



## Residential Building Permitting Requirements

**To expedite the approval process of your application and eliminate delays, items checked on this list must be completed before the application can be accepted. Bring application to the Building Department, 2<sup>nd</sup> floor of the Community Services Building, 98 E. Morgan St.**

### Provide the following with your application:

- City Zoning approval within city jurisdiction - 151 West Main St., 2<sup>nd</sup> floor, 883-8580
- Septic system approval for new homes and existing location inspection for additions - Environmental Health Dept., 1<sup>st</sup> floor, Community Services Building, 884-3139
- GIS tax map or survey - draw the building(s) on it – available at [www.transylvaniacounty.org](http://www.transylvaniacounty.org) using the Transylvania County GIS under requested links. No online service? See us or the library.
- Erosion Control – for land disturbing activity of 4000 square feet or more – draw the proposed erosion control measures on the GIS tax map or survey
- Plans – one set of new house or addition plans for minor structural review
- Site Address (for new home, guest house & apartment) – apply at Building Dept., 2<sup>nd</sup> floor of the Community Services Building and receive a survey flag to place at center of proposed driveway

### 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

### Provide the following for Special Construction:

- Log or timber-frame construction – provide structural plans including floor, framing, and foundation, sealed by a NC engineer. Provide a RESCheck 4.0 from an insulation contractor
- Modular Construction - provide one set of building plans from manufacturer for project
- Superior Wall – complete the manual tables 1-3 information with engineered design
- Alternative methods of construction – design by NC licensed engineer
- Floodplain Development Permit Application and Elevation Certificate - whenever property is located in the 100 year floodplain outside the city's jurisdiction – available at the Bldg. Dept.
- 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](http://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.

Erosion control measures should be in place at inspections.

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](http://www.ice.gov).