



# NEW HANOVER COUNTY

## BUILDING SAFETY

230 Government Center Drive, Suite 170, Wilmington, NC 28403

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**Nicholas Gadzekpo, Director**

### **Revised Protocol for the Inspections of Occupied Residences and Business Locations, using the Directives and guidelines given by the NC Department of Insurance (NCDI).**

**Effective April 1<sup>st</sup> – April 30<sup>th</sup>, 2020, or as extended (limited to the duration of COVID-19 Emergency).**

#### **I. Verification of Work and Statement of Compliance with Codes**

- i. No Changes to the current permitting protocols and the scheduling of Inspections.
- ii. Mandatory for all Licensed Contractors or Contractors permitted for the work.
- iii. To protect Inspectors, under Local, State, and Federal requirements to reduce the spread of the virus.

#### **II. The revised protocol is valid for the following Inspections**

- i. Interior trade rough-ins, Framing, Insulation, Final trade, and Final Building Inspections.
- ii. Sunroom inspections – trade rough-ins and finals, track and building finals
- iii. HVAC Change Outs
- iv. Swimming Pools (Residential only)
- v. This list is not all-inclusive. Per the NC Department of Insurance (NCDI), the Building Safety Department reserves the right to add, delete, or modify the Inspections as conditions may warrant.

**STEP 1 – Verification of Work:** The Inspector makes a site visit to verify and document the work performed. The Inspector will inspect and document any exterior work or installation. The Licensed or Permitted Contractor must arrange to meet the Inspector on site.

- a. There is no requirement for the Inspector to enter the home or structure.
- b. The Inspector will use an on-site live remote method (via Microsoft TEAMS) whereby the Contractor enters the home or structure and shows the work performed to the Inspector. If the work can be verified and approved by on-site Live Remote, then the Inspection could pass as approved. (Example – simple Insulation Inspection or Overhead Inspection). And, there could also be a need for Step 2.

**STEP 2 – Statement of Compliance with Codes:** The Licensed Contractor must sign the Statement of Compliance (see an attached copy), addressed to the Building Safety Department, showing the following:

- a. **The Address of the work/installations, applicable permit numbers, and date of the Inspection(s).**
- b. **The Description of work performed or installation(s) made; with details,**
- c. **The Statement of Compliance with Codes:**
  1. I hereby attest that the above-listed work complies with all the applicable NC Residential, Building, Plumbing, Mechanical, Electrical Codes, and Fire Codes. Further, the installation of any equipment subject to this Inspection was according to the Manufacturer's Listed specifications.
  2. With the above Attestation and the provisions in the NC State Building Code that hold contractors responsible for compliance with all applicable codes, I agree to release and hold harmless New Hanover County, its officials, and employees, both present and future, including the Building Safety Department, from any and all liabilities with respect to this Attestation of Compliance with Codes.
- A. **The Contractor:** Gives the Statement of Compliance to the Inspector during the Verification Inspection or emails it **before then**. Building Safety must receive the Statement before recording the Inspection.
- B. **The Inspector:** The Inspector signs off on the Inspection(s). The Inspector notes on the Inspections Report "LR Inspection due to COVID-19." The Inspector also notes that Verification was made on-site, and had received the Statement of Compliance with Codes for documentation and filing in the property's records.

**Letter/Statement of Compliance with all Applicable Codes:**

**To: New Hanover County Building Safety Department**

1. I hereby attest that the described work complies with all the applicable NC Residential, Building, Plumbing, Mechanical, Electrical Codes, and Fire Codes. Further, the installation of any equipment subject to this Inspection was according to the Manufacturer's Listed specifications.
2. With the above Attestation and the provisions in the NC State Building Code that hold contractors responsible for compliance with all applicable codes, I agree to release and hold harmless New Hanover County, its officials, and employees, both present and future, including the Building Safety Department, from any and all liabilities with respect to this Attestation of Compliance with all Applicable Codes.
3. The Address of the work:  
\_\_\_\_\_
4. Permit number: \_\_\_\_\_
5. Date of Inspection: \_\_\_\_\_
6. Description/ scope of work performed or installation(s) made:  
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Signature of Permit Holder or Licensed Contractor:

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