



## Residential Building Permitting Requirements

**To expedite the approval process of your application and eliminate delays, items checked on this list must be completed before the application can be accepted.**

### Complete the following Building Department forms:

- Residential Building Permit Application
- Residential Construction Worksheet
- General Contractor Exemption Application: property owner is acting as general contractor and the construction value exceeds \$40,000
- Workers Compensation Compliance: Worker's Comp Policy or a completed Compliance Form

### Provide the following with your application:

- Septic system approval (written authorization from Environmental Health) for new homes and additions  
Environmental Health Dept., 106 E. Morgan St., Ste. 105, 828-884-3139  
<http://transylvaniahealth.org/environment/>
- Site address assignment for new structures  
Addressing Dept., Emergency Services, 155 Public Safety Way, 828-884-3108, Ext. 1  
<https://www.transylvaniacounty.org/index.php/departments/communications-911>
- City zoning approval within city jurisdiction  
Planning Dept., City Hall, 95 West Main St., 828-885-5630  
<http://www.cityofbrevard.com/153/Planning-Zoning>
- GIS tax map or survey: draw location of new structures  
Transylvania County GIS, <https://gis.transylvaniacounty.org>
- Appointment of lien agent document: construction value exceeds \$40,000  
(Excludes improvements to owner occupied single family residences). The lien agent document must have the correct 911 site address as the project property and must show the QR code  
<http://liensnc.com/>
- For property that has been purchased within the last 30 days, a recorded copy of the warranty deed is required.
- Erosion control for land disturbing activity of 4000 square feet or more: draw the proposed erosion control measures on the GIS tax map or survey.

### Provide the following for Special Construction:

- Log or timber-frame construction: provide one paper set and one optional digital PDF set ([building.dept@transylvaniacounty.org](mailto:building.dept@transylvaniacounty.org)) of structural plans including floor, framing, and foundation, sealed by a NC Licensed Design Professional
- Modular construction: provide one paper set and one optional digital PDF set ([building.dept@transylvaniacounty.org](mailto:building.dept@transylvaniacounty.org)) of plans with third party approval stamp from manufacturer
- Precast concrete foundation walls: shall be designed by a NC Licensed Design Professional (R404.5)
- Alternative methods of construction: shall be designed by a NC Licensed Design Professional
- Retaining walls over 4': shall be designed by a NC Licensed Design Professional (R404.4)
- Floodplain Development Permit Application and Elevation Certificate if the property is located in the 100 year floodplain outside the city's jurisdiction. Building Dept, 106 E. Morgan St., 828-884-3209  
<https://www.transylvaniacounty.org/departments/building-permitting-and-enforcement>
- State Erosion Control Plan for land disturbing activities of more than 1 acre:  
N.C. Dept. of Environmental Quality, 828-296-4500  
<https://deg.nc.gov/contact/regional-offices/asheville>

## **Inspection Information:**

Visit our website at [www.transylvaniacounty.org/departments/building-permitting-and-enforcement](http://www.transylvaniacounty.org/departments/building-permitting-and-enforcement) for the sequence of your scheduled inspection, the status of inspections, and other permit information. Inspection results are also available by email.

If the project is in the City of Brevard or its' jurisdiction, a footing/setback inspection by the City of Brevard Planning Dept. (885-5630) is always required prior to the footing inspection and by 4:00 p.m. the prior business day.

Under no circumstances can we pinpoint a time for requested inspections.

All work shall be inspected prior to being concealed.

Erosion control measures should be in place at inspections.

All inspections shall be called in by the general contractor, owner/builder or licensed subcontractor as it pertains to the particular inspection.

**Inspections shall be requested by phone or website by 4:00 p.m. the prior business day.**

Questions regarding an inspection shall be directed to the inspector who performed the inspection. Inspector hours are 8:00 - 9 AM and 3:30 - 4:30 PM. Times may vary due to inspection load schedule.

It is the duty of the permit holder to provide access to and means for inspection of the work for any inspections required by the code. Failure to do so shall result in additional fees.

Before electrical power can be released to the power company or the Certificate of Occupancy can be issued the following must be completed:

All inspections, grading and erosion control must be completed and approved. The Building Department will need copies of the following: final septic or sewer approval, final termite treatment certificate, well construction report from the Environmental Health Department, and final zoning approval if located within the City of Brevard's zoning jurisdiction. Additional fees such as partials and reinspections must be paid in full. Authorizations for power are faxed to Duke Energy and Haywood Electric at 9:30 AM each workday.

A representative from the County Tax Assessor's office will visit your construction project in approximately 3 months to view the improvements for property tax purposes. For more information contact the Tax Assessor's office at 884-3200.

## **Illegal Immigrant Labor:**

### **Attention general contractors, owner builders, homeowners, sub-contractors and building material suppliers:**

The country's legal system is cracking down on illegal immigrant laborers, now numbering approximately 11 million. A major portion of this labor force is found in the construction industry. Congress is discussing this problem and it is anticipated that legislation will be passed to toughen the laws to deal decisively with this problem.

All employers and homeowners should be aware of the immigration laws. There are legal repercussions to utilizing illegal immigrant labor on construction sites, from the Federal and State courts, Internal Revenue Service, North Carolina Revenue Service, and the Immigration and Naturalization Service.

Federal Immigration and Nationality Act Section 8 USC 1324(a)(1)(A)(iv)(b)(iii) states:

It is unlawful to hire an alien, knowing the alien is unauthorized to work in the United States. It is unlawful to hire an individual for employment in the United States without complying with employment eligibility verification requirements. Requirements include examination of identity documents and completion of Form I-9 for every employee hired. It is a violation of law for any person to conceal, harbor, or shield from detection in any place, including any building or means of transportation, any alien who is in the United States in violation of the law. Penalties upon conviction include criminal fines, imprisonment, and forfeiture of vehicles and real property used to commit the crime.

Given the attention that illegal immigration is receiving nationwide, the Transylvania County Board of Commissioners want to make sure that its citizens are aware of the consequences of knowingly hiring an illegal immigrant or hiring sub-contractors who use illegal immigrant labor.

To report suspicious activity, call the U.S. Immigration and Customs Enforcement toll free at 1-866-347-2423 or visit their website at [www.ice.gov](http://www.ice.gov).