

Buncombe County Permits & Inspections guide to help customers submit the necessary applications to receive permits for residential projects.

1. For a **NEW** construction:
  - Apply for a site plan review (SPR) from our planning department
    - <https://onlinepermits.buncombecounty.org/citizenaccess/EPR.pdf> once you have an approved SPR you can then apply for your project. Please choose from the options below
  - [New Single-Family Dwelling/Duplex/Townhome](#)
  - [Single-Family/Duplex/Townhome ADDITION](#)
  - [New Residential Deck](#)
  - [New Residential Sunroom](#)
  - [New Detached Garage](#) (no heated space)
  - [New Carport](#)
  - [New Detached Accessory Building](#) (no heated space)
  - [Manufactured Home](#) (HUD labeled)
  - [Modular Home](#) (NC labeled)
  - [New Residential Ground Mount Solar](#)
  - [New Residential Foundation Only](#)
  - [New Residential Swimming Pool](#)
  - [New Residential Retaining Wall](#)
  
2. You can bring the application into the office OR email it to [permitdocs@buncombecounty.org](mailto:permitdocs@buncombecounty.org)
  
3. After payment of the permit fee, you must [upload your plans](#) for review. In addition to the plans, you must upload into your permit proof of water, sewer, workers compensation form, lien agent\*

For Public Sewer: <http://www.msdbc.org/documents/forms/SewerServiceApplication.pdf>

For Private Septic System:

<https://www.buncombecounty.org/governing/depts/health/environmentalhealth.aspx#sec-septic>

For Public Water: <https://drive.google.com/file/d/1pa0sZLI7QHWX4GZVy-XfiBdhWFpFssvS/view>

For Private Well: <https://www.buncombecounty.org/governing/depts/health/environmentalhealth.aspx>

4. Affidavit of workers compensation is required for all projects.  
[https://www.buncombecounty.org/common/permits/Affidavit\\_WorkersCompensationCoverage.pdf](https://www.buncombecounty.org/common/permits/Affidavit_WorkersCompensationCoverage.pdf)
  
5. Lien agent requirements. A lien agent is required for most projects.

Appointment of a lien agent is **not** required for the following:

- Improvements for which the costs of the undertaking are less than \$40,000, either at the time that the original building permit is issued or, in cases in which no building permit is required, at the time the contract for the improvements is entered into with the owner
- Improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that is used by the owner as a residence
- Improvements for which first furnishing of labor or materials at the site is prior to April 1, 2013
- Improvements involving the construction, reconstruction, alteration or repair of any public building or other public work or public improvement

Obtain lien agent: <https://www.liensnc.com/file-an-appointment.html>

6. Projects with a value of \$40,000.00 or more require a licensed North Carolina General Contractor, any trade work regardless of value requires those contractors to be properly licensed by the state of North Carolina.

As a home-owner, you can act as your own contractor provided the home is not for sale, rent or lease. By acting as a General Contractor you must be aware of all the rules and codes associated with that. The following form must be completed and submitted to the permit office or uploaded into your project.

<https://www.buncombecounty.org/common/permits/OwnerExemptionAffidavit.pdf>

7. **The following projects will also require a Residential Spec Sheet, it must be part of your plan submittal.**

New Single Family Dwelling/Duplex/Townhome

New Residential Deck

New Residential Sunroom

New Detached Garage or Carport

New Un-heated Detached Accessory Structure

New Residential Foundation Only

[https://www.buncombecounty.org/common/permits/BuildingSummaryForm\\_Residential.pdf](https://www.buncombecounty.org/common/permits/BuildingSummaryForm_Residential.pdf)

8. **The following projects will also require a modular spec sheet, it must be part of your plan submittal**

New Modular Home

[https://www.buncombecounty.org/common/permits/BuildingSummaryForm\\_ModularHomes.pdf](https://www.buncombecounty.org/common/permits/BuildingSummaryForm_ModularHomes.pdf)

- 9. The following project will also require a log home spec sheet, it must be part of your plan submittal**

New Log Home

[https://www.buncombecounty.org/common/permits/BuildingSummaryForm\\_LogHomes.pdf](https://www.buncombecounty.org/common/permits/BuildingSummaryForm_LogHomes.pdf)