



CASWELL COUNTY PLANNING DEPARTMENT

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LAND DEVELOPMENT FORM

NAME OF OWNER: _____

MAILING ADDRESS: _____

PROPERTY ADDRESS: _____

TELEPHONE NUMBER: _____

DEVELOPER: _____ TELEPHONE NUMBER: _____

PARCEL SIZE (ACRES): _____

TAX MAP & PARCEL NUMBER: _____

HOW MANY DWELLINGS ARE CURRENTLY ON THE PROPERTY? _____

ARE THERE ANY MANUFACTURED HOMES ON THE PROPERTY? IF SO HOW MANY? _____

TYPE OF STRUCTURE TO BE BUILT: _____

APPLICANT

DATE

OFFICE USE ONLY

IS THE PROPERTY LOCATED WITHIN A WATERSHED? _____

IS THE PROPERTY LOCATED WITHIN A FLOODZONE? _____

IS THE PROPERTY AN AGRICULTURE PRESERVATION DISTRICT? _____

IS THE PROPERTY LOCATED WITHIN A MAJOR SUBDIVISION? _____

COUNTY PLANNER

DATE



Caswell County
BUILDING INSPECTOR'S OFFICE

144 Main Street • P.O. Box 1406

Yanceyville, NC 27379

Phone: 336-694-9731 • Fax: 336-694-5547

RESIDENTIAL PLAN SUBMITTAL & INSPECTIONS GUIDE

One of the most important aspects of the permitting process for residential projects is the review of residential building plans. To help make the process of submitting plans easier, the Caswell County Inspections Department offers the following guidelines. Spending a few extra minutes to review these guidelines prior to submittal will help expedite your project through the review process. The following guide applies to all residential plans submitted for permitting. These are minimum guidelines only. Professional judgment must be exercised to provide the sufficient documentation necessary for plan approval and permitting. Incomplete plans will not be accepted for review. The plan reviewer can assist you in complying with the various building codes, but he/she cannot provide design solutions.

The departments plan review process normally takes 5-10 business days. It is recommended that you submit your plans for review as soon as possible to allow sufficient time for the plans review process. All plans are reviewed in the order in which they are received by our department.

Copies of the North Carolina Building Codes can be purchased from the NC Department of Insurance by calling (919) 661-5880

If you have any questions, please do not hesitate to contact our department at 336-694-9731.

Residential Plan Submittal Guide

The following is provided as a guide for obtaining building plan approval for residential single-family dwellings, modular homes, additions, and renovations in Caswell County. All plans submitted beginning January 1, 2003 are required to comply with the **North Carolina Residential Code, 2002 Edition** and must contain the information listed below.

Submit (2) two complete sets of building plans for review with the following minimum information:

Foundation/first floor framing plan with:

- A. Specific wall footing width and depth of pour.
- B. Detailed foundation wall size and construction type.
- C. Basement wall construction size, type of construction and maximum height of backfill placement.
- D. Floor slab details.
- E. Pier and footing sizes with dimensions for their location and spacing.
- F. Girder size, spacing, species, and location; Floor joist direction, size, spacing and species.
- G. Foundation vent calculations and foundation access door size and location.
- H. Anchor bolts are required on all foundations and must be shown on plans detailing spacing.
- I. Truss layouts are required when floor trusses are to be used except for the simplest of floor designs.

Floor plan with:

- A. Location and size of walls, windows, doors and stairs.
- B. Beams and headers showing all supports and attachments.
- C. Ceiling plan with ceiling joist direction, size, spacing and species.

Roof framing plan with:

- A. Direction, size, spacing and species of rafters and ridges including any special support for vaults, cathedrals and valleys. (All valley and hip rafters must be engineered and all point load paths must be denoted on the plans by the designer of record.)
- B. Truss layouts are required when roof trusses are to be used except for the simplest of roof designs.
- C. Roof vent calculations and roof coverings.

