

Building Inspections
Environmental Health
Property Addressing/E911
(828) 894-3739



Planning & Zoning
(828) 894-2732
Fax (828)894-2913

Community Development

PERMIT GUIDE

✓BUILDING/ENVIRONMENTAL HEALTH/ZONING/911: If you are building inside the city limits of Saluda, Columbus, or Tryon (including the Tryon ETJ) you must receive a zoning permit from their Town Hall. If you are building outside the city limits, complete and submit the Building/Zoning/911/EH Permit Application, along with a copy of the plat or drawing of property lines. Please include location of existing structures, right-of-ways, proposed new structure, and distances from property lines.

✓SET OF PLANS: Submit one set of plans for residential projects. Commercial projects require three sets of plans, including Appendix B (projects over 2,500 square feet or \$90,000 must be sealed by a registered/licensed North Carolina design professional). Provide the elevations on all sides of the building, a foundation plan, floor plan, wall section, roof framing, ceiling joist plan, or engineered truss drawings (truss drawings will need to be at the job site for the inspector).

☑Modular: Be sure your plans have an approval stamp from the State of North Carolina on each page, and includes the appropriate foundation plan. Any person, firm, or corporation that undertakes to erect a modular building must have either a valid North Carolina General Contractors license or provide a \$5,000 surety bond for each modular building to be erected.

☑Mobile Homes/Manufactured Homes: No plans required as listed above. Additional requirements include Mobile Home Authorization Permit from the Polk County Tax Office, and an installation and consumer manual is required on site.

Please allow 2-3 days for plan review and permitting, after septic and well approval. When the approved set of plans are returned to you, they must remain at the job site for the duration of the project.

✓CONTRACTORS/OWNER BUILDER: The qualifier for the General Contractors License must apply for and pick up permit, or a notarized statement from the qualifier authorizing his agent to pick up the permit for this particular job. Any changes made to contractors after permit is issued, must be made with our office. Failure to do so could result in revocation of permit. If you are building as owner/builder, you will also need the notarized General Contractor licensing exemption form.

✓LIEN AGENT: All projects \$30,000 or more will require a Lien Agent. Provide the Inspection Department with the name and entry # of Lien Agent. For more information go to www.liensnc.com. Exceptions: Improvements to an existing single-family dwelling used as primary residence or a publicly bonded building.

GENERAL INFORMATION

Permit will expire in six (6) months, if the work authorized by the permit has not commenced. If the work is discontinued for a period of twelve (12) months, the permit expires. Once a permit has expired, a new permit or renewal must be secured in order to continue work, additional fees may apply.

Office Hours:

8:00 am - 4:30 pm Monday – Friday

8:00 am - 9:00 am Inspectors available in office

9:00 am - 4:00 pm Permits issued

After your permit has been issued:

√ When required, suitable toilet facilities must be provided and in place before any inspections will be done.

√ Reinspections made as a result of the job not being ready, code violation(s), or locked doors may be subject to additional fees.

√ Inspection requests must be made at least 24 hours in advance. The permit number is required when calling in an inspection.



PLEASE NOTE:

No permits will be issued for any pre-1976 mobile homes.

All permit fees are non-refundable after 30 days from date of permit.

It is the responsibility of the property owner to report all improvements to the County Tax Assessor.

Driveways to a state maintained road may require a permit from the North Carolina Dept. of Transportation (NCDOT); property owners should contact NCDOT in Mills River at 828-891-7911.

When you receive your new 911 address, display the new number according to Polk County requirements.