



Town of Kitty Hawk Planning & Inspections Department
101 Veterans Memorial Drive, PO Box 549
Kitty Hawk, NC 27949
Phone: 252-261-3552 Fax: 252-261-7900

BUILDING INSPECTIONS

- **Temp Pole - Optional at request of contractor** (power for temp pole will not be released unless inspection done)
Need NC Power temporary number
- **Footing Inspection – Required** – Trenching, grade stakes, reinforcing steel
- **Under Slab – Required**
Plumbing & wiring uncovered – plumbing test (water or air pressure)
Includes Pool Bonding - Grid, all cups for ladders & rails, all metal components, coping, underwater Lights, etc.
- **Slab – Optional at the request of contractor** - Under house needs to be poured within 2 days of termite treatment
- **Foundation Inspection, crawl space - Required**
Piling– Piles on or in ground, piling invoice in file, if in ground inspect before cutting or notching
Crawl Space/Low Piles (floor less than 4 ft. above grade)
Foundation walls/piers in, anchor bolts in with cavities filled. Girders, bands, & floor joists in. All strapping and bolting complete. No sub flooring or floor sheathing on. Low piles in, girders, bands, & floor joists in. Any required strapping/bolting complete. No sub-flooring or floor sheathing on.
- **Building Framing Inspection (includes structural sheathing) – Required**
Includes pipes, chimneys, vents, flashing, & insulation baffles. All structural components in floors, walls, ceilings, and roofs and nailed off. Any required strapping, blocking (structural) and tie-downs in place and nailed off. These steps required before any vapor barrier/wrap is on or soffits are installed. (May request multiple inspections)
- **Rough-in – Required**
(Licensed Trade sign-off sheets required prior to rough-in inspection) - Original form required either notarized or signed in front of a Town employee). **“Under Construction Elevation Certificate” is required for structures located in a Flood Zone & Height Certification** (height of house to highest point of structure from original grade (average of 4 corners at original grade)) **required prior to rough-in inspection.**
 - **Plumbing** with test on water & DWV lines
 - **Mechanical**
 - **Electrical** – also includes Pool Wet Nitch
 - **Fuel Gas** with test on gas lines for Natural Gas. **LP Gas requires Affidavit & Sign-Off from LP Gas Contractor.**Includes any trenching (with piping or wiring installed) before covering
Termite Affidavit required prior to rough-in inspection.
- **Insulation - Required** – After roof and walls are dried in
- **Fire Protection Inspection – Required** – Firestopping & Draftstopping
- **Shower Pan – Optional at request of contractor** - (Non pre-fab) Liner installed, drain capped, pan filled with water
- **Pre-final**
 - Health Department final inspection and release
 - Electric release – NC Power permanent power number
 - Address on house
 - As-Built survey with percentage of lot coverage & parking spaces designated
 - Original sealed “Finished Construction” elevation certificate w/ color pictures (structure & flood vents)
 - Energy Conservation Certificate (also posted in building)
 - Duct Air Leakage Test
 - Elevator or Lift Certification (if applicable)
 - Any required engineering certificates (structural, V-Zone, etc.)
- **Final**