

COUNTY OF PASQUOTANK

PAUL KAHL
Chief Building Inspector

Building Inspectors Office
Post Office Box 39
Elizabeth City, NC 27909-0039
Phone (252) 338-1144 · Fax (252) 337-6733
Office Hours: 8:00 a.m. to 9:30 a.m. Monday-Friday



PAPERWORK REQUIRED AFTER A BUILDING PERMIT IS ISSUED:

IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER/CONTRACTOR TO HAVE THE FOLLOWING REQUIRED PAPERWORK TURNED INTO THE PLANNING & INSPECTIONS OFFICE PRIOR TO SCHEDULING AN INSPECTION.

Prior to Floor Framing:

Grade/Floor Elevation Certificate (*not all new construction*)

Prior to Rough Framing:

All manufactured building product specs, span tables and load calculations - i.e. truss specs, LVL and beams (if applicable).

Prior to Rough Mechanical:

HVAC Calculations

Prior to Rough Gas:

Gas Piping Diagram showing the following material: BTU/H rating for each appliance load, total lengths & branches of pipe, pipe size & material, gas pipe chart for the gas type used.

Prior to Pre-Final:

Final Health Dept. Approval (*only with new septic system*)

Final Flood Elevation Certificate

Prior to Final:

Culvert Certificate (*if driveway is off of a NCDOT State maintained road the culvert certificate is not applicable*)

Gas Affidavit (*LP Gas*)

Termite Certificate

If our office does not have the required paperwork to complete the requested inspection the inspection will not be scheduled.