



Planning Department
401 Laureate Way
Kannapolis, NC 28081
704.920.4350
Planning@kannapolisnc.gov

ENGINEERING INSPECTION PERMIT APPLICATION

Applicant Contact Information

Name: _____

Phone: _____ Email: _____

Project Information

Address: _____ PIN: _____

Contractor Name: _____

Applicant agrees to the following items:

1. For driveway pipe, driveway, sidewalk, grading, and water/sewer inspections, the Citizen Access email account that will be used to schedule the inspections is:

Email: _____

This Citizen Access email account will be linked to the KN-INSP record and will be used by the applicant to schedule the inspections.

2. Construct and maintain driveway(s) in absolute conformance with the current "Policy on Street and Driveway Access" as adopted by the City of Kannapolis [Land Development Standards Manual](#)
3. Provide proper signs, traffic control and other warning devices for the protection of traffic in conformance with the current "Manual on Uniform Traffic Control Devices for Streets and Highways" MUTCD
4. Contact the City of Kannapolis to determine the required size of RCP/HP pipe that must be installed 704-920-4221.
5. This permit allows one inspection for each of the five (5) required inspections. **For each failed inspection, there will be a \$50.00 reinspection fee that must be paid through Citizen Access before the reinspection can be performed.**
6. By signing below, I here indemnify and save harmless the City of Kannapolis from all damages and claims for damage that may arise by reason of this construction.

APPLICANT SIGNATURE

DATE



Planning Department
401 Laureate Way
Kannapolis, NC 28081
704.920.4350
gburwell@kannapolisnc.gov

RESIDENTIAL INSPECTION REQUIREMENTS

There are five (5) inspections required by the City of Kannapolis Engineering Department. These inspections must be completed **before** the Certificate of Occupancy will be issued. Inspections are scheduled through your Citizen Access account and will be performed the next business day, from 8:00am to 5:00pm. No specific inspection time will be provided. There is a \$50.00 reinspection fee for each failed inspection:

1. Driveway Pipe Review:

- This inspection will be after the pipe is in place but not covered
- Verify the correct type of the pipe and installation

2. Driveway Review:

- This inspection should be requested after all forms for Driveway are in place.
- All soft areas in the subgrade have been repaired.
- Before any concrete is poured.
- Driveway should meet all LDSM requirements

3. Sidewalk Review

- This inspection should be requested after all forms for Sidewalk are in place.
- All soft areas in the subgrade have been repaired.
- Before any concrete is poured.
- Sidewalk should meet all LDSM requirements

4. Drainage Review

- This inspection should be requested after fine grading has been completed.
- Lot is graded in general conformity with the plans.
- Lot grading does not negatively impact adjacent properties.
- Existing infrastructure is not impacted by the development.

5. Water and Sewer Review

- This inspection should be requested after sod or seed/straw has been placed.
- Sewer lateral has cast iron cap with stainless steel band and be set to grade.
- Water meter box and irrigation box (if applicable) set to grade.
- No damage to the boxes or clean out.
- Boxes are clear of mud and debris.
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HOW TO SCHEDULE AN INSPECTION FOR KANNAPOLIS ENGINEERING

- Log in to your account* at citizenaccess.cabarruscounty.us
 - *This account must use the same email contact provided on the driveway application. If you do not have an account, you will need to create an account using the email contact provided on the Driveway Application.**
- Once logged in, you will see "Hello, your name".
- Click Trade Permits
- Select the KN-INSP permit record
- Click Record Info to get the drop down
- Select Inspections
- Click **Schedule or Request an Inspection**
- Select any/all inspections
- Select the date for the inspection
- You must select All Day (07:00am – 05:00pm)
- Review the scheduled inspection and contact information: Change the Contact Information if necessary.
- Review the scheduled inspection: Include Additional Notes if necessary
- Click the FINISH button

If you are unable to schedule the inspection, please contact City of Kannapolis Planning Department at 704-920-4350