Miscellaneous information:

- A. Wall sectional detail from footing to roof.
- B. Insulation values for floors, walls and ceilings.
- C. Attic access, elevations and calculated areas for finished floor spaces and garages.
- D. Braced wall construction method, especially for garage walls.
- E. Fenestration calculations are required and must be provided on all plans. Structures with more than 15% fenestration must show method of energy compliance per NC Energy Code, Chapter 5.
- F. All manufactured trusses, pre-fabricated and engineered products such as laminated beams, and steel beams/posts are required to be designed and sealed by a NC registered design professional.

NOTE: All structural information must comply with the North Carolina Residential Building Code, 2002 Edition. Structural elements not found in the NC Residential Code, 2002 Edition, must be designed and sealed by a professional engineer or architect registered in the State of North Carolina, or comply with other professionally recognized evaluation services. All such documentation must be provided and submitted at plan review unless otherwise approved by the Caswell County Inspections Department.

Professional Design Required

When it is necessary for architects and/or engineers to submit information for plan review, please advise the designer of all the following information needed:

1. **Detailed System**: Include the design methods of carrying all loads back to the supporting system.
2. **Illustrations**: Include point load path transfers, points of attachment, size, type, and number of supports.
3. **Calculations**: Provide structural calculations to support the design.
4. **Designer's Seal**: Each page must be indelibly marked with the seal, date, and signature of the North Carolina licensed professional engineer or architect responsible for the design.
5. **Code Compliance**: At no time can a design be less than the North Carolina Building Codes minimum requirements.

If you need any further help and assistance, please do not hesitate to contact the inspections department.



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MEMORANDUM

DATE: April 8, 2003
TO: Contractors, Homeowners and Other Interested Parties
FROM: WOODROW BIGELOW, CHIEF INSPECTOR
RE: SFD Construction Inspection Procedures

Effective May 1, 2003, the Caswell County Inspections Department will be implementing a new procedure for conducting single-family dwelling construction inspections. SFD construction inspections will consist of the following minimum inspections:

- (1) Footings
- (2) Foundation/Open Floor Framing (with Dampproofing & Drainage)
- (3) Rough-In Inspection (All Trades):
 - (a) Building
 - (b) Electrical
 - (c) Mechanical
 - (d) Plumbing
- (4) Insulation
- (5) Trenches
- (6) Final Inspection (All Trades):
 - (a) Building
 - (b) Electrical
 - (c) Mechanical
 - (d) Plumbing
 - (e) Address Posted

Additional inspections may be necessary for your particular project. **Consult our department prior to beginning any work to verify which inspections will be required.**

Temporary power pole (saw service) inspections must be scheduled in conjunction with one of the inspections listed above. Please note that all permanent utility connections will not be made until approval of the final inspection.

The departments re-inspection fee policy will be strictly enforced for all additional trips that are due to code violations, locked buildings, uncompleted jobs, etc. All re-inspection fees must be paid prior to scheduling additional inspections.

If you have any questions, please do not hesitate to contact me or my staff at 336-694-9731.

SETBACKS & BUFFERS

NO DEVELOPMENT IS ALLOWED IN THE SETBACK AND BUFFER AREAS

Setback Distances from Property Lines:

50' from the right-of way of the road and or front property line.

15' from the side property line unless it is a corner lot. Then the side property line setback on the adjoining street is **20'**.

25' from the rear property line.

Setback Distances from Streams, Ponds and Lakes:

All water setback buffers are to be measured from the bank of the stream, pond or lake. All measurements are in horizontal distance.

Watershed Protected Areas:

1st 30 ft. is to be an undisturbed vegetative buffer. Cutting or removal of existing vegetation is prohibited. No fertilizer is to be applied to vegetation in this buffer area. No construction or development is allowed in this buffer area.

Next 50 ft. is to remain in vegetative cover. The existing vegetation may be removed but must be replaced with some type of vegetative cover. Fertilizer may be applied in this buffer area. No construction or development is allowed in this buffer area.

Balance of the County

A 50 ft. vegetative buffer must be maintained at all times. Existing vegetation may be removed but an alternate vegetative cover must be restored immediately. No dwellings or structures may be erected in the buffer area. Roads, utility lines, driveways access ways are permitted in the buffer area but shall cross the buffer area in as near perpendicular as possible.

