

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

1. 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
- [Commercial Building](#) (new building with 1 known tenant and use)
- [Commercial Addition](#)
- [Commercial Deck](#)
- [Commercial Foundation Only](#)
- [Commercial Ground Mounted Solar](#)
- [Commercial Modular Classroom or Office](#) (not construction trailer)
- [Commercial Multi-Family Modular](#)
- [Commercial Multi Family](#)
- [Commercial Other](#) (playing field, bleachers, etc.)
- [Commercial Shell](#) (building with multiple future tenants)
- [Commercial Sign](#)
- [Commercial Swimming Pool](#)
- [Commercial Cellular/Radio Tower](#)
- [Retaining Wall](#)

2. You can bring the application into the office OR email it to permitdocs@buncombecounty.org

3. Once the permit application is processed, you will receive an email with further instructions.

4. 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>

Affidavit of workers compensation is required for all projects.

https://www.buncombecounty.org/common/permits/Affidavit_WorkersCompensationCoverage.pdf

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

*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

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

As an owner of the property and structure, you can act as your own contractor provided it is not for sale, rent or lease for 1 year after issuance of the CO. 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 North Carolina Building Codes can be found here:

<https://www.ncosfm.gov/codes/codes-current-and-past>

How to upload documents into your project ONCE PERMIT APPLICATION HAS BEEN PROCESSED: