



Building and Development Services Department

BUILDING INSPECTIONS

Mailing Address: P.O. Box 1578, Gastonia, NC 28053
Street Address: 128 West Main Avenue, Gastonia, NC 28052
Phone: (704) 866-3185

Residential Permit Application Requirements: New Homes & Additions

The steps listed below should be used as a general guideline when submitting a permit request for a residential new single family dwelling, modular home, duplex, townhome or addition at the project site. Please know that additional documents **may be** required depending upon the project being completed. Should the requirements listed below not be met upon applying for the building permit there may be delays experienced with the processing of the permit. After reviewing this document and you are ready to submit you may do so at [Gaston County NC Dashboard](#).

Requirements prior to permit submittal:

- Zoning permit from appropriate zoning jurisdiction for the project location
 - [How to Confirm a Parcel's Zoning Jurisdiction](#)
- Lien Agent: required **for all new homes** where the estimated project cost is **\$40,000** or greater; please print off the summary screen from the [liensnc.com](#) website if your project is for a new home
- Plot plan showing location of home on the site
- Written approval from the Gaston County Natural Resources
 - If your project includes total land disturbance of less than 1 acre then the Erosion & Sediment Control form contained within this application packet will suffice. However, if your project includes land disturbance of 1 acre or greater then a copy of the comprehensive plan for Erosion & Sediment Control issued by Gaston County Natural Resources is needed. For questions pertaining to this requirement you can contact Gaston County Natural Resources at 704-922-4181.
- Appendix D / Affidavit of Workers Compensation
- Written Approval from Health Department *if project will have well and/or septic system on site*
 - If project is for a new home that will have a well and/or septic system installed, a copy of the well and/or septic permit must be provided with the building permit request
 - If project is for a residential addition one of the following can be submitted:
 - Septic Verification issued by the Gaston County Health Department
 - OR**
 - Appendix H can be reviewed and completed so long as project does not consist of a bedroom addition
 - Gaston County Health Department can be contacted at 704-853-5200.
- Plans for project
 - All pages of the plans must be combined and submitted as 1 PDF file
 - Minimum information needing to be shown on the plans is as follows:
 - Footing, foundation & framing details; floor plan clearly labeled for each room (no bonus rooms); elevation views for project

When submitting the permit request online you will need to provide information surrounding who is performing the work associated with the project, square footage of the structure and any other information surrounding the project.



Building and Development Services Department

BUILDING INSPECTIONS

Mailing Address: P.O. Box 1578, Gastonia, NC 28053

Street Address: 128 West Main Avenue, Gastonia, NC 28052

Phone: (704) 866-3185

Residential Building Permit Application: New Homes & Additions

This form can be used for guidance when preparing your application for submission, however you do not have to complete this form and submit with your permit request online as you will be entering this information through the submittal process.

Project Address: _____

Description of Project: _____

Owner's Name: _____ Owner's Email: _____

General Contractor: _____

State License Number: _____ Classification of License: _____

Address: _____ City: _____ State: _____

License Holder: _____ Email: _____

Contact Name: _____ Contact Email: _____

Superintendent Phone Number: _____

Electrical Contractor*: _____

State License Number: _____ Classification of License: _____

Address: _____ City: _____ State: _____

License Holder: _____ Email: _____

License Holder Phone Number: _____

Mechanical Contractor*: _____

State License Number: _____ Classification of License: _____

Address: _____ City: _____ State: _____

License Holder: _____ Email: _____

License Holder Phone Number: _____

Plumbing Contractor*: _____

State License Number: _____ Classification of License: _____

Address: _____ City: _____ State: _____

License Holder: _____ Email: _____

License Holder Phone Number: _____

****If applicable to project***

Additional Information: Total New Square Footage: _____ Heated: _____ Decks/Porches: _____

Garage: _____ Basement: _____

Number of Stories _____ Number of Bedrooms _____

Utilities:

City Water: ☐

Community Water: ☐

Private Well: ☐

City Sewer: ☐

Community Sewer: ☐

Private Sewer: ☐

Total Project Price: _____

I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other application State and local laws and ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

