

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

1. For **EXISTING COMMERCIAL** projects with NO EXTERIOR GROUND WORK
  - [Commercial Interior Renovation](#)
  - [Commercial Roof Mounted Solar](#)
  - [Commercial Rooftop Alteration](#)
  - [Commercial Daycare](#) (inspections for state licensing)
  - [Commercial ABC Inspection](#) (inspections for alcohol sales)
  
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; workers compensation form, lien agent\*
  
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 an owner, you can act as your own contractor provided the structure 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>

***The following may possibly be required for a Commercial Renovation permit***

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>