

Buncombe County Permitting Center

Checklist for development in Buncombe County

THE PLANNING STAGE

Step 1: Deed Restrictions and Covenants

- Contact your closing attorney to determine if there are any deed restrictions or subdivision covenants which may limit the development of the property. To locate a copy of your deed, contact the Buncombe County Register of Deeds office (250-4300) located at Room 110, 60 Court Plaza in the County Courthouse.

Step 2: Hazardous Waste Sites

- Contact U.S. EPA Region 4 Superfund Division at 1-800-241-1754 or www.epa.gov/enviro/index.html.
- Contact the Division of Waste Management with the N.C. Department of Environmental and Natural Resources at (919) 508-8400 or <http://wastenotnc.org>.

Information you should have before you call:

- The property's tax identification number (PIN#) or street address.

Questions to ask:

- Is the property located near a hazardous waste site?

Step 3: Zoning

- Contact the Buncombe County Planning Department at 250-4830.

Information you should have before you call:

- The property's tax identification number (PIN) which is available through public access query (link to GIS) or by calling the Buncombe County Tax Department at 250-4940 in Room 320, 60 Court Plaza with the property owner's name and the property's street address

Questions to ask:

- Is the property zoned for the project you intend to build or place?

Step 4: Other Development Regulations

- Contact the Buncombe County Planning Department at 250-4830.

Information you should have before you call:

- The property's tax identification number (PIN) or street address

Questions to ask:

- Is the property located in the Ivy water supply watershed (i.e., Ivy Township or Eastern Flat Creek Township)?
- Are there any development regulations that apply to my project? (i.e., junkyard, subdivision, adult-oriented business, communication towers, manufactured home parks, storm water ordinance)

Step 5: Flood Zone

If the property is in close proximity to a stream or river:

- Contact the Buncombe County Planning Department at 250-4830.

Information you should have before you call:

- The property's tax identification number (PIN)

Questions to ask:

- Is the property in a floodway or 100-year floodplain?

Step 6: Sewerage

To determine if public sewer is available:

- Contact the Engineering Division of the Metropolitan Sewerage District at 254-9646 located at 2028 Riverside Drive.

Information you should have before you call:

- The property's tax identification number (PIN) or street address

Questions to ask:

- Is public sewer existing or available for this property?

If public sewer is **not** available:

- Apply for a site evaluation from Buncombe County Environmental Health (250-6902) located at 257 Biltmore Avenue.

Information you should have before applying at Environmental Health:

- The property's tax identification number (PIN)
- A plat or tax map of the property which is available through public access query or from Environmental Health, Land Records, Planning, or Permits & Inspections
- The number of bedrooms of the proposed home or the number of rest rooms of a commercial project (commercial projects may require additional information)

Request the following:

- Site evaluation for septic tank system (fee involved), or contract with a private soil scientist

Step 7: Water

- Contact the Asheville Water Resources Department at 251-1122.

Information you should have before you call:

- The property's tax identification number (PIN) or street address

Questions to ask:

- Is municipal water available for this property?

THE PERMITTING STAGE

Step 1: Stormwater Management

When disturbing an acre or more for residential development or on lots sized an acre or more for commercial development as described in Chapter 26, Article VII of the Buncombe County Code of Ordinances.

- Contact Buncombe County Stormwater Management Office at 250-4848.
- Visit the website for more information:

<http://www.buncombecounty.org/governng/depts/Planning/stormWater.htm>

Information you should have before you call:

- The property's tax identification number (PIN) or street address

Request the following:

- Stormwater Management Permit application packet or visit the Buncombe County Stormwater Management website and go to "Forms".

Note: A Stormwater Management Permit must be received prior to issuance of a Land Disturbing Permit.

Step 2: Erosion Control

If disturbing an acre or more of land:

- Contact Buncombe County Erosion Control at 250-4848.

Information you should have before you call:

- The property's tax identification number (PIN) or street address
- Number of acres to be disturbed (fee of \$250 per acre)

Request the following:

- Erosion Control permit application packet

Step 3: Floodplain, Streams and Wetlands

When developing within the 100-year floodplain, a Flood Development Permit is required, as described in Chapter 34 of the Buncombe County Code of Ordinances.

- Contact Buncombe County Planning Department at 250-4830.

Information you should have before you call:

- The property's tax identification number (PIN) or street address

If disturbing streams or wetlands:

- Contact the U.S. Army Corps of Engineers at 271-7980 for information on relevant requirements.
- Contact NCDENR Water Quality Section at 296-4500 for information on relevant requirements.

