

MEMORANDUM

To: Contractors and Developers
From: Town of Carthage Building Inspection
Date: August 2017
RE: Building Permit Checklist and Information

1. When applying for a building permit a floor plan should be provided showing square footage and all fixtures.
2. When applying for a residential construction permit, a driveway permit is required to be filled out and processed which takes approximately 1 to 5 business days. Upon completion and approval, the contractor will be notified and may start construction.
3. Before any inspections are performed all permits shall be paid for including but not limited to building, plumbing, gas tap, water tap, sewer tap, grading, stormwater and any other miscellaneous fees that apply.
4. Setback – All property pins shall be made visible for the inspector to take a measurement on the required setback distance in accordance with the recorded plat. Overhangs and gutters are considered in the setback requirements. Corner lots next to intersecting streets shall be fifty percent greater or as deemed by the recorded plat.
5. Footings – The bottom of the foundation trench shall extend below the frost line, but not less than twelve inches below finish grade. The trench shall be a minimum of twenty inches wide; with two rows of #4 rebar lifted a minimum of three inches from the bottom with approved methods. Concrete shall be a minimum of eight inches thick.
6. ½" x 15" foundation bolts or straps shall be used around the perimeter of the foundation 12" from corners and six feet on center. If concrete slab is used, ½" x 12" bolts shall extend a minimum of seven inches into masonry or concrete and shall be placed twelve inches from corners and six feet on center.
7. Concrete floor slabs supported directly on the ground shall not be less than 3 ½" thick. A 6-mil poly vapor retarder with joints lapped not less than 6-inches shall be placed between the base course and or sub grade.

8. Framing inspections shall be made before any framing is covered to ensure proper lumber, span distances, or any obvious problems the inspector might foresee. Roof systems shall have 15 or 30 pound flat applied before shingles are placed.
9. Plumbing inspections shall be made on the plumbing rough-in prior to any plumbing pipes being covered. An air test shall be put on the water supply lines with a minimum of 100 psi for two hours prior to the inspection. There shall be a minimum of 3" main vent in all installations. In bathrooms where the vents and supply lines protrude thru the floor the stud wall top and bottom plate shall be a minimum of 6" material.
10. The sewer line shall be a minimum of 4" with a 4" double sweep clean-out at the building and a minimum 6" clean-out at the property line. If applicable there shall be a clean-out installed every 75 feet. Sewer line shall have 1/8" per foot of fall throughout the line. Replacement lines are included in the requirement.
11. On commercial projects, a letter of approval shall be received by the Building Officials Office before a Certificate of Occupancy can be issued.
12. A Temporary Certificate of Occupancy may be issued for a portion or portions of building which may safely be occupied prior to final completion of the building. In some cases, due to the weather not permitting work to be completed without electricity, a Temporary Certificate can be issued for a period not exceeding ninety days.
13. Obtaining permanent Electricity – After the State Electrical Inspector has made his final inspection and sent a release to the Building Inspection Department, a final inspection will be conducted by the Building Officials Office. When everything is satisfactory to the Building Inspector, the Certificate of Occupancy shall be issued, and the electric will be released to Upper Cumberland Electric. If Electric is needed to complete the project, a temporary service release may be purchased the Building Inspectors Office and is valid for the period of 45 days.
14. All construction shall comply with the 2012 International Codes.
15. As required by the 2012 International Residential Code, smoke detectors are required inside and outside each sleeping area. All smoke detectors shall be hardwired.
16. All Fire-blocking shall comply with the 2012 International Codes.
17. Nail guards shall extend a minimum of two inches above sole plates and below top plates.