



100 N. King St.  
 Hendersonville, NC 28792  
 Phone: 828-697-4830  
 www.hendersoncountync.gov

## Henderson County Building Services Department

### Residential Building Permit/Plan Review Submittal Requirements Dwellings and Additions

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

General Application Requirements	
	Completed Residential Permit Application
	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)
	Authorization to Construct (ATC) approval on septic permit (If applicable)
	Water & Sewer Tap Receipts (If applicable)
	Lien Agent Designation ( <a href="http://www.liensnc.com">www.liensnc.com</a> )

Building Plan Requirements	
	Drawings to scale (minimum 1/8") on Minimum size 11x17 paper
	Plans must be legible
	<b>Footing/Foundation/Slab Plan –</b> <ul style="list-style-type: none"> <li>• Minimum frost line depth (minimum 12")</li> <li>• For slab on grade construction – a description of the footing/slab details and dimensions</li> <li>• For basement and crawlspace construction – a description of footing material and dimensions, as well as foundation wall materials, dimensions, crawlspace access and maximum depth of unbalanced fill being supported, and dimensions of any internal pier footings</li> </ul>
	<b>Floor Plan –</b> Plans showing the rooms identified and dimensions, attic access (if applicable) square footage, size and location of doors and egress windows
	<b>Structural Plans</b> <ul style="list-style-type: none"> <li>• <b>Floor Framing Plan</b> --Provide size and type of joist (conventional or engineered), layout of the span and spacing of joists, wood grade, dimensions of girders, and anchor bolt spacing</li> <li>• <b>Wall Floor Plan</b> – Size and spacing of wood studs, wood grade of studs, size and span of wood headers (conventional or engineered), show supporting studs for load bearing point loads</li> <li>• <b>Roof Framing Plan</b> – Size and type of roof materials (conventional or engineered), spacing, wood grade of members and type of roof sheathing. <i>**Spec sheets on pre-engineered wood trusses not required for plan review submittal.</i></li> </ul>
	<b>Wall Cross Section –</b> Showing interior and exterior wall finishes, roof covering type, insulation R-value, wall framing and unbalanced fill at foundation



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# Residential Building Permit Application

**Applicant Name:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Property Owner(s)** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Jobsite Address:** \_\_\_\_\_ **PIN#** \_\_\_\_\_  
**Subdivision Name:** \_\_\_\_\_ **Lot #** \_\_\_\_\_

**Jobsite Directions:** \_\_\_\_\_  
\_\_\_\_\_

**Type of Use:** (Check All that Apply)

- Single Family    Attached Garage    Duplex    Townhouse    Modular (off-frame)
- Modular (on-frame)    Condo/Apartment    Accessory Dwelling    Retaining Wall

**Type of Work:** (Check All that Apply)

- New Construction    Addition    Interior Remodel    Addition & Interior Remodel

**Description of Work:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# of Stories \_\_\_\_\_ # of Bedrooms \_\_\_\_\_ # of Bathrooms \_\_\_\_\_  Heated Bsment    Unheated Bsment  
Heated Sq. Ft. \_\_\_\_\_ Unheated Sq. Ft. \_\_\_\_\_ (Includes decks, porches, sunroom, garages, basements and similar areas)  
Total Sq. Ft. \_\_\_\_\_ Dimensions: \_\_\_\_\_ (length) X \_\_\_\_\_ (width) Building Height: \_\_\_\_\_

How are footings supported?  engineered fill or  undisturbed soil?  
(If engineered fill, engineer reports are required to be submitted with application/plan review)

**Foundation Type:**  Basement    Crawlspace    Monolithic Slab    Piers    N/A

**New Construction cost is based on ICC Building Valuation Table.**

**Enter Total Project Cost of addition/remodel):** \$ \_\_\_\_\_

(The project cost must include material and labor for scope of permit, **including** electrical, mechanical, and plumbing work)

