

## SEE CHECKLIST OF PAPERWORK REQUIRED TO OBTAIN A BUILDING PERMIT IN ASHE COUNTY

\* All Flood Plain Projects will go through the County Planning Director for approval prior to the issuance of a permit. A survey of structure location, flood zone permit, elevation certificate, and engineering may be required before a building permit can be issued.

\*All components of structures in the 100 year floodplain will need engineered sealed plans with (wet signature) all pages must be signed/sealed. No digital signatures will be accepted.

\*If you are in the town limits you will need town zoning before we issue a building permit from our department. Building projects out of the town zoning area but tapping on to town water/sewer will require a letter from the town confirming tap on.

(336) 246-3551 Town of West Jefferson

(336) 846-9368 Town of Jefferson

(336) 384-3938 Town of Lansing

\*Copy of Septic Construction Authorization/Well permits form Environmental Health or release form. (336)-246-3356

### \*Mobile Home Permits

If Required: Flood Zone Permit

Town Zoning/Environmental Health Septic/Well Ready to Construct Paperwork or release form

Mobile Home Application

Subcontractor Forms (All subcontractors must sign)

Erosion Control Form (Must be notarized)

Lien Agent required if (Setup of the Mobile Home) is \$30,000 or more ([www.liensnc.com](http://www.liensnc.com))

(Mobile Home must be June, 1<sup>st</sup> 1976 model or newer)

### \*Modular Home Permits

If Required: Flood Zone Permit

Town Zoning/Environmental Health Septic/Well Ready to Construct Paperwork or release form

Building Permit Application

Subcontractor Forms/All subcontractors must sign

Erosion Control Form/Must be notarized

Workers Compensation Affidavit/\$30,000 or more

Owner Exemption Affidavit/Must be notarized. **Owner must occupy home for 1 year, be at all inspections, and call in all inspections**/If the home is going to be sold, leased, or rented a permit will require a General Contractor

Lien Agent required/\$30,000 or more [www.liensnc.com](http://www.liensnc.com)

Third Party Sealed Plans/Including Foundation Plan, Bolt Together Plan, Floor Plan, etc.

Permits can be issued to: Owner, Licensed General Contractor, or (Set-up Contractor with a \$5,000 surety bond.)

### \*Residential Building Permits

If Required: Flood Zone Permit

Town Zoning/Environmental Health Septic/Well Ready to Construct Paperwork or release form

Plans drawn to scale

Building Permit Application

Subcontractor Forms (All subcontractors must sign)  
Erosion Control Form (Must be notarized)  
Workers Compensation Affidavit (\$30,000 or more)  
Owner Exemption Affidavit/Must be notarized. **Owner must occupy home for 1 year, be at all inspections, and call in all inspections** (If the home is going to be sold, leased, or rented a permit will require a General Contractor)  
Lien Agent required \$30,000 or more ([www.liensnc.com](http://www.liensnc.com))  
Plans to review/Log homes and Timber Frame structures will need to be signed and sealed (no digital signatures will be accepted) by an NC Licensed Architect or Engineer and must be reviewed by a building inspector before a building permit can be issued.  
Log Homes will need/Res-check ([www.energycodes.gov/rescheck](http://www.energycodes.gov/rescheck))

### **\*Residential Remodel/Addition Permits**

If Required: Flood Zone Permit  
Town Zoning/Environmental Health Compliance  
Plans drawn to scale  
If adding an addition, deck, accessory building, garage, adding a bedroom, etc. you **will need Town Zoning/Environmental Health Compliance**  
Building Permit Application  
Subcontractor Forms (All subcontractors must sign)  
Workers Compensation Affidavit (\$30,000 or more)  
Owner Exemption Affidavit (Must be notarized). **Owner must occupy home for 1 year, be at all inspections, and call in all inspections** (If the home is going to be sold, leased, or rented a permit will require a General Contractor)  
Lien Agent \$30,000 or more ([www.liensnc.com](http://www.liensnc.com)) If improvements are to (owner) residence and it is not going to be sold, leased, or rented, lien agent is not required.

### **\*Commercial Permits/New and Remodel/Multi-Family Construction/Apartments/Condos**

If Required: Flood Zone Permit  
Town Zoning/Environmental Health Septic/Well Ready to Construct Paperwork or release form  
**Commercial Kitchens require a food approval letter through Environmental Health before a building permit can be issued.**  
Commercial Building Permit Application  
Appendix B  
Subcontractor Forms (All subcontractors must sign)  
Erosion Control Form (Must be notarized)  
Workers Compensation Affidavit (\$30,000 or more)  
Owner Exemption Affidavit \$30,000 or more (If rental units, living quarters, will need General Contractor)  
**All commercial projects less than 2500 sq ft or less than \$90,000 designer name/signature must be on each set of plans. Greater than 2500 sq ft or equal to /more than \$90,000 all plans (including plumbing, mechanical and electrical must be designed, signed (wet signature required) sealed by a professional Engineer registered in the State of NC. No digital signatures will be accepted. All Commercial plans must be reviewed by an inspector before a building permit can be issued.**  
**Plans need to also address occupancy, exit locations, firewalls & accessibility code, etc.**  
Lien Agent required \$30,000 or more ([www.liensnc.com](http://www.liensnc.com))

Please call or email our office with any questions or assistance. Thank you!  
Ashe County Building Inspections (336) 846-5511  
[angela.brooks@ashecountygov.com](mailto:angela.brooks@ashecountygov.com)