

THE BUILDING PERMIT PROCESS

The Building Permit process begins with the Building Permit Application, which covers all types of construction including new construction, additions, decks, remodeling and renovations. Permit Fees will be calculated and upon payment of these fees, along with completed applications and required plans, the application will be ready to be reviewed by the Planning & Inspections staff. Upon approval of the Building Permit application and plans, a Building Permit will be issued by the Building Code Officials and work may begin on the project. The Building Permit must be posted on site for all inspections.

Submittal of an application does not mean the Permit has been issued.

The following checklists are intended to assist you in obtaining a Building Permit. This list cannot include every unique situation but can be used for most typical projects. Supplying the most accurate and complete information on this list will prevent delays in issuing a permit and possibly reduce construction correction costs.

Frame Constructed Homes:

- Building Permit Application form
- Two (2) copies of plans drawn to scale that identify the name of rooms and all the work to be done.
- Two (2) copies of the Plan Specifications forms. One copy of the plans and specifications will be marked "jobsite copy" and returned to the applicant when the permit is issued. This copy is to remain on the job site.
- Copy of Wastewater System (Septic) Permit and Well Construction Permit
- Self-Contractor Questionnaire
- Lien Agent Form
- Workers' Compensation Coverage Form
- Contractor Regulation Sheets. There is one form for each contractor working on the project. (electrician, plumber, heat, gas installer)
- Erosion Control Certification

Duplex or Townhouses:

- Same forms as required for above construction types.
- Two (2) copies of plans showing the dwelling unit rated separation.

Modular Homes:

- Building Permit Application form
- Submit two (2) copies of approved plans for modular construction. These type buildings are required to be inspected & labeled by a third-party inspection agency. The approved plans will bear the stamp and signature of the third-party inspection agency. Foundations and decks, etc. built on site and are not included in the modular construction plans should be submitted as required above.
- Copy of Wastewater System (Septic) Permit and Well Construction Permit
- Self-Contractor Questionnaire and/or Modular Set-up Contactor License Bond
- Lien Agent Form
- Contractor Regulation Sheets. There is one form for each contractor working on the project. (electrician, plumber, heat, gas installer)
- Workers' Compensation Coverage Form
- Erosion Control Certification

Log or Heavy Timber Homes:

- Building Permit Application form
- Two (2) copies of plans stamped by a N.C. licensed architect or engineer.
- Two (2) copies of the Plan Specifications forms. One copy of the plans and specifications will be marked "jobsite copy" and returned to the applicant when the permit is issued. This copy is to remain on the job site.
- Copy of Wastewater System (Septic) Permit and Well Construction Permit
- Self-Contractor Questionnaire
- Lien Agent Form
- Affidavit of Workers' Compensation Coverage form
- Contractor Regulation Sheets. There is one form for each contractor working on the project. (electrician, plumber, heat, gas installer)
- Insulation Trade-off Sheet (ResCheck)
- Erosion Control Certification

Commercial/Multi-Family Construction:

- Building Permit Application form
- Self-Contractor Questionnaire
- Lien Agent Form
- Workers' Compensation Coverage Form
- Contractor Regulation Sheets. There is one form for each contractor working on the project. (electrician, plumber, heat, gas installer)
- Copy of Wastewater System (Septic) Permit and Well Construction Permit
- Three (3) Complete Sets of Plans sealed by a NC Licensed Engineer or Architect that also address occupancy, exit locations, firewalls & accessibility code (handicap)
- Copy of Approved NCDOT Driveway Connection Permit
- Erosion Control Certification

Remodel: (Interior Renovations Only no change to exterior footprint)

- Building Permit Application form
- Plan or detailed list of work to be done.
- Self-Contractor Questionnaire (if project is over \$40,000)
- Lien Agent Form (Not required if project if under \$40,00 or an existing single-family residence occupied by owner)
- Workers' Compensation Coverage Form (if project is over \$40,000)
- Contractor Regulation Sheets. There is one form for each contractor working on the project. (electrician, plumber, heat, gas installer)

Addition/Deck:

- Building Permit Application form
- Two (2) copies of plans drawn to scale showing all work to be done.
- Two (2) copies of the Plan Specification forms.
- Verification of septic/well setbacks.
- Self-Contractor Questionnaire (if project is over \$40,000)
- Lien Agent Form (Not required if project if under \$40,00 or an existing single-family residence occupied by owner)
- Workers' Compensation Coverage Form (if project is over \$40,000)
- Contractor Regulation Sheets. There is one form for each contractor working on the project. (electrician, plumber, heat, gas installer)
- Erosion Control Certification

Storage/Garage:

- Building Permit Application form
- Two (2) copies of plans drawn to scale showing all work to be done.
- Two (2) copies of the Plan Specification forms.
- Verification of septic/well setbacks.
- Self-Contractor Questionnaire (if project is over \$40,000)
- Lien Agent Form (Not required if project if under \$40,00 or an existing single-family residence occupied by owner)
- Workers' Compensation Coverage Form (if project is over \$40,000)
- Contractor Regulation Sheets. There is one form for each contractor working on the project. (electrician, plumber, heat, gas installer)
- Erosion Control Certification

Other permits such as Zoning, Watershed, Grading, or Floodplain may also be required.