Step 4: Street Address

If the property does not have an established city style street address (street name and house number, not rural route and box number):

- Contact the Buncombe County Street Addressing Department at 250-4845.

Information you should have before you call:

- The property's tax identification number (PIN)
- Location of planned driveway
- Addresses of neighboring properties (helpful information, but not required)

Request the following:

- Street address for the property

Step 4: Sewerage

If public sewer is available:

- Contact the Engineering Division of the Metropolitan Sewerage District at 254-9646.

Request the following:

- Sewer tap application and fee information

If public sewer is **not** available and the property has been determined suitable for a septic tank system:

- Apply for an **Authorization to Construct** at Buncombe County Environmental Health (250-6900) located at 257 Biltmore Avenue.

Information you should have before applying at Environmental Health:

- The property's tax identification number (PIN)
- A plat or tax map of the property which is available through public access query or from Environmental Health, Land Records, Planning, or Permits & Inspections
- The number of bedrooms of the proposed home or the number of employees of a commercial project (commercial projects may require additional information)

Request the following:

- Application for **Authorization to Construct** (fee involved)
- Flags for identifying lot and house corners

Information you should have before meeting with the Environmental Health Specialist at the property:

- Placement of 4 lot corner flags for properties of 2 acres or less
- Placement of 4 house corner flags
- Knowledge of location of driveway
- Knowledge of water source (well or municipal water)

Step 6: Water Well (Note: Septic system must be permitted prior to this step)

If municipal water is not available:

- Contact a licensed water well drilling contractor. A permit is required from Buncombe County. The septic tank **Authorization to Construct** will indicate proper distance from the septic tank system, and any existing bodies of water.

Step 7: Building Permit

- Apply for a building permit from Buncombe County Permits & Inspections (250-5360) located at 30 Valley Street in downtown Asheville (fee involved).

Information you should have regarding the property and the proposed structure before applying at Permits & Inspections:

Manufactured Home

- The property's tax identification number (PIN)
- The property's street address
- The property's lot number if in a manufactured home park
- The home's manufacturer
- The home's year built
- The home's model number
- The home's box size
- The home's base cost
- The home's type of heat
- The name of the setup contractor who will place the home
- Sewage approval from MSD or Environmental Health
- Water approval from the Asheville Regional Water Authority if applicable

Residential Home (stick built or modular)

- The property's tax identification number (PIN)
- The property's street address
- The home's type of heat
- Two full sets** of building plans
- The name of the building contractor
- The name of the electrical subcontractor
- The name of the plumbing subcontractor
- The name of the mechanical subcontractor
- Sewage approval from MSD or Environmental Health
- Water approval from the Asheville Regional Water Authority if applicable

Commercial

- The property's tax identification number (PIN)
- The property's street address
- Three full sets of building plans with Appendix B
- A site plan
- The name of the building contractor
- The name of the electrical subcontractor
- The name of the plumbing subcontractor

- The name of the mechanical subcontractor
- Sewage approval from MSD or Environmental Health
- Water approval from the Asheville Regional Water Authority if applicable

Step 8: Zoning

- Bring building permit to Buncombe County Planning Department (250-4830) at 46 Valley Street in downtown Asheville

If property is located in one of the following zoned areas:

Asheville Extra Territorial Jurisdiction – City of Asheville Zoning Department, Zoning Administrator, Mike Wheeler (259-5850)

Town of Biltmore Forest – Town Administrator, Nelson Smith (274-0824)

Town of Weaverville or the Weaverville ETJ – Zoning Department, Shelby Shields (645-7116)

Town of Woodfin – Town Administrator, Jason Young (253-4887)

- Obtain zoning permit from the appropriate authority and submit to Buncombe County Permits & Inspections.

Step 9: Driveway Permit

If the project is commercial or multi-family and connects to a public road:

- Obtain a driveway permit from the North Carolina Department of Transportation, District Engineering office (298-2741).

Step 10: Fire Marshal Certification

If the project is commercial construction:

- Submit extinguishing system plans to the Fire Marshal's Office for review prior to installation.
- Submit fire alarm plans to the Fire Marshal's Office for approval prior to installation. A certificate of completion will be issued after acceptance tests have been completed.
- For specifics on exit lights and fire extinguishers, or related matters, contact the Fire Marshal's Office (255-5087).