

INSPECTORS

Footing—made after trenches are excavated, grade stakes installed, all reinforcing steel is installed, and all necessary forms are in place.

Underslab—made after all forms are in place, all electrical, plumbing, mechanical, insulation has been completed, all crushed stone, vapor barrier, and all reinforcing steel and/or wire has been installed. Termite treatment may be required.

Elevation Certificate—completed by an NC registered surveyor or engineer, in order to verify finished floor elevation. Required to be a minimum of 2 ft above base flood elevation. Must be submitted at request for floor framing inspection.

Foundation—made after all foundation walls, piers, supports and etc. are in place, and all floor framing is completed, but prior to subfloor placement. These can be requested separately or at one time.

Framing—made after roof, wall, ceiling, firestopping and support framing has been completed. These items should be in place and visible for inspection; pipes, chimneys/vents, flashing, insulation baffles, all lintels required to be bolted to framing, and etc.

Rough In—made after all electrical, plumbing, and mechanical work, which will need to be covered during construction, has been completed.

Insulation—made after approved framing and rough-in inspections, and all insulation and vapor barriers are in place.

Certificate of Compliance—issued for each trade after completion of work authorized by a permit.

Certificate of Occupancy—Issued after all compliance inspections are completed and all other local laws are complied with, this allows occupancy of the building. The power company is notified to place a meter on the building at this time.

Still have Questions?

If you have any questions about the information in this brochure, please contact the City's

Planning & Development Department
1040 Roanoke Ave.
Monday - Friday, 8:30 a.m. - 5:00 p.m.
(252) 533-2844

Land Use Regulations/Zoning

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Department Administration

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City of Roanoke Rapids



Building Permit Requirements

Planning & Development

1040 Roanoke Avenue
PO Box 38
Roanoke Rapids, NC 27870

Department Phone: 252-533-2844
www.roanokerapidsnc.com

DEFINITIONS

SINGLE FAMILY DWELLING RESIDENCE— A residential use consisting of a building containing one dwelling unit on a single lot.

TWO FAMILY RESIDENCE (DUPLEX)- A residential use consisting of two dwelling units within a single building on a single lot other than a single-family residence with accessory apartment.

SINGLE FAMILY RESIDENCE W/ACCESSORY APARTMENT-A residential use having the external appearance of a single-family residence but in which there is located a second dwelling unit that comprises not more than twenty-five percent of the gross floor area of neither the building nor more than a total of 750 square feet.

MULTI-FAMILY RESIDENCE— A residential use consisting of two dwelling units located in separate buildings on the same lot or three or more dwelling units located in one or more buildings on the same lot.

ACCESSORY BUILDING— A minor building on a lot. Examples: Detached garages, carports, sheds, etc.

FLOODPLAIN-Any land area susceptible to be inundated by water from the base flood. The term refers to that area designated as subject to flooding from the base flood (one-hundred year flood) on the "Flood Boundary and Floodway Map" prepared by the US Department of Housing and Urban Development, a copy of which is on file in the planning and inspections department.

FLOODWAY— The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

EASEMENT— Legal right of access to private property

ACCESSORY STRUCTURES— The ground floor area may not exceed 50% of the ground floor area of the principal use building., unless the principal building and all accessory structures does not exceed 25% of the entire parcel of land. All accessory buildings in residential districts must comply with the street right-of-way setbacks, but shall be required to observe only a three-foot setback from side and rear lot boundary lines unless the high point of the of any appurtenance of the structure exceeds sixteen (16) feet in height., in which event, the structure shall be set back from side and rear boundary lines an additional two (2) feet for every foot of height exceeding sixteen (16) feet.

GENERAL ZONING INFORMATION

SINGLE FAMILY DWELLINGS- Permitted in every residentially zoned district, except the R-3 zone.

TWO FAMILY DWELLINGS (DUPLEXES)- Permitted in the R-8 and R-6 Districts by Special Use Permit, and the R-3 and B-3 Districts by issuance of a zoning permit.

- HVAC units and associated connection lines, open or enclosed fire escapes outside stairs, balconies, and other necessary unenclosed projections, but not porches, may extend into the lot boundary setback no more than one-half (1/2) of its required width. However, none shall extend closer than three (3) feet to a lot boundary line.
- Every part of a required lot boundary setback shall be open from its lowest ground point to the sky unobstructed; except for the ordinary projection of sills, belt courses, cornices, buttresses, ornamental features, and eaves; provided, however, they shall not extend into a lot boundary or street right-of-way setback more than thirty (30) inches.

APPLICANTS ARE RESPONSIBLE FOR: ADHERING TO APPROVED SITEPLANS AND CONSTRUCTION DRAWINGS, ALONG WITH ALL PROPERTY COVENANTS, DEED RESTRICTIONS, AND ETC.

ZONING PERMITS: All structures placed within the City of Roanoke Rapids and the Extraterritorial Jurisdiction(ETJ) are required to be approved by the Dept. of Planning & Development with the issuance of a Land Use/Zoning permit. This permit assures that all structures have met the requirements of the City's Land Use Ordinance. A scaled site plan showing the property/lot lines, easements, street right-of-ways, and all existing and proposed structures, with setback distances shown , must be submitted at the time of application.

REQUIRED PERMITS

BUILDING PERMITS-Allows construction of the structure, and requires construction to conform to the N.C. State Building Code. A complete set of scaled construction plans are required to be submitted at the time of application. A complete set includes: Floorplan, foundation plan (showing footing & piers location/sizes), framing (showing size & direction of girders, floor/ceiling joist, headers), typical wall section(showing footing, foundation wall, studs, sheathing, insulation r-values, etc.) Elevations, electrical, plumbing and HVAC plans.

ALL OTHER TRADES (Electrical, Mechanical, Plumbing, Insulation, Sprinkler, Fire Alarm etc) All trades are responsible for obtaining their own individual permits prior to the start of work.

SEPTIC TANK/WELL PERMIT (if required) – contact Halifax County Environmental Health (252)583-6651

DRIVEWAY PERMIT— contact Public Works (252)533-2846 (City Limits) or NCDOT (252)-583-1832

LIEN AGENT— required for project cost \$40,000 or greater. www.liensnc.com

ADDITIONAL INFORMATION

- **Plans Required and # of sets:** (Commercial -4 sets, 1 of which must have an original wet seal. Residential -2 sets)
- **Plan Review**- approximately 14 business days
- **Residential/Commercial Licensing requirements**
- **Inspections** :Each trade is responsible for calling in their inspections, 24 hour notice is required (all rough ins and final inspections are scheduled at one time.)