

NOTICE

Renovation & Demolition Requirements **For North Carolina**

The issuance of this permit does not in any way grant permission to the owner, owner's representative, or permit holder to proceed without complying with the requirements of the North Carolina programs for asbestos and lead-based paint.

The North Carolina laws administered by the NC DHHS, Health Hazards Control Unit (HHCU), may require training, licensing, or permitting with the HHCU in addition to your local city/county issued permit.

Failure to comply with applicable requirements of the laws may result in environmental contamination, personal exposure, additional project cost and potential penalty assessments.

For copies of the asbestos and lead-based paint laws or for more information regarding asbestos or lead-based paint visit the following website:

<http://epi.publichealth.nc.gov/asbestos/healthaz.html>

You can also call the HHCU at (919) 707-5950.



MACON COUNTY CODE ENFORCEMENT

BUILDING PLAN REQUIREMENTS;

Plans are required before any building permit can be issued.

The plans should contain enough detail for Plan Review to determine all elements of the construction will meet current codes.

It is unlawful for an inspection department to issue a permit for a structure that will not meet current codes. It is also less expensive for you to show on paper what you are proposing, rather than have to change something after it has been built in order to meet codes.

The plans, drawn to scale, at a minimum must include:

1. floor plan
2. at least one elevation
3. one cross sectional view

These minimum plans must show:

1. footing and pier size and locations, with appropriate reinforcement if required
2. foundation wall detail, thickness, reinforcement, anchor bolts, height, unbalanced backfill height, foundation waterproofing or damp-proofing, foundation drains, and vent openings if on a crawl space
4. floor system and sheathing, size and centers, girders, concrete slabs if any are to be included,(slab, base and vapor retarder thickness)
5. wall construction details
6. roof and ceiling system and roof sheathing and covering
7. insulation r-values
8. heat source location and size (in btu's or tons)
9. electric panel size and location
10. window and door sizes and locations
11. deck and porch details, (joists girders, decking, rails, bolting, flashing post attachment, etc.)
12. wall covering, interior and exterior
13. concrete slab details, if a slab is present

These plans, if for a single family residence, generally do not require that an engineer or architect draw them, nor must they be drawn by a draftsman. Regardless of who draws the plans, they will be required to be drawn to scale, with sufficient clarity and detail to ensure code compliance.

Properly drawn plans will help the permit process to be completed quicker so you can proceed with your project.

Once these plans have been approved they will be returned to you with the building permit. These approved and stamped plans must remain on the job for use by the inspectors until the project has received a certificate of occupancy from this office.

****** ALL PLANS FOR ANY LOG OR HEAVY TIMBER STRUCTURE ARE REQUIRED TO BEAR THE SEAL OF A NORTH CAROLINA DESIGN PROFESSIONAL. ******

Required Information for Permit Issuance

1. **Parcel #:** It is very important that we have this information. It can be accessed in different ways. It may already be on your septic application, you can get it by calling Mapping at 349-2102 or 349-2103 or you can go to the Macon County website (www.maconnc.org) and click on "GIS Home Real Estate Lookup & Mapping" on the navigation bar.
2. **Township:** Permits are assigned to different inspectors through their location as determined by township.
3. **Owners Name, Address and Phone Number:** Should be the name, address and phone number of the applicant even if it is not local.
4. **Directions:** Remember, the inspectors are relying on this information to be able to locate the job that needs to be inspected. Please make directions as precise as possible.
5. **Power Company That Will Supply Your Power:** We need this information in order to inform the respective power company when you need temporary power and again when you pass final inspection for permanent power.
6. **Type of Construction:** New residence, Addition, Alteration, Garage, Deck, etc.
7. **Cost of Construction:** This information is needed for the tax office.
8. **Primary or Secondary Residence:** Please circle if the residence is your primary or secondary residence.
9. **Square Footage:** We need to know the square footage of the construction. Your costs are based on this figure.
10. **Is Property in a Watershed:** There are maps available for your use to determine your watershed status or this information can be found on the county web site. We have someone available to answer questions should you have any.
11. **Is Property in a Flood Plain:** This information can also be accessed on the county web site.
12. **Elevation:** The elevation is needed to help us determine what wind zone, if any, you are in.
13. **If Commercial, Will sign be on premises?:** Macon County has a sign ordinance. It is necessary to adhere to this ordinance. If all you are needing is a sign permit for an existing building, we have separate permits for that just ask any staff and they will be happy to give you one.
14. **Contractors:** As of February 1, 2005, all permits lacking contractors license number will be declined. We will also need the contractors phone number. There are books available in the lobby area that are very simple to use.
15. **What name is the Septic Approval In & what year was it approved in?:** We need to know the name on the application when the septic was approved and the year it was approved in. You have 5 years from the approval date to install your septic system before the approval expires. There is no renewal fee for this; you must reapply at the full price.
16. **Receipt for Tap Fee:** If you are going to be hooking into the city sewer and/or water we will need a copy of the receipt where you paid your tap fees.
17. **Certificate of Zoning:** A Certificate of Zoning is required if you are inside the city limits of Franklin or Highlands.
18. **Signature:** Your application must either be signed by the building contractor or by the homeowner.
19. **Fees:** This is for office use only. We will establish fees and break them down into each category

