




# RESIDENTIAL PERMIT GUIDE

## COMMUNITY DEVELOPMENT

Polk County Building Inspections & Planning/Zoning Department  
Post Office Box 308  
Columbus, NC 28722

(828)894-3739  
(828)894-2732  
fax (828)894-2913

### The following requirements must be met, if applicable, before a building permit may be issued and approved:

- \_\_\_1. **SEPTIC & WELL APPROVAL FROM THE HEALTH DEPT:**  
Call the Environmental Health office 828-894-8004
  
- \_\_\_2. **ZONING APPROVAL:** 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 the County Zoning Permit Application and return with a copy of the PLAT or drawing of property lines including placement of existing structures & proposed new structure AND a copy of the approved septic & well permits.
  
- \_\_\_3. **ADDRESS:** Submit the 911 application to the Building Inspection Office
  
-  \_\_\_4. **SET OF PLANS:** Submit one set of plans. You will need the elevations on all sides of the building, a foundation plan, floor plan, wall section, roof framing and ceiling joist plan or engineered truss drawings (the truss drawings will need to be at the job site for the inspector).  
**Modular: Be sure your Modular plans have an approval stamp from the State of NC on each page and includes the appropriate foundation plan**  
BE PREPARED TO LEAVE YOUR PLANS WITH THE INSPECTION OFFICE FOR APPROVAL.  
The Plans will be returned to you. The set of plans approved by this office must remain at the job site for the Inspector. \*\*Please allow 2-3 days for plan review and permitting. \*\*
  
- \_\_\_5. **CONTRACTORS:** The qualifier for the General Contractors License must apply for & pick up the permit, or we will need a notarized statement from the qualifier authorizing his agent to get the permit for this particular job. Sub-Contractors such as your Electrician, Plumber, or Mechanical (heating & A/C) we will need their name as it appears on their license & their NC license number.  
**Modular: 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.**  
Any **changes** made to contractors after your permit is received, must be made with our office. Failure to do so could result in delayed inspections
  
- \_\_\_6. **LIEN AGENT:** All projects \$30,000 or more will require a Lien Agent. You must provide the inspection Dept. with the Name of your chosen Lien Agent. For more information go to [www.liensnc.com](http://www.liensnc.com). Exceptions: Improvements to an existing single-family residential dwelling unit that the applicant uses as a residence.



Submit your completed building permit applications, any additional information (workman's comp, tax card, flood info, etc), and your set of plans for approval. It may take 2-3 days for approval & your permit to be issued. If you are building as **owner/builder, you will also need the notarized General Contractor licensing exemption form.**

## GENERAL INFORMATION

Once a permit has been issued, the permit will expire after six (6) months if the work authorized by the permit has not commenced. If after commencement, the work is discontinued for a period of twelve (12) months, the permit shall expire. Once a permit has expired, a new permit must be secured in order to continue work authorized by the original permit.

For additional information or if you have any questions, call or stop by the office  
Between 8:00 -4:30 Mon. – Fri.

Our office is located at 35 Walker St, Columbus, NC 28722

Permits are issued between 9:00 a.m. and 4:00 p.m.

Building Inspections 828-894-3739.

Planning & Zoning Office 828-894-2732

## **After your permit has been issued:**

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

√ Any changes in your permit, such as changes in sub-contractors listed on project, this office must be notified as soon as possible!!

√ Any re-inspections made as a result of the job not being ready, code violation(s), or locked doors shall be subject to additional fees.

√ Calls must be made for an inspection at least 24 hours in ADVANCE of the time needed and more time when practical. **The permit number is required when calling in an inspection.**



## **PLEASE NOTE:**

**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; property owners should contact N.C. D.O.T. in Mills River at 828-891-7911.**

**When you receive your new 911 address, display the new number according to Polk county requirements as soon as possible; for more information contact 828-894-2732**