used to notify owner, contractor, and any other interested parties of any claims against the property. (Not sure how many interested parties you may specify, 3 blanks are provided in this worksheet.)

Owner Email: _____

Contractor Email: _____

Interested Party #1 _____

Interested Party #2 _____

Interested Party #3 _____

Current Lien Agents registered with LiensNC:

Chicago Title Company, LLC
Fidelity National Title Company, LLC
Investors Title Insurance Company
Stewart Title Guaranty Company
First American Title Insurance Company
Old Republic National Title Insurance Company
North American Title Insurance Company
WFG National Title Insurance Company
Premier Land Title Insurance Company

The above companies are registered as C/O LiensNC, therefore the Physical and Mailing Addresses, as well as Phone, Fax, Email, and Web Address are the same as the LiensNC organization.

Physical & Mailing Address are both:

[19 West Hargett Street, Suite 507, Raleigh, NC, 27601](#)

Phone: [888-690-7384](tel:888-690-7384)

Fax: [919-489-5231](tel:919-489-5231)

Email: support@liensnc.com

Web Address: <http://liensnc.com>

BOARD OF COMMISSIONERS

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Camden County
NEW ENERGY. NEW VISION.

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County Manager

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Clerk to the Board

JOHN S. MORRISON
County Attorney

LIEN AGENT INFORMATION

Effective April 1, 2013

In accordance with North Carolina General Assembly Session Law 2012-158, Inspection Departments are not allowed to issue any permit where the project cost is \$30,000 or more unless the application is for improvements to an existing dwelling that the applicant uses as a residence OR the property owner has designated a lien agent and provided the inspections office with the information below:

Note: Mailing address, Physical address, Telephone, Fax, and Email are the same for all lien agents as when they register with LiensNC the addresses are C/O LiensNC... therefore this information is filled in for you.

Project Address: _____

Name of Lien Agent: _____

Mailing address of Agent 19 West Hargett Street, Raleigh, NC, 27601

Physical address of Agent 19 West Hargett Street, Raleigh, NC, 27601

Telephone: 888-690-7384 Fax: 919-489-5231

Email address of Agent support@liensnc.com

The information will be attached to the permit record and a copy provided to the applicant. The applicant is required to post a copy on the construction site.

Excerpt from North Carolina G.S. 160A-417: "(Effective April 1, 2013") 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."

Office Use Only:

UDO # _____ Date Submitted: _____

Memos A, B, C, D

- A. Construction Sites
- B. Building Code Enforcement
- C. Inspections
- D. Pre-Final Inspections Checklist

This information is for your reference and does not need to be turned in with your application.

Revision Date: 1/9/2017
Camden County Planning Department

Memo- A

To: Camden County Homebuilders
From: Dan Porter, Director of Planning
CC: Planning Staff
Date: January 26, 2011 (Revised January 9, 2017)
Re: Construction Sites

On April 3, 2006 the Camden County Board of Commissioners amended Chapter 51 of the Camden County Code of Ordinances to require that containers for construction debris be placed at each construction site, and the work site to be clear of debris at the end of each work day.

The code now reads as follows:

§ 51.03 STORAGE AND DISPOSAL.

- (K) *All construction sites shall have an approved construction debris container on site, with a means of covering openings to keep debris from falling or blowing out of container. All construction debris shall be placed in container at the end of each work day. Construction waste must be disposed of at disposal sites approved and permitted by the Department.*

§ 51.99 PENALTY.

- (A) *Any person violating this chapter shall be guilty of a misdemeanor punishable by a fine of not to exceed \$500 or imprisonment for not more than 30 days, or both. Each day's violation shall be treated as a separate offense.*
- (B) *Any person who is found in violation of this chapter shall be subject to a civil penalty of not to exceed \$500, as provided in G.S. § 153A-123. Each day's violation shall be treated as a separate offense.*
- (C) *This chapter may be enforced by equitable remedies and any unlawful condition existing or in violation of this chapter may be enforced by injunction and order of abatement in accordance with G.S. § 153A-123.*

County Building Inspectors began enforcing this requirement May 1, 2006. Some leeway may be granted in cases where 2 adjacent houses are being constructed simultaneously and sharing a large container.

Please help us keep Camden County clean by keeping up your worksites, especially of debris subject to be blown around in the wind.

Thank you very much.

Memo B

August 16, 2004 (Revised January 9, 2017)
Camden County Building Code Enforcement

As of this date, No C/O's, or Conditional C/O's will be issued for dwellings that do not have the final grade established, and proper drainage away from the dwelling, being 6" in the first ten (10) feet away from the house.

