

# Town of Holden Beach Inspection Request Form

Fax: 910-842-7003 Phone: 910-842-6080

planninginspections@hbtownhall.com

Residential Inspection Form

Check the appropriate inspection required. Please attach any additional unlisted inspection in space marked other.

**• A signature is REQUIRED on all inspection requests. Unsigned forms WILL NOT be processed. Inspection requests are subject to being completed within 48 business hours of receipt. Any inspections requested after 3:00 PM will not be added until the next scheduled day. Example: Before 3:00 PM will get inspection within 48 hours, after 3:00 PM will be added on the subsequent scheduled day. ANY INSPECTION REQUESTED BEFORE IT IS COMPLETE WILL BE CHARGED A \$75 REINSPECTION FEE. We *DO NOT* take specific time request. **POOL FINALS MUST HAVE AS BUILT SURVEY BEFORE THE FINAL INSPECTION CAN BE REQUESTED.** Any request with special requirements for homeowners will require the property owners contact information:**

Permit number: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Under slab plumbing   | <input type="checkbox"/> Foundation Wail            |
| <input type="checkbox"/> Pilings               | <input type="checkbox"/> Mechanical change out      |
| <input type="checkbox"/> Electrical change out | <input type="checkbox"/> Foundation                 |
| <input type="checkbox"/> Electrical Pre-Power  | <input type="checkbox"/> Concrete slab              |
| <input type="checkbox"/> Site visit            | <input type="checkbox"/> Monolithic footer and slab |
| <input type="checkbox"/> Framing               | <input type="checkbox"/> Insulation                 |
| <input type="checkbox"/> Open floor            | <input type="checkbox"/> Rough mechanical           |
| <input type="checkbox"/> Rough electrical      | <input type="checkbox"/> Rough plumbing             |
| <input type="checkbox"/> Pool bonding/ Final   | <input type="checkbox"/> T-pole                     |
| <input type="checkbox"/> Final electrical      | <input type="checkbox"/> Final building             |
| <input type="checkbox"/> Final mechanical      | <input type="checkbox"/> Final plumbing             |
| <input type="checkbox"/> Water & sewer         | <input type="checkbox"/> Certificate of occupancy   |
| <input type="checkbox"/> Meter Pan Change      |   |
| <input type="checkbox"/> Other _____           |   |

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Company Name \_\_\_\_\_

Homeowners Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Key Location \_\_\_\_\_