Signature of Property Owner or Agent acting on behalf of the property owner

Date

North Carolina Administrative Code 2018

Appendix F Owner Exemption Affidavit

STATE OF NORTH CAROLINA

OWNER EXEMPTION AFFIDAVIT PURSUANT TO G.S. 87-14(a)(1)

COUNTY OF _____

_____ Inspections Department

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

I, _____

(Print Full Name)

hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the relevant provision in paragraph 1 and initialing paragraphs 2 – 4 below and attesting to the following:

1. _____ I certify that I am the owner of the property set forth above on which this building is to be constructed or altered;

OR

_____ I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth above (name of firm or corporation:

_____);

2. _____ I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina;
3. _____ I will be personally present for all inspections required by the *North Carolina State Building Code*, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina;
4. _____ I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S. 87-1(b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

(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)

(NOTE: It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law—G.S. 14-209)



EROSION & SEDIMENT CONTROL PERMIT

For less-than-one acre land disturbance projects

SITE ADDRESS

PARCEL ID #

Amount of lot to be disturbed (removal of vegetation): Acre

*Call a Gaston County Natural Resources Inspector to schedule an onsite pre-construction meeting to discuss options for providing adequate soil erosion and sediment control for your project: **704-922-2155**.*

All reasonable measures must be taken to retain sediment within the boundaries of the active construction site. At a minimum, the following must be provided: Stabilized construction entrance/exit and perimeter control measures (structural or vegetative). A list of approved control measures and installation details can be found at: (Link to Manual)

PLEASE NOTE:

All proposed land disturbance within a floodplain must first be approved by the local Floodplain Administrator (see Contacts page).

All proposed land disturbance within a watercourse / natural water feature must first be approved by NC DEQ DWR and USACE (see Contacts page).

An undisturbed vegetative buffer (15' minimum) must be provided for all watercourses/ natural water features.

Removal of vegetation increases soil erosion (movement of dirt/sediment). Sediment particles are the number one water pollutant and negatively impact aquatic life. Offsite sedimentation is a violation of the Gaston County Sediment and Erosion Control Ordinance and is subject to enforcement.

By signing, I accept responsibility to contain sediment within the boundaries of the active construction site.

APPLICANT'S SIGNATURE	DATE	PRINT APPLICANT'S NAME	TELEPHONE	EMAIL

APPLICANT'S PRINTED MAILING ADDRESS

Contacts List

Sediment & Erosion Control pre-grading meeting and advice on successfully keeping sediment on site	Gaston County Less-Than-One Acre Inspector: 704-922-2155
Any anticipated land disturbance within watercourse (i.e. culvert installation in creek)	NC Department of Environmental Quality - Mooresville Regional Office: 704-235-2100 US Army Corps of Engineers - Wilmington Regulatory District: 910-251-4626
Any anticipated land disturbance within floodplain	Belmont, Cherryville, Dallas, High Shoals, Lowell, McAdenville, Stanley, Spencer Mountain, and Gaston County: Cindy Safrit– 704-922-2154 Gastonia: Keith Lineberger – 704-869-1002 Mount Holly: Josh Blackwell – 980-525-9041 Cramerton: Josh Watkins – 704-879-7637



Building and Development Services Department

BUILDING INSPECTIONS

Mailing Address: P.O. Box 1578, Gastonia, NC 28053

Street Address: 128 West Main Avenue, Gastonia, NC 28052

Phone: (704) 866-3185

Appendix D

Affidavit of Worker's Compensation Coverage N.C.G.S 87-14

The undersigned applicant for building the permit # **TO BE COMPLETED BY PERMIT OFFICE** being the

_____ Contractor

_____ Owner

_____ Officer/Agent of the Contractor or Owner

Do hereby aver under the 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 workers' compensation insurance to cover them,

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

has/have one or more subcontractor(s) who has/have their own policy of workers' 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 workers' compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

Firm Name: _____

By: _____

Title: _____

Date: _____