Annular spaces around pipes, electric cables, conduits or other openings in the walls, foundation, and exterior shall be protected against the passage of rodents by closing such opening with cement mortar, concrete masonry, silicone caulking or noncorrosive metal.

Property located within the 100 year flood zone in accordance with the applicable Flood Insurance Rate Map, there shall be three elevation certificates required: 1) Construction Drawing (at building permit application); 2) Building Under Construction (within 10 days of box inspection); 3) Finished Construction (due at Pre-Final Inspection).

Flood vents shall be permanently left open, have a net free area of 1 square inch per square foot (i.e. foundation 2000 sf will require 2000 square inches of vent space). Flood vents shall not exceed 1 foot above adjacent grade and be located on exterior walls.

Foundation vents shall be within 3 foot of each corner

No corner wall, at a window or door or garage door will be less than 24 wide.

A ladder must be on site for the nailing inspection.

A ladder must be on site for the pre-final and Final inspections, that will give us access to the attic.

All areas inside the footing/foundation area shall have the top surface scrapped to remove all vegetation and organic material (R408.9) prior to the footing being dug. Visible vegetation at the footing inspection will be cause for inspection failure.

Plans are used for pricing of permits only, and are **not** approved by this office, any and all items found during the construction process that do not conform the NC Building Code will be required to be brought to minimum Code.

SITE CARD AND PERMIT MUST BE ON SITE IN A SITE BOX

PORTA-POTTY WILL BE ON SITE BEFORE 1ST INSPECTION

TRASH CONTAINER ON SITE

Memo C (Page 1 of 2)

CAMDEN COUNTY REQUIRED INSPECTIONS INFORMATION

PERMIT MUST BE POSTED ON SITE
SITE CARD MUST BE PRESENT & IN SITE BOX

DO NOT CONCEAL ANY WORK OR PROCEED TO THE NEXT STAGE OF WORK WITHOUT THE BUILDING INSPECTORS APPROVAL IN BOTH WRITTEN AND VERBAL COMMUNICATIONS.

THE PERMIT HOLDER FOR THE JOB MUST REQUEST THE INSPECTIONS.

FAILURE TO REQUEST AN INSPECTION AT THE PROPER TIME CAN RESULT IN THE ISSUANCE OF STOP WORK ORDERS AND/OR CONCEALED WORK BEING EXPOSED FOR INSPECTION.

INSPECTION #1:

Excavation for footing: request inspection after footing has been dug, grade stakes installed, and vegetation / organic material removed, and BEFORE pouring concrete.

INSPECTION #2:

Foundation: foundation/piers bottoms must be visible and free from dirt and debris.

INSPECTION #3:

Floor box; joists and girders; call before covering, ***elevation certificate required if in a Flood Zone, within 10 days of inspection.*** Crawl space fill will be inspected at this time to ensure proper height for clearance and final grade.

INSPECTION #4:

Nailing/sheathing: nailing pattern; 6" vertical seams, 3" horizontal and blocking and gable seams, 12" field, 3" staggered stitch pattern if wall sheathing is used as structural tie. **You must have a ladder on site for us to inspect the roof.**

INSPECTION #5:

Rough In: Includes Electrical, Plumbing, Framing, & HVAC & LP or Natural Gas (unless under separate permit). NOTE: The water and air test must be active for this inspection. Plumbing rough-in vent test shall be through the roof unless contractor opts for a smoke test at final. ALL Contractor names, license numbers, and trade affidavits shall be on file in the building permit office before any rough-in inspection.

INSPECTION #6:

Insulation: NOTE: All rough-ins have been completed and approved, before covering with insulation.

INSPECTION #7:

Pre-final: All work completed, trash removed from in the dwelling and in crawl space, slabs poured, porches finished, driveway complete. (See Pre-final Checklist Sheet - Attached as Memo D). **There will be a step ladder on site for us to use for the attic inspection. *Final Elevation Certification.***

Memo C (Page 2 of 2)

CAMDEN COUNTY REQUIRED INSPECTIONS INFORMATION

PERMIT MUST BE POSTED ON SITE
SITE CARD MUST BE PRESENT & IN SITE BOX

INSPECTION #8:

Final: All electrical devices installed, all lights up with at least 1 bulb. Electrical will be tested at this time. Elevation Certificate required showing all equipment in place, and net square inches of vent openings included on certificate. Final grade complete with 6" of fall in the first 10' from the dwelling. Crawl space grade **SHALL** be equal to or higher than exterior final grade.

Negligence fees will be charged for (1) beginning work without a permit, (2) work that has been covered but not approved, (repeated errors of the same nature).

