



Montgomery County Central Permitting *Inspections Department*

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Building Permit Checklist

In order to issue a building permit, the Inspections Department will need the following information:

- Wastewater system documentation
 - Environmental Health Permit - Construction Authorization must be signed by the Environmental Health Department. This signature line is found at the bottom of the permit. Signature of the Improvement Permit line is not sufficient. **OR;**
 - Handy Sanitary District – Proof of available connection to Handy Sanitary System. **OR;**
 - Sewer Connection Authorization from Appropriate Municipality – For properties connected to any other municipal sewer system.
- Zoning Permit (Town or County).
 - Zoning permits are necessary for any construction in the County.
 - Must be signed and approved by the relevant jurisdiction.
 - Requirements to obtain a zoning permit are at the discretion of the permitting jurisdiction.
- Assigned 911 Address (if applicable)
 - All new homes in the County require a new 911 address to be assigned.
- NC Division of Environmental and Natural Resources (NCDENR) soil erosion permit if 1 acre or more is disturbed (if applicable) (NCGS 113A-57)
- Copy of plans or detailed drawing to scale and elevation plans.
 - Plans submitted for pole barns or pre-fabricated metal structures must be stamped by a licensed engineer in the State of North Carolina.
 - All commercial plans must be accompanied by a completed Appendix B.
- All contractors must sign the permit application.
 - Includes all sub-contractors.
- Workers Compensation Affidavit.
- NC Lien Law information: www.liensnc.com (if applicable).
- If a homeowner is to serve as the general contractor, they must sign an owner's exemption affidavit.

If a person commences any work on a building or service system before obtaining the necessary permit(s), they shall be subject to a penalty fee as established by the local governing body (NCGS 153A-354).

Before an inspection will be made, a permit must be obtained and all fees paid in full. A permit shall not be considered as approved without payment.

The building permit must be displayed prominently on the site of construction or in an approved location.

Portable toilets must be on the job site and assigned 911 addresses must be displayed temporarily prior to any inspection. 911 addresses must be affixed permanently before final inspection in 4 inch high (or larger) numerals.

An Operation Permit must be approved by the Environmental Health Department prior to any final inspection.

It is the responsibility of the permit holder to request inspections. If a permit has been obtained by an owner exempt from licensure under NCGS 87-1(b)(2), no inspection shall be conducted without the owner being personally present, unless the plans for the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes (NCGS 153A-360).