



Planning & Development Services

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! IMPORTANT !

If you do not chose an inspection type or add it in the notes section, the inspection may not be scheduled. You will receive a notice in the portal indicating it has been rejected. This may result in a delay of the inspection.

Inspection Policies and Procedures

If you need to cancel or reschedule your inspection please call our office at 336-753-6050, in addition you can also add a note to the scheduled inspection in the portal.

Inspectors are automatically assigned when inspections are requested, this may change when the inspection is scheduled. You may check the portal on the morning of your inspection to see who your inspector will be.

Inspections are generally performed the next business day after a request is made. Please note we have a **4:30 pm** cut off time for next day requests. Any inspections requested after **4:30 pm** will be scheduled as though they were requested on the following day. There are times that we may not be able to meet our next day goal; we apologize for this inconvenience.

When requesting an inspection you will be given the option of AM (8-12), PM (12-4). If you have no preference for time, choose both AM and PM. While the inspectors will do their best to accommodate your selection it is not a guarantee. The inspection types below will be given precedence for times. You may also add additional information in the notes section regarding more specific times for the inspection types below. (For example: Concrete on willcall for 11 AM or Homeowner will be home after 2 PM)

- Inspections requiring the homeowner to be there for access. This would be the case for HVAC change outs and water heater change outs. **This does not include new construction, renovations or additions that have been self-permitted and require the homeowner to be present for all inspections as required by NC General Statute.**
- Inspections that require the pouring of concrete such as footings or slabs.

PLEASE NOTE WHILE THE ABOVE EXCEPTIONS TAKE PRECEDENCE, IT IS NOT A GUARANTEE THAT WE WILL BE ABLE TO ACCOMMODATE THE REQUEST.

There may be times that, due to workload, we may limit the number of inspections a contractor can schedule for next business day.

It is the responsibility of the permit holder or designee to post the 911 site address and have plans available on the site of an active jobsite at the commencement of permitted work.

Failure to do any of the above-mentioned items may result in a delay of your inspection.