Negligence Fee \$50.00

Re-inspection Fee \$50.00

***** WE NOW INSPECT GARAGE FLOORS PRIOR TO BEING POURED *****

***** BUILDING PERMITS ARE REQUIRED FOR ALL PIERS, BULKHEADS, BOAT HOUSES, AND BOAT LIFTS, AS WELL AS THE REQUIRED CAMA PERMITS, AND REQUIRED PE DRAWINGS AND SPECS *****

***** ALL METAL DUCT WORK SHALL BE INSPECTED FOR PROPER SEALING PRIOR TO INSTALLATION OF INSULATION *****

***** INSPECTION RESULTS WILL BE MARKED ON THE SITE CARD AND/OR AN INSPECTION REPORT, WE WILL NOT CALL YOU WITH RESULTS *****

***** PORTA-POTTY REQUIRED ON SITE BEFORE THE 1ST INSPECTION, NO FACILITIES-NO INSPECTION *****

***** ALL WATER HEATERS INSTALLED IN GARAGES ARE REQUIRED TO BE ELEVATED 18" ABOVE THE FLOOR, AS WELL AS PROTECTED FROM IMPACT *****

***** OVERHANG FRAMING WILL BE DONE AS THE CODE REQUIRES, SEE 4506.7, AND 4506.8 *****

***** YOU MUST HAVE THE SITE ADDRESS POSTED, AND THE BUILDING PERMIT AND SITE CARD ON THE JOBSITE *****

Memo D

Residential Pre-Final Inspection Requirements Checklist

PERMIT MUST BE POSTED ON SITE
SITE CARD MUST BE PRESENT & IN SITE BOX

- _____ 1. Meter Housing in place and wired
- _____ 2. Breaker Panel wired and labeled
- _____ 3. Range in place
- _____ 4. Dishwasher in place
- _____ 5. Water Heater hooked up, both plumbing and electrical
- _____ 6. Electric devices installed, with cover plates
- _____ 7. Disconnects installed and wired
- _____ 8. Light fixtures and ceiling fans installed
- _____ 9. Exhaust fans installed
- _____ 10. All wires not in use put in approved boxes with wire nuted ends and cover plate installed
- _____ 11. At least one (1) light bulb in every light fixture.
- _____ 12. All counter tops installed
- _____ 13. Porch post installed and attached properly to the structure
- _____ 14. Sinks, with faucets installed, hook to waste and water systems
- _____ 15. Commodes installed and water lines hooked up
- _____ 16. Names and licenses of electrical, plumbing, mechanical, and lp or natural gas contractors (Trade Affidavit forms turned in to Building Inspection Department)
- _____ 17. Outdoor unit installed on pad set at finished grade with unit 2" above grade
- _____ 18. 3" of cover over sewer line after it penetrates through the outside wall
- _____ 19. Trash under house in crawl space to be removed
- _____ 20. All penetrations to the outside wall to be sealed on the outside
- _____ 21. All holes in sheet rock around pipes or wires to be sealed
- _____ 22. All exterior wood not meant to be exposed to the elements is to be covered by water resistant covering
- _____ 23. HVAC equipment to be hooked up
- _____ 24. Termite affidavit at building inspector office
- _____ 25. Driveway and walks poured
- _____ 26. Handrails for staircases installed
- _____ 27. Draft proofing installed on attic access doors
- _____ 28. House should be ready to move into at pre-final, as if power was on

Culvert & Ditch Certification

Required for those properties which have drainage ditches in front of the property over which vehicles must cross in order to access property.

Required BEFORE Certificate of Occupancy can be issued.

Revision Date: 1/23/2017
Camden County Planning Department



Camden County Culvert Installation and Ditch Certification

In accordance with grades and culvert inverts as indicated on the approved grading/ drainage plan for _____ Subdivision, a _____* inch diameter culvert, constructed of _____** material, has been installed at lot _____. (Invert in = _____; Invert out = _____)

The ditch section fronting this property is in accordance with approved grading plan. **(If the ditch section is not in conformity with the approved grading plan it shall be restored to the original design grades.)**

* Culvert to be sized by the licensed surveyor/ civil engineer, minimum 15" diameter.

** Culvert material to be HDPE, corrugated metal or reinforced concrete.

If there is no approved grading/ drainage plan, the culvert shall be certified as being on grade with the existing roadside ditch as verified by upstream and downstream culvert invert elevations.

(If there is no approved grading plan, the ditch section shall be restored to original pre-construction)

Date: _____

Building Permit No: _____

Owner/Contractor: _____

Street Address: _____

I hereby certify that the information on this certificate is accurate and represents my best efforts to interpret the Certified Drainage Plan noted above. I understand that the intent of this certificate is to provide for proper storm water drainage.

Registered Land Surveyor/ Civil Engineer

License Number & Seal

Address

City

State

Zip