



# PERMIT CHECKLIST

**Questions?** Call our main office at 980-484-4997

**1. Environmental Health Permit:** \* Fees as of July 1, 2022, subject to change

- Existing Septic Inspection: \$175, Good for 6 months.
- "PERC" Test (No septic yet): \$450, Good for 5 years.

**2. Zoning Permit:** *(Need before picking up full Septic Tank Approval and getting the Building Permit.)*

- Zoning: \$60, Good for 1 year.
- Other: \_\_\_\_\_

**3. Residential Building Permit:** *(Pole Buildings require engineer drawings.)*

*\*Fees as of July 1, 2020*

Depending on whether you are building a house or purchasing a mobile home, the following items will be required to obtain a permit.

**Building a new home, addition or Modular Construction.** You will need the following:

- A copy of your Environmental Health Authorization to Construct.
- Zoning permit if required
- Subcontractors and their license numbers
- Lien Agent information obtained from [www.liensnc.com](http://www.liensnc.com) if the job is over \$40,000.

Permits may be issued to the homeowner, but the NC General Statutes require that the homeowner occupy the home for a minimum of 12 months after the certificate of Occupancy is issued. Also, will have to fill out a homeowner's exemption affidavit. It is advisable to have your building contractor obtain your permit.

**For Mobile Homes** please refer to our Mobile Home permit Information at [www.clevelandcounty.com](http://www.clevelandcounty.com) under the Building Inspections department page.

**Fees (as of July 1, 2020)**

- Single Family Dwelling: Fee is based on Size-
  - Finished Space: Finished square footage x .87 x .548*
  - Unfinished Space: Unfinished square footage x .87 x .548 x .25*
  
- Double or Single Wide Manufactured Home: \$300
- Accessory Structure, under 400 Sq. Ft.: \$125
- Accessory Structure, over 400 Sq. Ft.: \$200
- Swimming Pool: \$125
- Other: \_\_\_\_\_