MINIMUM LOT SIZE REQUIREMENTS

Watershed Protected Areas

Country Line Creek

Water Critical Area 3 Ac.

Balance of Watershed 2 Ac.

All other Watershed Areas 1 Ac.

Exemption 1 Ac. given as a gift to a
direct family member

Balance of County 1 Ac.

Land owned in the right-of-way of a road, railroad or other public easement should not be counted towards minimum lot size.

CASWELL COUNTY LAND USE DEVELOPMENT APPLICATION

*****A Site Plan must accompany this application*****

Applicant Information:

Name: _____ Phone (H): _____
Address: _____ Phone (W): _____
_____ Phone (C): _____
_____ Fax: _____

Property Owner Information (if different from above):

Name: _____ Phone (H): _____
Address: _____ Phone (W): _____
_____ Phone (C): _____
_____ Fax: _____

Property Information:

Tax Map #: _____ Acres: _____
Deed Book: _____ Page: _____ Map Book: _____ Page: _____
Manufactured Home Park Name: _____ Space #: _____
Subdivision Name: _____ Lot #: _____
Watershed:
Country Line Creek () Fullers Creek () Stoney Creek () South Hyco Creek ()
Water Critical Area: _____(YES) _____(NO)
Flood Plain: _____(YES) _____(NO)
Current Use: Residential () Commercial () Industrial () Vacant ()
Proposed Use: Residential () Commercial () Industrial ()
Agriculture () Institutional ()
Type of Construction: Site Built () Modular () Manufactured ()

I/we the undersigned hereby attest that the information given above is true and accurate to the best of my/our knowledge and that approval of this application is subject to compliance with any and all Federal, State, or Local laws and regulations relative to the proposed use of land. By my/our signature below, I/we certify that I/we have reviewed the most current Caswell County Agricultural District Map and have noted the proximity of Agriculture District Boundaries to my/our property. I/we understand that activities such as pesticide spraying, manure spreading, machinery operation, livestock operations and other common farming activities may occur at any time in these areas.

Applicant Date

Owner Date

Issued By Date

Caswell County Building Permit Application

**List Contractor/Subcontractors that will be doing work
(Must be supplied before permit will be accepted)**

Job Name: _____

1. **Building:** Name _____
Address _____
City _____ State _____ Zip _____
Contact Person _____ Telephone _____
NC Building Contracting License Number _____ Class _____
Contractor Signature _____ **Date** _____

2. **Electrical:** Name _____
Address _____
City _____ State _____ Zip _____
Contact Person _____ Telephone _____
NC Electrical Contracting License Number _____ Class _____
Contractor Signature _____ **Date** _____

3. **Plumbing:** Name _____
Address _____
City _____ State _____ Zip _____
Contact Person _____ Telephone _____
NC Plumbing Contracting License Number _____ Class _____
Contractor Signature _____ **Date** _____

4. **Mechanical:** Name _____
Address _____
City _____ State _____ Zip _____
Contact Person _____ Telephone _____
NC Mechanical Contracting License Number _____ Class _____
Contractor Signature _____ **Date** _____

5. Work to be permitted (Check all that apply and list square footage):

- | | |
|--|---|
| <input type="checkbox"/> Accessory Bldg. _____ s.f. | <input type="checkbox"/> Modular _____ s.f. |
| <input type="checkbox"/> Addition _____ s.f. | <input type="checkbox"/> Pool _____ s.f. |
| <input type="checkbox"/> Basement _____ s.f. | <input type="checkbox"/> SFD _____ s.f. |
| <input type="checkbox"/> Deck/Porch _____ s.f. | <input type="checkbox"/> Sign _____ s.f. |
| <input type="checkbox"/> Garage _____ s.f. | |
| <input type="checkbox"/> Commercial (list occupancy classification & s.f.) _____ | |
| <input type="checkbox"/> Other (describe) _____ | |

