

Building Inspections
Environmental Health
(828) 894-3739



Planning & Zoning
(828) 894-2732
Fax (828)894-2913
Post Office Box 308 • Columbus, North
Carolina 28722 • www.polknc.org

PERMIT GUIDE

The following requirements must be met, if applicable, before a building permit may be accepted for review to be issued and approved:

- ___1. **SEPTIC & WELL APPROVAL FROM THE HEALTH DEPT:**
Call the Environmental Health office 828-894-3739 OPT 3.

- ___2. **ZONING APPROVAL:** If you are building inside the city limits of Saluda, Columbus, or Tryon (including the Tryon ETJ) you must receive a zoning permit from their Town Hall. If you are building outside the city limits, complete the County Zoning Permit Application and return with a copy of the PLAT or drawing of property lines including placement of existing structures & proposed new structure AND a copy of the approved septic & well permits.
 - I. Driveways to a state-maintained road may require a permit from the North Carolina Dept. of Transportation; property owners should contact N.C. D.O.T. in Mills River at 828-891-7911.
 - a. Properties located within a Watershed Area are required to contact NCDEQ to inquire if an **Erosion and Sediment Control Plan** is required for that site and project.
NCDEQ Asheville Regional Office
(828) 296-4500
deq.nc.gov
 - b. Submit **Erosion and Sediment Control Plan** to Polk County Planning Office to obtain the applicable **Watershed Permit**.
 - i. If, an Erosion and Sedimentation Control Plan is not required, please submit **written verification from NCDEQ** to the Polk County Planning Office in order to obtain final zoning approval.

- ___3. **SET OF PLANS:** Submit one set of plans. You will need **the elevations on all sides of the building, a foundation plan, floor plan, wall section, roof framing and ceiling joist plan or engineered truss drawings** (The truss drawings will need to be at the job site for the inspector).
Modular: Be sure your Modular plans have an approval stamp from the State of NC on each page and includes the appropriate foundation plan ****Please allow 3-5 days for plan review and permitting. ****

- ___4. **CONTRACTORS:** The qualifier for the General Contractors License must apply for & pick up the permit, or we will need a notarized statement from the qualifier authorizing his agent to get the permit for this particular job. Sub-Contractors such as your Electrician, Plumber, or Mechanical (heating & A/C) we will need their name as it appears on their license & their NC license number.

Modular: Any person, firm, or corporation that undertakes to erect a modular building must have either a valid North Carolina General Contractors license or provide a \$5,000 surety bond for each modular building to be erected.

Any **changes** made to contractors after your permit is received, must be made with our office. Failure to do so could result in delayed inspections

___5. **LIEN AGENT:** All projects \$30,000 or more will require a Lien Agent. You must provide the inspection Dept. with the Name of your chosen Lien Agent. For more information go to www.liensnc.com. Exceptions: Improvements to an existing single-family residential dwelling unit that the applicant uses as a residence.

___6. Submit your completed building permit applications, any additional information (workman's comp, tax card, flood info, etc.), and your set of plans for approval. It may take 3-5 days for approval & your permit to be issued. If you are building as **owner/builder, you will also need the notarized General Contractor licensing exemption form.**

Once a permit has been issued,

- You will be contacted by the addressing department within 5-10 BUSINESS DAYS with your physical address. **When you receive your new 911 address, display the new number according to Polk County requirements as soon as possible; for more information contact 828-894-8500 Ext: 250**
- **A county tax appraiser will conduct a site visit to ensure county tax records are accurate. It is the responsibility of the property owner to report all improvements to the County Tax Assessor.**
- the permit will expire after six (6) months if the work authorized by the permit has not commenced. If after commencement, the work is discontinued for a period of twelve (12) months, the permit shall expire. Once a permit has expired, a new permit must be secured in order to continue work authorized by the original permit. **All permit fees are non-refundable after 30 days from date of permit.**

For additional information or if you have any questions, call or stop by the office
Between 8:00 -4:30 Mon. – Fri.

Our office is located at 35 Walker St, Columbus, NC 28722

Permits are issued between 9:00 a.m. and 4:00 p.m. Monday – Thursday & 9:00 a.m. and 3:30 p.m. on Fridays

➔ When required, suitable toilet facilities must be provided and in place before any inspections will be done.

➔ Any changes in your permit, such as changes in sub-contractors listed on project, this office must be notified as soon as possible!!

➔ Any re-inspections made as a result of the job not being ready, code violation(s), or locked doors shall be subject to additional fees.

➔ Calls must be made for an inspection at least 24 hours in ADVANCE of the time needed and more time when practical. **The permit number is required when calling in an inspection.** - Live Remote - [additional info link](#)