



**GUILFORD COUNTY
PLANNING BULLETIN**

**BUILDING & ENVIRONMENTAL
HEALTH PERMIT PROCEDURES
(Residential Single & Two-Family)**

The purpose of this bulletin is to outline the steps involved to obtain a soil evaluation and well, septic, and building permits for residential construction. An **Improvement Permit** and an **Authorization to Construct Permit** are required for all new residential construction and mobile homes on septic systems, prior to the issuance of a building permit. A check of the existing septic system is required for all renovations, additions, or accessory buildings which require a building permit. The following procedures apply to single and two-family residential structures serviced by wells and septic systems.

- 1) Make application for an **Improvement Permit** from the Guilford County Planning Department, Plaza Level, Guilford County Courthouse.

What to bring:

- ◆ One (1) Plot Plan showing the location of proposed structure (*See Planning Bulletin No. P10 entitled: RESIDENTIAL PLOT PLAN REQUIREMENTS*).
- ◆ Proof of Ownership (Deed Reference, Contract to Purchase or Notarized Letter).
- ◆ Fee Payment based on the chart below:

Number of Bedrooms	Fee Amount/Evaluation
2	\$200.00
3	\$300.00
4	\$400.00
5	\$500.00
6	\$600.00

- 2) After confirmation that Environmental Health has issued an Improvement Permit, return to the office to complete your Authorization to Construct and for **building construction plans submittal**. (**Note: If you have a valid Improvement Permit, begin with this step.**)

What to bring for Building Construction Plans Submittal and Layout for the Authorization to Construct:

- ◆ Two (2) Complete sets of building construction plans for the Residential Plans Examiner
- ◆ Three (3) Plot Plans showing exact location of proposed structure for Residential Permits Section

Environmental Health will verify the distances between the approved septic area, the structures, the well and the property lines. An Authorization to Construct can be issued when this field inspection is complete.

A Plans Examiner will review your construction plans to insure compliance with the North Carolina Building Code. *For more information, please refer to the Contractors Bulletin No. C53 entitled: ONE AND TWO FAMILY RESIDENTIAL PLANS REQUIREMENTS.*

- 3) The building permit can generally be issued once the building construction plans and Authorization to Construct have been approved. **Please be prepared to pay all fees at this time.**

What to bring for the Building Permit:

- ◆ Construction plan approval from Plans Examiner.
- ◆ Copy of Improvement Permit, Authorization to Construct, and/or Well Permit.
- ◆ Supplemental building permit information.
- ◆ Plat Book or Deed Book Reference from the Register of Deeds.
- ◆ Building Permit Fee Payment (*See Development Bulletin No. D2-GC entitled: FEE SCHEDULE – GUILFORD COUNTY*).

On **some occasions** the following plans and certificates may be required: a) proof of ownership; b) Certificate of Floor Elevations, if located in a floodplain; c) Soil Erosion and Sedimentation Control Plan, if disturbing over one acre; d) Watershed Control Plan, if located in a Watershed Critical Area; e) Certificate of Appropriateness, if located in a Historic District; f) fee receipt for water and/or sewer, if located in the Town of Jamestown or the Sedgfield Sanitary District; g) town Clearance Certificate if located in Jamestown, Whitsett, Oak Ridge, Summerfield, Sedalia.

In addition, the following Supplemental Information may be required to obtain a building permit:

- 1) Heated square feet, unheated square feet, number of stories, number of bedrooms, number of baths, and type of heating and air conditioning.
- 2) Well Permit, if applicable.
- 3) Subcontractor's name and license number for electrical, plumbing, and heating work.
- 4) Electrical power company.
- 5) Natural gas company, if applicable.
- 6) Set-up contractor's name and license numbers, if a manufactured/mobile home.
- 7) Year, model name and number of bedrooms and bathrooms, if a manufactured/mobile home.

Please contact the Planning Department at 641-3334 for questions concerning the building permit process, or Environmental Health at 641-7613 for questions concerning septic systems and wells.

DEFINITIONS:

AUTHORIZATION TO CONSTRUCT (CA): issued to owner or owner's representative for the actual construction or installation of an on-site wastewater system. The Authorization to Construct shall be valid for a period of five (5) years or until the Improvement Permit expires, whichever occurs first. A (CA) is required prior to a building permit.

IMPROVEMENT PERMIT (IP): site approval for the future installation of an on-site wastewater septic system. An (IP) is also required prior to a building permit. This permit is valid for five years.

OPERATION PERMIT (OP): issued by the Health Department when all of the conditions included in the Improvement Permit, Authorization to Construct, and applicable laws and rules have been met. An (OP) is required prior to a Certificate of Occupancy or temporary Certificate of Occupancy of the dwelling unit.

PLOT PLAN: a property survey prepared by a registered land surveyor, drawn to a scale of one inch equals no more than 60 feet that includes: the specific location of the proposed facility and appurtenances, the site for the proposed wastewater system, and the location of water supplies and surface waters. Plot Plans submitted for the purpose of obtaining an Improvement Permit shall be valid without expiration when drawn to a scale of no less than 1"=40' or no greater than 1"=60'.

This bulletin is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official Development Ordinance or Health Department interpretation in any legal proceeding.