6. Type of building frame construction (Check appropriate type of framing):

- | | |
|--|--|
| <input type="checkbox"/> All Wood Foundation | <input type="checkbox"/> Metal Frame |
| <input type="checkbox"/> Log Construction | <input type="checkbox"/> Wood Frame |
| <input type="checkbox"/> Masonry | <input type="checkbox"/> Other (specify) _____ |

7. Height of proposed structure _____ feet; number of stories _____

****Note: Height, as applied to a building, means the vertical distance from the average grade to the highest finished roof surface, in the case of flat roofs, or to a point at the average height of pitched roofs. Height of a building in stories does not include basements and cellars.**

Exception: A basement used as a habitable space for living, sleeping, eating, or cooking areas shall be considered a story. **

8. Total number of rooms excluding bathrooms: _____

Number of bedrooms: _____

Number of bathrooms: _____

9. Number of plumbing fixtures (indicate all that apply):

<u>Item</u>	<u>Number</u>	<u>Item</u>	<u>Number</u>
Bar sink	_____	Grease Trap	_____
Bath Tub	_____	Hot water htr	_____
Closets(toilets)	_____	Kitchen sink	_____
Washing mach	_____	Utility sink	_____
Disposal	_____	Lavatories	_____
Floor Drain	_____	Dishwasher	_____
Sewage ejector	_____	Water-cooled air	_____
Urinals	_____	Domestic sewer	_____
Shower stall	_____	City sewer	_____
Hose bib	_____	Private well	_____
Other	_____	City water	_____

10. Proposed use of addition (if applicable):

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Bathroom | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Bedroom | <input type="checkbox"/> Recreation Room |
| <input type="checkbox"/> Den | <input type="checkbox"/> Other (specify) _____ |

11. What type of heating/cooling system will be installed?

- Electric LP Natural Gas Oil Other (specify) _____

12. Will any of the following be installed? Number:

- | | |
|--|-------|
| <input type="checkbox"/> Masonry fireplace | _____ |
| <input type="checkbox"/> Prefabricated Fireplace | _____ |
| <input type="checkbox"/> Wood Stove | _____ |

13. If installing a wood stove, what type of chimney will the stove be vented into?

- new chimney existing chimney

What type of construction?

- Masonry with flue
 Prefabricated chimney
 Masonry without flue
 Other (specify) _____

14. Will central air be installed? Yes No

15. What type of electrical system is being installed?

- 100 amp single phase
 200 amp single phase
 400 amp single phase
 Extend existing wiring
 Replace existing service
 Adding additional electrical fixtures and/or outlets
 Service Change from ___ amp ___ overhead / ___ underground to
 ___ amp ___ overhead / ___ underground
 Other (specify) _____

16. Will a temporary electrical service pole be needed (saw service)? Yes No

17. What is the total cost of construction (including labor and materials)? _____

18. Proof of Workman's Compensation Insurance (must accompany application if applicable).

19. Proof of General Liability Insurance (must accompany application if applicable).

20. Name of Power Company serving property: _____
Account Number: _____

****Notes: ****

- 1. Each individual licensed trade contractor must sign each permit application before a permit will be issued.**
- 2. State Law [G.S. 143-139.1] requires that any person or corporation that undertakes to erect a modular building (other than property owner) must either have a valid N.C. General Contractor's License or provide the local building official with a valid \$5,000.00 Surety Bond for each modular building to be erected.**
- 3. Within the State of North Carolina a moving permit must be obtained from the tax office in the jurisdiction in which the home is located. This must be done before the home is moved to a lot or park in Caswell County.**

Caswell County Inspections Department

AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE

The undersigned applicant for Building Permit Number _____ being the

- () Unlicensed Contractor () Owner () Officer/Agent of the Contractor/or Owner License Number _____

Do hereby aver under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit:

