

Sunroom Inspection and Permit Checklist

Contact your local zoning office for property line setback requirements for your location.

Get your plans ready.

Submit permit application with plans for plan review.

Sunroom Inspections Required: Footing, Rough-ins (trades), Framing, Insulation, and Final.

If you are installing a concrete pad as your floor, you will need to call in for a slab inspection. For a future sunroom, it is our recommendation that you install a vapor barrier in between the gravel and the slab.

Additions and Renovations

Footing or Monolithic Slab' (MS — a combination inspection of footing/slab inspection)

Foundation or Slab

•Plumbing, Electrical, Mechanical Slab Inspection, if applicable.

For your renovation, if you are adding any structural walls or changing structural walls that require adding piers in your crawl space/basement, you will need to call in a Footing Inspection and a Foundation Inspection.

Rough-In: Electrical, Mechanical, Plumbing

Sheathing: An Optional Inspection, so you can begin installing your Exterior Veneer. Cost is \$50.00.

Framing (Trade Rough-In Inspections must be completed prior to Framing.)

Insulation: For walls and concealed spaces.

Final: Electrical, Mechanical, Plumbing, Building

Certificate of Compliance (obtained after completion of project and Final Inspection.)

*All Electrical, Mechanical and Plumbing Inspections are to be called in by the sub-contractors. This is not intended to be a complete list of items to be checked nor does it certify proper operation of equipment.

Code requirements may be accessed from our Web site, www.meckpermit.com. Links to The Residential Construction Handbook and the current North Carolina Residential Code can also be found there. Additionally, if you have any questions, comments, or need further information, call the CIRC at 980-314-2633.

Footing Inspection and Monolithic Slab Inspection is to be made after the trenches are excavated, all grade stakes are installed, all reinforcing steel and supports are in place and appropriately tied, and all necessary forms are in place and braced and BEFORE YOU POUR ANY CONCRETE.

Mechanical Permits may require more inspections such as Rough Inspection, Piping, and Gas Test. Your Mechanical Contractor is responsible for all required inspections.

Plumbing Permits may require more inspections such as Rough Inspection, Water Distribution, Sewer, and Water Service. Your Plumbing Contractor is responsible for all required inspections.

Mecklenburg County Code Enforcement

2145 Suttle Avenue

Charlotte, North Carolina 28208-5237

Phone (980) 314-CODE (2633)



***If you're in doubt, reach out —
980-314-CODE (2633)***

**FOR MORE INFORMATION ON THESE AND ANY OTHER QUESTIONS, PLEASE CONTACT THE CODE INFORMATION AND RESOURCE CENTER AT 980-314-CODE (2633) or
Email: circ@mecklenburgcountync.gov**

WWW.MECKPERMIT.COM

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MECKLENBURG COUNTY
Code Enforcement

**SUNROOMS:
WHAT YOU NEED TO KNOW**



Residential permitting and code questions that you may have about your sunroom project.

Our Mission:

To protect the public health, safety and welfare while delivering services that exceed customers' expectations for efficiency, effectiveness and adaptability. Exceptional quality service is the standard.

HOW-TO GUIDE: SUNROOMS

Introduction

Mecklenburg County Code Enforcement provides this brochure to help you understand the steps you will need to take, and requirements you will need to meet when building a sunroom. A sunroom is defined as a one story structure added to an existing dwelling with a glazing area (windows) in excess of 40 % of the gross area of the structure's exterior walls and roof. It is important to note that the steps and processes of building a sunroom as an addition to your home are quite different than the steps and processes of converting a screened porch or deck into a sunroom. If this brochure fails to answer your questions, or if it raises questions, please feel free to contact the Code Information and Resource Center (CIRC) at 980-314-2633.

Getting Started

When building your sunroom addition, be sure to obtain a building permit before you begin construction. A plan review is required for any footprint addition that adds 100 SQUARE FEET OR MORE of habitable space to an existing structure. A preliminary review can be done by walk-in at LUESA, 2145 Suttle Avenue, Charlotte, NC 28208. You can reference Plan Review Tools for the Novice and submittal requirements at meckpermit.com, or consult the CIRC.