MACON COUNTY BUILDING PERMIT APPLICATION
INFORMATION IS REQUIRED BEFORE A PERMIT CAN BE ISSUED

Parcel #: _____ Township: _____

Owners Name: _____ Phone #: _____

Owners Address: _____

Directions to Job Site including gate code if applicable: _____

Power Company that Supplies or will Supply your Power: _____

Type of Construction you are applying for: _____

Total Estimated Cost of Construction: _____

If this is a New Construction, Please Circle if it is **PRIMARY** or **SECONDARY**

SQUARE FOOTAGE:

1st Floor: _____ 2nd Floor: _____ 3rd Floor: _____

Basement: _____ Garage: _____ Addition: _____ # of Bedrooms: _____

Total Square Footage: _____ Modular # of Units _____

Is Property in Watershed? _____ Yes _____ No Is Property in Flood Plain? _____ Yes _____ No

Elevation above Sea Level: _____ If Commercial, Will Sign be on Premises _____ Yes _____ No

*****Any disagreement with a decision made by a Building Safety Official may be brought before the Chief Building Inspector for review.*******

Per Session Law 2017-130, Section 4(a) or (b), ratified on July 20th, 2017, GS 153A-352(f) or GS 160A-412(f) now requires a process for which an applicant or permit holder can request an internal review of a decision made by an inspector.

CONTRACTORS:

Electrical: _____ License #: _____ Phone #: _____ Cell #: _____

Plumbing: _____ License #: _____ Phone #: _____ Cell #: _____

Mechanical: _____ License #: _____ Phone #: _____ Cell #: _____

Gas: _____ License #: _____ Phone #: _____ Cell #: _____

Insulation: _____ Phone #: _____ Cell #: _____

Building: _____ License #: _____ Phone #: _____ Cell #: _____

Name is the Septic Approvals in: _____ Name the Well Approvals in: _____

Year was the Septic Approved: _____ Year the Well was drilled: _____

If on City Sewer/Water, do you have the Receipt for the Tap fee? _____

If Inside the City Limits of Franklin or Highlands, do you have a Zoning Certificate? _____

IF PERMIT IS GRANTED, I AGREE TO COMFORM TO THE NORTH CAROLINA STATE BUILDING CODE AND TO ALL COUNTY ORDINANCES AND THE LAWS OF THE STATE OF NORTH CAROLINA REGULATING SUCH WORK

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

FEES: B _____ E _____ P _____ M _____ LD _____ RF _____ W/S _____ F/P _____ TOTAL _____

Effective 7/6/2006 replacement to all previous applications Permit # _____



Macon County Planning, Permitting & Development

1834 Lakeside Drive, Franklin, NC 28734

Phone: (828) 349-2072, www.maconnc.org

VERIFICATION OF SUBCONTRACTOR

Type of Permit: Electrical: Plumbing: Mechanical: Fuel Piping:

Permit # _____

Date: _____

Address of Project: _____

Owner or Business: _____

Subcontractor/License Holder/Owner: _____

Subcontractor: _____ License # _____

Telephone of Subcontractor: _____

General Contractor: _____

I, _____, make application for permit and inspection of work described
Printed Name

and agree to comply with all applicable North Carolina Building and Technical Codes, County Ordinances,
and laws regulating the work.