**Utilities:**

Electric:  Duke Energy    Duke Energy Progress

Fuel:  Natural Gas (# of Gas Appliances \_\_\_\_\_)    LP Gas (# of Gas Appliances \_\_\_\_\_)  
If natural gas, what size system:  .5 lb    2 lb

Heat Pump/AC   Other: \_\_\_\_\_

Water:  Private Well    Hendersonville Water    Community Well    Asheville Water

Sewer:  Private Septic    Hendersonville Sewer    MSD Sewer    Etowah Sewer    Community Sewer

# Residential Building Permit Application

**Are you the owner of the property/building acting as the contractor?**

Yes  No

*(If yes, additional forms & documents are required)*

**Building Contractor** \_\_\_\_\_ License # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-Mail \_\_\_\_\_ Phone # \_\_\_\_\_

**Electrical Contractor:** \_\_\_\_\_ License# \_\_\_\_\_  
Electrical Cost- \$ \_\_\_\_\_  
Service Size - \_\_\_\_\_  
Generator – Yes \_\_\_\_\_ No \_\_\_\_\_

**HVAC Contractor:** \_\_\_\_\_ License# \_\_\_\_\_  
Total Tons: \_\_\_\_\_  
Total BTU's: \_\_\_\_\_

**Gas Piping Contractor:** \_\_\_\_\_ License# \_\_\_\_\_

**Plumbing Contractor:** \_\_\_\_\_ Phone # \_\_\_\_\_ License # \_\_\_\_\_

Water Service Material being Used: \_\_\_\_\_

I hereby certify that I have the authority to make the necessary application, that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances. The Inspection & Permits Department shall be notified of any changes in the approved plans and specifications for the project herein prior to implementation.

**Signature of Permit Holder:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name of Permit Holder:** \_\_\_\_\_

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## Office Use Only

(Stamp)



Henderson County  
Soil Erosion and Sedimentation Control

**Acknowledgement of the Sedimentation Pollution Control Act of 1973**

**Purpose of Acknowledgement:** To ensure Residential Building Contractors/Developers are aware of, and acknowledge they are required to abide by, the Sedimentation Pollution Control Act of 1973.

**Purpose of Act:** To acknowledge that sedimentation constitutes a major pollution problem, that control of erosion and sedimentation is deemed vital to the public interest and to the public health and welfare and to create, administer and adopt a minimum set of standards to allow for development to continue with the least detrimental effects from pollution by sedimentation.

**Requirements:** As Building Contractor/Developer, you are required by law to keep sediment on your site and out of roads, storm drains, creeks, and off other’s property(ies) **regardless of the lot size**. If you are disturbing one acre or more, or are located on steep slopes as identified on the Henderson County GIS site, you are also required to submit a sedimentation and erosion control plan/application and fees to the Henderson County Erosion Control Office for review and be issued a permit prior to obtaining a building permit. **Installation of proper sedimentation control devices such as temporary silt fencing on all downhill slopes of a construction lot are strongly urged in order to effectively maintain compliance with the law. All erosion control devices should be monitored and inspected at least weekly and after each rain. Sediment build up against silt fencing should be removed once it reaches 12” in depth. Only clearing of the portion of the lot necessary to install the sedimentation devices should occur initially. Once the devices are installed then the remaining portion can be more safely cleared.**

**Failure to Comply:** Stop work orders and/or fines of up to \$5,000 per day may be issued or levied by the Henderson County Erosion Control Office. Restoration of the affected area may also be required (in addition to a stop work order and/or fine) to mitigate and minimize the detrimental effects of pollution from sedimentation.

**By signing below,** the Building Contractor/Developer applying for a residential building permit is acknowledging that they understand that all land disturbing activities conducted in the course of developing a residential lot are required to abide by the Sedimentation Pollution Control Act and pledge to take all reasonable steps necessary to keep soil sediment and silt-laden runoff on the originating property. Further by signing below, the Building Contractor/Developer is acknowledging that it is their responsibility for removing and cleaning-up any sediment runoff that leaves the property.

\_\_\_\_\_  
Building Contractor/Developer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Building Contractor/Developer

\_\_\_\_\_  
Development Address