- () has/have three (3) or more employees and have obtained workers' compensation insurance to cover them,
() has/have one or more subcontractor(s) and have obtained workers' compensation insurance covering them,
() has/have one or more subcontractor(s) who has/have their own policy of workers' compensation insurance covering themselves,
() has/have not more than two (2) employees and no subcontractors,
() has/have paid the licensing tax for General Contractors as required by the Revenue Act of the State of North Carolina and have obtained a state bidders license and/or privilege license,
() has/have applied for permit where the project cost is under \$30,000.00 and I am therefore exempt from the NC General Contractor Licensing requirements specified by G.S. 87-14,
() has/have applied for permit under owner exception to the licensing requirements by mandating occupancy of the premise for 12 months following completion of the project,

while working on the project for which this permit is sought. It is understood that the Caswell County Inspections Department may require certificates of coverage and/or waivers of workers' compensation insurance prior to the issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work. The person, firm or corporation appearing as the contractor on the building permit must sign this document. Signatures must be witnessed by either the Inspections Department staff or be notarized.

Firm Name: _____

By: _____ Title: _____

Signature: _____ Date: _____

Witnessed: _____ Date: _____

Sworn to and subscribed before me this _____ day of _____, 20____

Signature of Notary Public

Printed Name of Notary Public

Notary Public, State of _____

My Commission expires on _____, 20____

CASWELL COUNTY

List of Required Inspections for Residential Construction

This information is intended to give guidance to the homeowner/builder regarding required inspections for single family residential construction. This is not limited to be an all inclusive list of code requirements.

- *Approved plans are required for all inspections*
- *Footprint must match plans: any changes will require approval from Planning, Environmental Health, and Building Inspections*
- *Site must be accessible by vehicle and address posted.*

Footing Inspection

- Clear of water, debris, roots, and loose soil.
- Bulkheads and grades stakes in place.
- Rebar in place (if required)
- All corners/sides square.
- Portable toilet on site.
- Bottom of footings relatively flat and level
- Soil bearing report from engineer required for Superior Walls
- Engineer design required when rock is encountered or unusual soil conditions.
- Note: Deck footings may be requested as a separate inspection or with other inspections.

Saw Service Inspection

- All receptacles GFI protected.
- Grounding electrode driven
- Pole braced in two directions.

Foundation/Floor Framing Inspection

- *Survey must be submitted and approved by the Planning Dept. before this inspection is set up.*

- Crawlspace graded for positive drainage.
- Crawlspace drain installed per code and terminated.
- Dampproofing and foundation drain installed.
- Floor Framing complete without plywood deck.
- Termite treatment
- Crawlspace ventilation.
- Sealed crawlspaces require protection from moisture during construction, it is recommended that poly be installed and a dehumidifier be used as soon as roof is dried in.

Waterproofing Inspection

- Required for all basements walls including Superior Walls before backfill
- Foundation drain installed per code.

Basement Foundation Inspection

- Design required for poured in place concrete.
- Wall forms and steel inspected before placing concrete.
- Design required for masonry foundation, based on soil type and height of backfill.
- Layout design and manufacturer's installation manual required for Superior Walls.
- All reinforcement must be inspected before pouring walls and filling block.

Slab Inspection: Garage/Porch/Basement

- Expansion joint if required.
- Stone base when required.
- Reinforcement when required.
- Thickened areas for bearing walls or point loads.
- Poly in place (6 mil.)
- Flashing between concrete and any framing (NO Aluminum)
- Strings pulled to verify depth of pour.
- All form work in place.
- Termite treatment.

Rough In Inspections (All trades performed at the same time).

***Framing Inspection**

- Pre - Siding inspection
- Roofing complete
- Penetrations fire-stopped and insulation baffles installed.
- Safety rails in place on stairs and balconies.
- Load bearing conditions supported by structural elements and transferred to the foundation or designed beams.
- Engineered and sealed designs for steel, laminated beams, or truss construction. (All sealed drawings must be on site for framing inspection.
- Any deviations from original plans are subject to engineer's approval.

***Electric Rough Inspection**

- All concealed wiring installed per NEC
- All pre drywall fixtures installed.
- Ground and switch joints made up in all boxes.
- Metal boxes grounded
- Nail plates installed.

***Plumbing Rough Inspection**

- All drainage, waste, and vent piping installed per NC Plumbing code and tested with air (5psi) or with water (36 inches above highest fixture.)
- Water lines installed per NC Plumbing code and tested to 100psi.
- Tub/showers installed and tested.
- Shower panning installed and tested.
- Water heater pans piped to exterior
- Nail plates installed.