Signature of Affiant
(Subcontractor/License Holder/Owner)

Date

Sworn to (or affirmed) and Subscribed before me this the _____ day of _____, 20 _____

Signature of Notary Public

Printed Name of Notary Public

My Commission Expires: _____

(Notary Stamp or Seal)

**MACON COUNTY BUILDING INSPECTIONS OFFICE
1834 LAKESIDE DRIVE
FRANKLIN, NC 28734
PH – 828 – 349-2072 FAX – 828-524-2653**

General Contractors as defined by Statute:

§ 87-1. General contractor: defined; exceptions

For the purpose of this Article any person or firm or corporation who for a fixed price, commission, fee or wage undertakes to bid upon or to construct or who undertakes to superintend or manage, on his own behalf or for any person, firm or corporation that is not licensed as a general contractor pursuant to this Article, the construction on any building, highway, public utilities, grading or any improvement or structure where the cost of the undertaking is under thirty thousand dollars (\$30,000) or more, or undertakes to erect a North Carolina labeled manufactured modular building meeting the North Carolina State Building Code, shall be deemed to be a "general contractor" engaged in the business of general contracting in the State of North Carolina.

This section shall not apply to persons or firms or corporations furnishing or erecting industrial equipment, power plant equipment, redial brick chimneys and monuments.

This section shall not apply to any person or firm or corporation who constructs or alters a building on land owned by that person, firm or corporation provided such building is intended solely for occupancy by that person and his family, firm or corporation after completion; and provided further that, if such building is not occupied solely by such person and his family, firm or corporation for at least 12 months following completion, it shall be presumed that the person, firm or corporation did not intend such building solely for occupancy by that person and his family, firm or corporation.

By signature I acknowledge that I have read the above information:

Signature by Owner or Contractor

Date

APPENDIX D

AFFIDAVIT OF WORKER'S COMPENSTATION COVERAGE
N.C.G.S §87-14

The undersigned applicant for construction on Parcel # _____ being the

_____ Contractor

_____ Owner

_____ Officer/Agent of the Contractor

do hereby aver under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit:

_____ has/have three (3) or more employees and have obtained worker's compensation insurance to cover them,

_____ has/have one or more subcontractor(s) and have obtained worker's compensation insurance to cover them,

_____ has/have one or more subcontractor(s) who has/have their own policy of worker's compensation covering themselves,

_____ has/have not more than two (2) employees and no subcontractors,

while working on the project for which this permit is sought. It is understood that the Inspection Department issuing the permit may require certificates of coverage of Worker's Compensation insurance prior to issuance of the permit at any time during the permitted work from any person, firm or corporation carrying out the work.

Company Name : _____

Signed : _____

Print: _____

Title: _____

Date: _____



MACON COUNTY

LAND DISTURBANCE PERMIT APPLICATION

(MUST BE FILLED OUT COMPLETELY)

APPLICANT

OWNER OF SUBJECT PROPERTY

Name: _____ Phone: _____

Address: _____

CONTRACTOR / EARTH MOVER

Name: _____ Phone: _____

Address: _____

Estimated Cost of Grading: _____ N.C. License #: _____

PERSON FINANCIALLY RESPONSIBLE (If Different from Owner)

Name: _____ Phone: _____

Address: _____

LOCATION

Macon County Land Records Property Identification # (Parcel Number) Township _____ City Limits of Franklin? Yes / No Directions to Property: _____

PROJECT

Size of Land Disturbance _____ Sq. Ft. or _____ Acres (43,560 sq. ft. = 1 Acre)

What is the intent of the Land Disturbance? _____

Are you applying for a building permit as well? Yes / No If yes, square footage of structure: _____

Will the land disturbance involve a slope of greater than 1:1 (45°)? Yes / No (If yes, plans are required)

Do you have water on your Property? No / Yes Spring Lake Branch Pond Stream

If you have a stream, is it a N.C. Trout Stream? Yes / No (Requires 25 foot buffer zone)

Will the property require a stream crossing? Yes / No (Requires permit from Department of Water Quality)

Mandatory Measures *Groundcover: Revegetate within 21 calendar days upon completing any phase of grading

*Silt Fences (Steel Posts 6' O.C. trenched 8" Deep) or Berms and Diversions

*Mudmat/ gravel construction access (3" Stone: 50' long and 10' W) *Cut slopes 1.5 : 1 Fill slopes 2 : 1

Road Grade Standards 16% - Pavement 10% - Gravel 6% - grass

The undersigned hereby attests that the information given above is true and correct. The applicant is aware of the stated requirements and responsibilities for land disturbance in Macon County. The applicant understands the principles of erosion control and understands that the North Carolina Sediment Law of 1973 applies to each project regardless of size. The applicant acknowledges that county staff can and will conduct periodic inspections of this project to ensure compliance. Any non-compliance with the provisions of this ordinance may result in civil penalties. The signature below signifies full responsibility for all land disturbance activities on subject site.