All additions must be built on a continuous masonry footing and foundation. A wood pier-type foundation does not meet the NC State Residential Building Code requirements for a sunroom. Electrical, mechanical and plumbing plans are not required.

If you want to convert a screen/covered porch or deck on an open pier system foundation into a sunroom, you have two options:

- Build an approved full masonry foundation under the existing structure and remove the wood piers, OR
- Have a NC licensed design professional (architect or engineer) modify the existing pier foundation design to meet the requirements of the building code.

The designer would first inspect your deck and then draw the sunroom building plans. These plans would be sealed by the design professional and submitted for review with the permit application and plot plan. When approved, the sunroom must be built according to these plans. The plans must be on site for all inspections.

Frequently Asked Questions, and their Answers

Q: What types of permits are needed for building a sunroom?

A: A building permit is needed for all sunrooms and additions, even if you are converting a screened or covered porch, as this is adding to the footprint of the house. An electrical permit is needed for any electrical work being done in the state of North Carolina; examples include, installing light receptacles, wiring for a fan, a light, new circuit or outlets. A mechanical permit is needed if you are heating the sunroom or moving any existing equipment, such as an HVAC unit. A plumbing permit is needed if any existing plumbing lines are being moved, or new fixtures are being added to the sunroom.

Q: Where do I get a building permit?

A: Permits are obtained by the property owner or owner's agent from Mecklenburg County Code Enforcement, located at 2145 Suttle Avenue, Charlotte, NC 28208. The department's operating hours are Monday — Friday, from 8:00 a.m. to 5:00 p.m.

Contractors and homeowners with an established account may submit residential permits and commercial permits for small jobs on our website, <http://webpermit.mecklenburgcountync.gov/webpermit/>. Brochures are also available explaining this process.

Q: Do I need to insulate my sunroom?

A: Yes, all sunrooms, heated or unheated, must be thermally isolated from the main structure. If the sunroom will be conditioned with heat and air conditioning, it will have to be properly insulated. Check the current edition of the NC State Energy Code for the insulation requirements for sunrooms. You may also consult the CIRC.



Q: What if I decide to install a masonry or prefabricated fireplace?

A: Please contact a masonry contractor for proper installation of a masonry fireplace. You can refer to Chapter 10 in the North Carolina Residential Code Book for code compliance. Prefabricated fireplaces must be installed according to the manufacturer's specifications. Call the CIRC at 980-314-2633 Ext. 2123 for additional information.

Q: When is a contractor required and when can I do the construction myself?

A: If you own the property and the structure is your primary residence, you can do the construction yourself regardless of price. Homeowners are required to open a bond account for projects costing over \$30,000.00. Homeowners are also required to sign an affidavit as well, which has to be completed at LUESA. Otherwise, any contracted work over \$30,000 per project is required to be done by a NC licensed contractor. The contractor must also be licensed in the trade they will be performing.

Hiring a general contractor is also an option, and the contractor becomes responsible for applying for permits and submitting documentation and maintaining code compliance. Be sure to use a NC State licensed contractor. Understand that even if a contractor does the work, the homeowner is responsible for ensuring all proper permits have been obtained.

Important to Remember

- Exterior walls require vertical reinforcement (wall bracing) to meet the shear requirements found in NC Residential Code.
- If wall bracing requirements cannot be done prescriptively, a design professional can design a bracing system for the sunroom.
- Engineered sunrooms, metal sunrooms, or any other unconventional means of construction, that are not prescriptive to the code, must be designed by a NC licensed design professional. The plans must contain all aspects of construction (see the plan review checklist at www.meckpermit.com to make sure all information is included in the plans).
- Plan Review is required for any addition of 100 Square Feet or more to the footprint of the existing structure.
- Know which permits you need and get them.
- All sunrooms must be thermally isolated from the original structure.