***Mechanical Rough Inspection**

- All boots and ductwork above first floor installed and sealed with mastic or approved tape.
- Line sets and condensate piping installed for air handler installed above first floor.
- Returns installed.
- Air handlers must be installed within 20 feet of attic or crawlspace access.
- Factory fireplaces with vents or chimneys installed per manufacturer's installation instructions: instructions must be with the appliance.
- Dyer vent installed.
- All gas piping installed, tested, and labeled if required.
- All CSST piping installed and tested.
- CSST must be electrically bonded per manufacturer's installation instructions.

Masonry Fireplace Inspection

- Completion of hearth and chimney to the first flue properly sized for hearth opening and height of chimney.
- Hearth extension properly sized
- Hearth extension cannot be supported by framing.
- Clearances from hearth and chimney to combustibles.

Pre Brick Veneer

- OSB, plywood, and fiberboard sheathing must be covered with weather-proof membrane.
- Flashing for weep holes installed, flashing can be 6 mil poly or galvanized metal or other approved products.
- Lintels installed that require bolting or nailing: flashing or weatherproof membrane must be installed over top of lintels.
- All windows and doors installed and flashed per manufacturer's installation instructions.

Insulation Inspection

- Floors R 19
- Walls R 13
- Ceiling R 30, blown insulation in attic requires depth markers.
- Sealed crawlspaces R 10 attached to foundation wall
- Spray foam products should be installed by certified installers and manufacturer's specifications and installation instructions provided to the inspector.

Electric / Plumbing Trenches

- All waterlines, sewer lines, and electrical wiring underground must be inspected prior to backfill.
- All piping must be sleeved and sealed through foundation walls.

Electric/Plumbing/Mechanical in Slabs

- Any electrical conduit, plumbing, or ductwork in or below slabs must be inspected before slab prep begins. All DWV below slab must be tested with air (5psi) or with water (10 feet head).
- All hydronic piping must be tested before pouring concrete and remain pressurized during pour.
- All piping extending through slab must be sleeved or protected by approved methods.

Temporary Electrical Final

- All electrical work complete
- All electrical components and fixtures UL listed.
- Panels complete, bonded, and labeled.
- Copper water lines bonded.
- Well casing bonded.
- Ground rod (2) driven and connections to electrodes exposed.
- Exterior light fixtures caulked to siding.
- Receptacles required to be GFI protected must be labeled.
- Access provided for whirlpool pump motor.
- Power may be issued on the dwelling by the inspector.

Building Final

All trades are inspected at the same time

*Note: Environmental Health Operation certificate and Zoning Dept. final **must** be issued before final inspection is performed*

- All penetrations sealed.
- Decks, stairs, guardrails and handrails complete
- Positive drainage from home.

- Six inches clearance from siding to finish grade.
- Crawlspace and foundation drains terminated to daylight.
- Crawlspace clean and poly installed
- Sealed crawlspace complete per approved design
- Siding or veneer complete.
- Exterior painting and caulking complete.
- Garage doors installed: must be rated 90MPH.
- House numbers posted.

Electrical Final

- Check all circuits, smoke detectors, and disconnects once power is turned on.
- Check all miscellaneous items from previous inspection.

Plumbing Final

- Fixtures installed and connected to DWV system and water supply.
- Fixtures caulked to countertops of floors.
- All water heaters located in garages elevated and protected from physical damage.
- Insulation required on waterlines in attics or garages.
- Anti siphon devices installed water spigots.
- Water heater PRV piped to pan or outside, pan drain piped to exterior.
- Thermal expansion protection and pressure reducing valves installed.
- Water turned on.

Mechanical Final

- Air handlers and condensers installed
- Gas appliances vented properly
- Ductwork, line sets, and condensate piping complete
- Filters installed in returns.
- Floor registers installed.
- Ducts and returns clean of debris and dust.
- Final air test on all gas piping required.
- Copper tubing used as gas piping must be labeled
- Do not test through regulators.