Signature of Financial Responsible Party/ Owner: _____ Date: _____

INSTRUCTIONS TO PERMITTING OFFICES

(PER N.C. GEN. STAT. §§44A-11.1, 44A-11.2, 160A-417, 153A-357, and 87-14)

Effective April 1, 2013, North Carolina law will require that an owner (or, as typical with permit applications, the contractor on their behalf) appoint a lien agent when they first contract for improvements to real property. A lien agent is a title insurer or agent also registered as a lien agent with the NC Department of Insurance.

However, the appointment is *not* required for improvements:

- (1) for which the costs of the undertaking are less than \$30,000, either at the time that the original building permit is issued or, in cases in which no building permit is required, at the time the contract for the improvements is entered into with the owner,
- (2) to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that is used by the owner as a residence; or
- (3) for which first furnishing of labor or materials at the site is prior to April 1, 2013.

The identification and contact information for the lien agent must be in 3 places:

- (1) "conspicuously set forth in the permit or in an attachment thereto"
- (2) Maintained in the inspection department "in the same manner and in the same location in which it maintains its record of building permits issued" and
- (3) "conspicuously and continuously posted on the property for which the permit is issued until the completion of all construction"

A website created specifically and solely for purposes of facilitating the filings of appointments of lien agents, the filing of notices to lien agents by potential lien claimants, and searching for these filings will be available April 1, 2013, at www.liensnc.com. So when the owner (or contractor on their behalf) appoints a lien agent through the LiensNC system, it will generate an Appointment of Lien Agent document or form for the property and project, which will include the following information:

- Designated Lien Agent and contact information (c/o LiensNC)
- Unique Entry or Identifying number for the Project
- Owner and contact information
- Contractor (if one)
- Instructions for the owner and/or contractor to post at the property and provide to the permitting office
- "QR Code" for easy access to the property information in the LiensNC system

The lien agent information form or document printed from the LiensNC website can be attached to the building permit application and building permit, for it will include the required information the permit office will need.

For further information regarding the LiensNC website, feel free to contact LiensNC, LLC, c/o Nancy Ferguson, President, at Chicago Title Company, LLC, 800-445-9983 or Nancy.Ferguson@ctt.com.

LIEN AGENT INFORMATION

Effective April 1, 2013

In accordance with North Carolina General Assembly Session Law 2012-158, Inspection Departments are not allowed to issue any permit where the project cost is \$30,000 or more unless the application is for improvements to an existing dwelling that the applicant uses as a residence OR the property owner has designated a lien agent and provided the inspections office with the information below:

Name of Lien Agent _____

Mailing address of Agent 19 W. Hargett Street, Suite 507
Raleigh, NC 27501

Physical address of Agent 19 W. Hargett Street, Suite 507
Raleigh, NC 27501

Telephone (888) 690-7384 Fax (919) 489-5231

Email support@liensnc.com

The information will be attached to the permit record and a copy provided to the applicant. The applicant is required to post a copy on the construction site.

Excerpt from North Carolina G.S. 160A-417:

“(Effective April 1, 2013) No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that the applicant uses as a residence, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its record of building permits issued.”

*****Attention*****

AS OF FEBRUARY 1, 2003 A SITE PLAN WILL BE REQUIRED TO OBTAIN A PERMIT FOR NEW CONSTRUCTION INCLUDING MOBILE HOMES & MODULAR HOMES.

**YOUR SEPTIC/ WELL PERMIT IS
NOT ACCEPTABLE AS A
SITE PLAN.**

Your site plan must show lot lines, elevation above sea level, all streams or bodies of water

&

location of existing and / or proposed structures, driveways, wells and septic & distance from proposed and/or existing structure to the well & septic *no less than 25' from well & no less than 5' from any part of the septic system including the drainlines.



