



100 N. King St.  
Hendersonville, NC 28792  
Phone: 828-697-4830  
[www.hendersoncountync.gov](http://www.hendersoncountync.gov)

## Henderson County Building Services Department

### Residential Building Permit Checklist & Application for Accessory Structure

**All steps must be completed prior to the issuance of a Building Permit**

Apply Online: [co-henderson-nc.smartgovcommunity.com](http://co-henderson-nc.smartgovcommunity.com)

General Application Requirements	
	Accessory Structure Permit Application & Worksheet
	County or Municipality Zoning Permit**Municipality if you live in the town limits of: City of Hendersonville, Fletcher, The Town of Mills River, Flat Rock, or Laurel Park
	Watershed Permit (if applicable)
	Appendix H Form (Required if there is a private septic system)
	Lien Agent Designation ( <a href="http://www.liensnc.com">www.liensnc.com</a> ) required if project is over \$40,000 Exemptions: Less than \$40,000, Improvements to owner's existing primary residence.



## Residential Accessory Structure Building Permit Application

100 N. King St suite 220 Hendersonville NC 28792

Phone (828)697-4830

Email: [hcpermits@hendersoncountync.gov](mailto:hcpermits@hendersoncountync.gov)

Apply online: [co-henderson-nc.smartgovcommunity.com](https://co-henderson-nc.smartgovcommunity.com)

Applicant's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Applicant's Email: \_\_\_\_\_

Applicant is: Owner: \_\_\_\_\_ or Contractor: \_\_\_\_\_

Jobsite Address: \_\_\_\_\_

Property Owner (s) Name: \_\_\_\_\_

Are you Owner Builder: \_\_\_\_\_ or Hiring Contractor: \_\_\_\_\_

Owner (s) Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractors Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ License Number: \_\_\_\_\_

**Project:** (choose all that apply) Project Cost: \$ \_\_\_\_\_

Detached Garage \_\_\_\_\_ Attached Garage \_\_\_\_\_ Carport \_\_\_\_\_ Storage Building \_\_\_\_\_

Gazebo/ Pergola / Covered Patio \_\_\_\_\_

Stick Built \_\_\_\_\_ Metal Building \_\_\_\_\_ Pre-Fab \_\_\_\_\_

Will your building have Electric? Yes or No Meter? Yes or No Electrical Cost: \$ \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Is the Building/ structure in a flood plain? Yes \_\_\_\_\_ or No \_\_\_\_\_

Do You have:

City Sewer \_\_\_\_\_ City Water \_\_\_\_\_ Private Septic \_\_\_\_\_ Private Well \_\_\_\_\_

*As the Owner/ Contractor, it is my responsibility to ensure all work complies with the current NC State Building Code, all other applicable state and local laws, ordinance, and regulations.*

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## Accessory Building/Structure Construction Worksheet

### Footing/Foundation System\*\*

#### Check All that Applies:

- ☐ Footing: Width (inches): \_\_\_\_\_ Thickness (inches): \_\_\_\_\_
- ☐ Pier footing: Size (inches) \_\_\_\_\_ X \_\_\_\_\_ Thickness (inches): \_\_\_\_\_
- ☐ Monolithic Slab
- ☐ Foundation  
Height \_\_\_\_\_ Unbalanced Fill \_\_\_\_\_  
Thickness of Wall: ☐ 6" ☐ 8" ☐ 10" ☐ 12"  
Steel Reinforcement: ☐ #4 @ \_\_\_\_\_ " o.c. ☐ #5 @ \_\_\_\_\_ " o.c.  
☐ #6 @ \_\_\_\_\_ " o.c. ☐ #7 @ \_\_\_\_\_ " o.c.
- ☐ Pre-cast Foundation (Submit Plans to Building Official)

\*\*Frost Depth: 18" Minimum

☐ N/A

### Floor Framing System\*\* (if applicable)

Girder: Size \_\_\_\_\_ Span: \_\_\_\_\_

Joist: Size \_\_\_\_\_ Spacing \_\_\_\_\_ o.c. Span: \_\_\_\_\_

Or

☐ Engineered Floor Trusses

\*\*Girder Table R602.7(1) \*\*Floor Joists Table R502.3.1(2)

☐ N/A

### Wall System\*\* (if applicable)

Wood Wall height: \_\_\_\_\_

Wood Stud: Size: \_\_\_\_\_ Spacing: \_\_\_\_\_ o.c.

Header: Size: \_\_\_\_\_ Span: \_\_\_\_\_

\*\*Wall Stud Table R602.3(5) \*\*Header Tables R602.7(1)

### Roof Framing System\*\*

Header: Size \_\_\_\_\_ Span \_\_\_\_\_

Rafter: Size \_\_\_\_\_ Spacing: \_\_\_\_\_ o.c. Span: \_\_\_\_\_

Or

☐ Engineered Roof Trusses

\*\*Header Tables 602.7(1) and(2) \*\*Rafter Tables 802.5.1(1) and (2)

**APPENDIX H**  
**AFFIDAVIT OF ON-SITE WASTEWATER EXISTING SYSTEM**  
**PURSUANT TO N.C.G.S. §160D-1110(h1)**

[This form is only required with a permit application if the permit applicant is applying for exemption as allowed by N.C.G.S. § 160D-1110(h1)]

STATE OF NORTH CAROLINA

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ Inspection Department

Address and Parcel Identification of Real Property Where Building is to be Constructed or Altered:

\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_,

(Print Full Name)

owner of the property, do hereby under penalties of perjury affirm that the proposed building construction will meet local and State on-site wastewater system setback requirements pursuant to N.C.G.S. § 130A-335. Additionally, the proposed construction shall not increase the design daily flow or wastewater strength of the existing system and thereby absolves the State, Inspection Department, and Local Health Department of any responsibility or liability regarding the existing wastewater system to the extent allowed by law.

The property owner may, at his or her discretion, consult with an authorized on-site wastewater evaluator certified by the North Carolina On-Site Wastewater Contractors and Inspectors Certification Board or an inspector, as defined in N.C.G.S. § 90A-71(5), to locate the on-site wastewater existing system and verify setbacks requirements prior to executing this affidavit.

\_\_\_\_\_  
(Signature of Affiant)

\_\_\_\_\_  
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)