

## “Paperwork” Required to Get a Building Permit

- Residential Applications for Building Permit
- Worker’s Compensation Affidavit
- Site Plan (2 Copies)
- Construction Drawings (1 Copies)
- Lien Agent

*See the detailed checklist on the reverse of this brochure for specific requirements.*

## Steps to Get a Building Permit

Bring the completed forms with your plans to our office.

A Zoning Officer will check your site plan for compliance with the local zoning requirements and process your application

You will be issued a permit during this visit if your documents are in order.

## How to Request an Inspection

When you receive your building permit you will be provided information on required inspections and how to request them.

You may call our office (336.727.2624) to request an inspections. You may also want to make use of our web-site system to track the progress of your inspections. The web-site is [www.inspectnet.org](http://www.inspectnet.org) and you have to setup a free account to use the system.

Inspection requests are entered into the inspector’s daily workloads if requested prior to 6:00 PM that day. Inspections cannot be requested for a specific time, and depending on our workloads inspections may not be performed until the next workday.

## Electrical, Plumbing & Heating Permits

Whether you plan to “do it yourself” or hire a subcontractor, each trade requires its’ own separate permit.

You or your subcontractor will need your building permit number to purchase an electrical, plumbing or heating permit.

If you are going to do your own trade work, you can purchase these permits when you purchase the building permit.

***Please Note: Homeowners purchasing their own permits must live in the home and be present for all Inspections.***

If using a trades subcontractor, provide them with the building permit number and they will contact our office to purchase their permits.

***Please Note: Each trade has separate required inspections performed by different inspectors. Please call Customer Service (336.727.2624) to request inspections.***

## Questions?

Call us at 336.727.2624

Our people are problem-solving specialists.

## The “Paperwork” Required:

- ***Residential Application for Building/Zoning Permits***  
*\*Provided in our office or on our web-site [www.inspectnet.org](http://www.inspectnet.org)*

While completing the application form, if you encounter questions that are not clear to you, such as census tract number, map page, tax lot, etc., please leave it blank. A Zoning Officer will assist you with those items in the office.

- ***Worker’s Compensation Affidavit***  
*\*Provided in our office or on our web-site [www.inspectnet.org](http://www.inspectnet.org)*
- ***Site plan*** (2 Copies Required)
  - \*Scaled drawings (engineer’s scale)
  - \*Lot dimensions
  - \*Building footprint with setback dimensions
    - \*Including any existing setbacks on property
  - \*Any recorded easements or right-of-ways
  - \*Author’s name, address, telephone number

### ***Construction Drawings:***

- \*Scale drawings (min. scale 1/8”=1’ draftsman quality, reproducible)
- \*Minimum plan size (11”X17”)
- \*Title block on each page

- ***Cross-Section Drawings*** (cut-away from footings to roof)
  - \*Footings (Size)
  - \*Slab
  - \*Foundation wall (height and thickness)
  - \*Drainage and waterproofing
  - \*Floor and ceiling joints (size, thickness, height)
  - \*Insulation (R-factor)
  - \*Roof (rafter size, species, roof covering)

Lien Agent is [www.liensnc.com](http://www.liensnc.com)

### **Foundation Plans** (basic support structure)

- \*Footings (depth, width, height)
- \*Slab (thickness, reinforcement, vapor barrier, insulation)
- \*Foundation wall
- \*Piers or post placements
- \*Girders (number of members, size, species)
- \*Floor joists (direction, size, species, spacing)
- \*Load-bearing walls
- \*Steel beams or laminated beams. (all engineered load calculations must be included from supplier)
- \*Fireplace and chimney
- \*Ventilation requirements

### **Floor Plans for Each Floor** (showing floor layout and dimensions)

- \*All areas and rooms labeled including (bedroom, bathroom, basement, craw and attic spaces)
- \*Room dimensions
- \*Exit location and window and door size
- \*Stairway width and locations
- \*Load-bearing walls indicated
- \*Headers. Girders, Beams (sizes)

### **Framing Plans**

(Show the framing members for each level)

- \*Girders (size, species, span, direction)
- \*Joists – (size, species, span, direction)
- \* Complete wall section
- \*Rafters (size, species, span, bracing)
- \*Roof and attic ventilation
- \*Trusses (floor and roof)
- \*Roof pitch
- \*Chimney height (above roof)
- \*Cantilevers
- \*Decks (attachment, support, railings)

### **Decks**

Your deck must be shown on your building plan elevations and your site plan. Construction drawings are not required for your deck, but it must meet all building code and zoning code requirements.

### **Worker's Compensation Affidavit**

This form must be completed by all applicants. As home-owner/builder, you must check the last box and sign the form in the presence of the Zoning Officer. If you have any questions, we will assist you in the office.

### **Building Permit Fees**

New Single-Family Construction and Additions (based on total heated square footage) are \$.05 per square footage

- \***Plus \$10.00 Homeowner Recovery Fund**
- \***\$25.00 Zoning Review**
- \***\$40.00 Single Family Erosion Control**

### **Remember:**

Construction or alteration of your home also requires an electrical, plumbing and heating permit (each with their own associated fees).

Alterations and Repairs to Existing-and Accessory Buildings. Residential Structures (based on the total square footage \$.08 per square foot.

# **Building Permits for Single Family Homes**

## **A Guide to Getting a Residential Building Permit**



### **Are you planning to:**

- ✓ **Build Your Own Home**
- ✓ **Add a Room or Build a Deck**
- ✓ **Add or Change Interior Walls?**
- ✓ **Add or Alter Plumbing, Mechanical or Electrical Systems**

**Yes, you will need a Building Permit!**

**NO PROBLEM, the Inspections Division has prepared easy forms and a checklist to make the applications process easier for you**

**100 East 1<sup>st</sup> Street, Suite 328**

**Winston-Salem, NC 27101**  
**336.727.2624**