

Building Permit

Needed Documents for Permit

To construct , install, or make alterations to any new or existing building, dwelling, manufactured or mobile home you must make application to obtain by providing the following

(Permits are to be placed in a Ready Accessible Location on Property)

1. **GIS/911 Address**
2. **Parcel #**
3. **Pin Card from tax office**
4. **Surveyors Plot of Property**
5. **Flood Elevation Certificate if in flood zone**
Finished construction elevation certificate will be required before a Certificate of Occupancy will be issued.
6. **Soil Capacity test (If Requested)**
7. **NC Lien Agent**
8. **Zoning Approval from Local Jurisdiction**
9. **Construction/Building Plans and Appendix B for Commercial projects**
10. **Construction Drawings hand drawn on 8 ½ x 11 for any structure without Building plans**
11. **Contractor Information including Permit Application for all trades. Permits required may be obtained by owner if being occupied by the owner for a minimum of one year and if doing work yourself on house or addition with construction exceeding 30,000 a three part Owner/Builder form Appendix F is required. Obtain from Building Inspection Office.**
12. **Name of Power Company servicing proposed site**
13. **Any other document(s) requested by the local Building Official**

**It is the Permit Holders RESPONSIBILITY to know and abide by
North Carolina State Building Codes**