



## Commercial Building Permitting Requirements

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

### Complete the following Building Department forms:

- Appendix B
- Commercial Building Permit Application
- 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:

- City zoning approval within city jurisdiction (including ETJ):  
Planning Department, City Hall, 95 West Main St., 828-885-5630  
<http://www.cityofbrevard.com/153/Planning-Zoning>
- Site address assignment for new structures:  
Addressing Department, Emergency Services, 155 Public Safety Way, 828-884-3108, Ext. 1  
<https://www.transylvaniacounty.org/index.php/departments/communications-911>
- Septic system approval (written authorization from Environmental Health) for new structures or additions: Environmental Health Department, 106 E. Morgan St, Ste. 105, 828-884-3139,  
<http://transylvaniahealth.org/environment/>
- Appointment of lien agent document: construction value exceeds \$40,000. The lien agent document must have the correct 911 site address listed as the project property and must show the QR code  
<http://liensnc.com/>
- Plans: Two paper sets and one optional digital PDF set ([building.dept@transylvaniacounty.org](mailto:building.dept@transylvaniacounty.org)). Projects exceeding \$300,000 and/or 3,000 sq. ft. require a NC licensed design professional seal. Plans located in the City of Brevard's jurisdiction (including ETJ) shall be stamped by the City.

### Mandatory Preliminary Setback Inspection:

- **A setback inspection is mandatory prior to placement of concrete and before a footing inspection can be requested. If property is located in the City of Brevard or its' jurisdiction, contact the City of Brevard Planning Dept. (828-885-5630). If property is located in Transylvania County, contact the Building Dept. by 4:00 p.m. the prior business day for a next day inspection.**

### Other agencies:

- **Health Department** approval, if applicable (food related, pools, lodging, camps, care facilities, etc.) Preliminary approval required **prior to rough trade inspections.**  
Environmental Health Department, Community Services Building, 106 E. Morgan St., Ste. 105, 828-884-3139, <http://transylvaniahealth.org/environment/>
- Fire Marshal Preliminary approval required (contacted by our department)  
Public Safety Facility, 155 Public Safety Way, 828-884-3108, Ext 5  
<http://www.transylvaniacounty.org/fire-marshal>
- 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://deq.nc.gov/contact/regional-offices/ashville>

### **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.
- Under no circumstances can we pin-point 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 or licensed subcontractor as it pertains to the particular inspection.
- Inspections shall be requested by phone or email by 4:00 p.m. the prior business day.
- Questions regarding a failed inspection shall only be directed to the inspector who performed the inspection. Inspector hours are 8:00-9:00 AM and 3:30-4:30 PM. Times may vary due to inspection load schedule.
- 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 828-884-3200.

### **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).

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