



Residential Building Permitting Requirements

To expedite the approval process of your application and eliminate additional trips all items checked on this list must be submitted before application can be accepted and reviewed. All blanks must be completed.

- City Zoning Approval – City Planning Department, 151 West Main St., 883-8580
- Septic Approval – Environmental Health Department, Community Service Building, 98 E. Morgan St., 884-3139
- Survey or tax map with structure(s) drawn in – Available on our web site (GIS), or Tax Assessor's Office, 12 E. Main St., 884-3200
- Site Address (new houses only) – Document must be provided, available at Communications, 155 S. Broad St. (lower south end of Sheriff's Dept.), 884-3108
- Erosion/Sediment Control Permit – for land disturbing activities of 4000 square feet to 1 acre, required by the Planning Dept., Community Services Building, 98 E. Morgan St., 884-3205
- Complete the following Building Department forms:
 - Residential Building Permit Application
 - Residential Construction Worksheet
 - General Contractor Exemption Application - when owner is acting as general contractor and construction value exceeds \$30,000
 - Workers Compensation Compliance – when construction value exceeds \$30,000
- RESCheck for log and timber frame construction – contact insulation contractor
- Modular Construction - provide one set of building plans from manufacturer for project
- Superior Wall – complete manual Tables 1-3 with engineering
- Log and Timber Frame Construction – provide engineered structural plans including floor plans, framing and foundation, sealed by N.C. licensed engineer
- Floodplain Development Permit Application and Elevation Certificate - whenever property is located in the 100 year floodplain
- State Erosion Control Plan - for land disturbing activities of more than 1 acre, N.C. Dept. of Natural Resources, 296-4500

Inspection Information

Visit our website at www.transylvaniacounty.org to view permit information and the status of inspections.

If the project is in the City of Brevard or its' jurisdiction, a footing/setback inspection by the City of Brevard Planning Dept. (883-8580) is always required prior to the footing inspection and by 4:00 p.m. the prior business day.

Under no circumstances can we pin point a time for requested inspections.

All work shall be inspected prior to being concealed.

All inspections shall be called in by the general contractor, owner/builder or licensed subcontractor as it pertains to the particular inspection.

Inspections shall be requested by phone, fax or website by 4:00 p.m. the prior business day. Requests by voice mail will not be accepted.

Questions regarding a failed inspection shall only be directed to the inspector who performed the inspection. Inspector hours are 8 -9 AM and 3:30-4:30 PM.

A representative from the County Tax Assessor's office will visit your construction project in approximately 3 months to view the improvements for property tax purposes. For more information contact the Tax Assessor's office at 884-3200.

Illegal Immigrant Labor Bulletin

Attention general contractors, owner builders, home owners, sub-contractors and building material suppliers:

The country's legal system is cracking down on illegal immigrant laborers, now numbering approximately 11 million. A major portion of this labor force is found in the construction industry. Congress is discussing this problem and it is anticipated that legislation will be passed to toughen the laws to deal decisively with this problem.

All employers and home owners should be aware of the immigration laws. There are legal repercussions to utilizing illegal immigrant labor on construction sites, from the Federal and State courts, Internal Revenue Service, North Carolina Revenue Service, and the Immigration and Naturalization Service.

Federal Immigration and Nationality Act Section 8 USC 1324(a)(1)(A)(iv)(b)(iii) states:

It is unlawful to hire an alien, knowing the alien is unauthorized to work in the United States. It is unlawful to hire an individual for employment in the United States without complying with employment eligibility verification requirements. Requirements include examination of identity documents and completion of Form I-9 for every employee hired. It is a violation of law for any person to conceal, harbor, or shield from detection in any place, including any building or means of transportation, any alien who is in the United States in violation of the law. Penalties upon conviction include criminal fines, imprisonment, and forfeiture of vehicles and real property used to commit the crime.

Given the attention that illegal immigration is receiving nationwide, the Transylvania County Board of Commissioners want to make sure that its citizens are aware of the consequences of knowingly hiring an illegal immigrant, or hiring sub-contractors who use illegal immigrant labor.

To report suspicious activity, call the U.S. Immigration and Customs Enforcement toll free at 1-866-347-2433 or visit their website at www.ice.gov.