MACON COUNTY CODE ENFORCEMENT
1834 LAKESIDE DRIVE
FRANKLIN NC, 28734

PLEASE NOTE

As of May 1, 2005, Macon County Code Enforcement cannot issue any permit without the following documents being on file in our office or included with the application packet:

1. Current Copy of Certificate of Workers Compensation coverage if NC law requires such coverage.
2. Current copy of your subcontractor's Certificate of Workers Compensation coverage if they are providing their own insurance.

This coverage must be kept in place until the project is completed or your permit will be revoked.

You or your insurance company must notify this department of any changes to your policy.

There will not be any exceptions made.

We are sorry for any inconvenience this may cause but it is required by NCGS.



MACON COUNTY CODE ENFORCEMENT
1834 LAKESIDE DRIVE
FRANKLIN NC, 28734

**INSPECTION REQUESTS FOR ANY
PERMIT ISSUED AFTER MAY 1ST 2005
MUST BE MADE BY THE PERSON
OR COMPANY DOING THE WORK
THIS INCLUDES ROUGH-IN
AND FINAL INSPECTION REQUESTS**

For example: Building Contractor requests footing inspection, Electrical Contractor requests temp. Pole inspection, Plumbing Contractor requests pre-slab inspection, etc.

NO EXCEPTIONS

MACON COUNTY 9-1-1 OFFICE
Phone: (828) 349-2547 / Brandon Crone
Email: bcrone@maconnc.org
Mail: 104 East Main St.
Franklin, NC 28734

MACON COUNTY, NORTH CAROLINA
ADDRESS REQUEST FORM

Date of Application: _____

The following information is required in order to assign you a permanent house number and road name. This address is necessary for Macon County to provide you, the homeowner, with adequate emergency service when a 9-1-1 call is made. Your address will be assigned as soon as possible after your request is made. (The driveway must be cut in on the property before the address can be generated). This form must be filled out if you are building a new home or placing a mobile home on your property. Leave this form at the Building Permit office. The assigned address must be posted on your home or at your driveway before a Certificate of Occupancy can be issued.

Homeowners Name: _____ Telephone: _____

Contractor's Name: _____ Telephone: _____

Road Name: _____ PIN # _____

Building Permit # _____ Parcel Identification Number
Lot # if applicable: _____

Directions to building site: _____

Name of nearest neighbor: _____

Description of new home: (example: 2-story gray house) _____

Attach a drawing of the proposed location of the structure and driveway. You can create this drawing on the Macon County Parcel Viewer. Go to the following link: gis.maconnc.org/Maps/default.htm. Read the disclaimer box, and click "Accept". On the upper right side of the map, select the "Photography" button. On the left side of the screen, you should see "Search". You can search your property by Parcel ID or Owner Name. Once you have put your information into the appropriate field, select "Search" button. If you used the "Parcel ID" search feature, it should auto-populate your property onto the map. If you used the "Owner Name" search feature and own multiple parcels of property, you may have to select/confirm your name as it is listed for the parcel of land you are searching for. Once the property you are searching for is correctly displayed on the screen, it should be highlighted. You can now click and drag the map to move around, or use your mouse scroll to zoom in and out. On the top-right of the screen, you will see a pencil button in the toolbar. Select this pencil to "draw" on the map. Once selected, you will see a new tool box opened on the left side of your screen. You can select "Line" or "Poly" to draw the area where your structure will sit on the property. It is suggested to use a contrasting color for your line or polygon so that is shows up best on the map. You do this by clicking on the "Color" or "Fill Color" selector on the left side of the screen once you select "Line" or "Poly". Once you have created a depiction of where your structure will go, make a drawing to depict where your driveway will be. You need to show where it will turn from the main road or street that your driveway comes off of. This step is imperative to getting the most accurate 911 Address. Once you are done sketching your structure site, and driveway location, select the "Printer" button on the top-right of the screen, beside the "Eraser" Icon. Select "Export Map" from the print popup. Once this downloads, you can print it as normal and include it with your Permitting Packet, or save it as a PDF and email it in with your packet.

This completed form along with the site plan are required for us to assign an address to your property.

If this home is not to be your permanent full-time residence, please list an out of town mailing address and telephone number where you can be reached.

Mailing Address: _____ Telephone: _____

(FOR OFFICE USE ONLY) NEW HOME ADDRESS: _____