

Manufactured Homes are permitted in the Agricultural Zoning district and Residential districts with a Manufactured Housing Overlay. Please contact the Planning and Development Department prior to purchasing a manufactured home to verify zoning.

PROCESSING TIME...

The processing time for permits can vary based on the complexity of the project. Once your zoning and lot status issues are resolved, most permits can be processed in as few as 5 to 7 business days. However, if approval is required by Environmental Health the process can take 2 to 3 weeks.

In order for us to serve you better and to reduce the processing time, we ask that you submit all required documents promptly.

If you fail to provide complete, accurate information in the early stages of the permit process, you may experience delays.

There may be additional information requested during the process of issuing your permit, and your cooperation in this process is greatly appreciated.

Copies of all forms and bulletins can be obtained in our office or can be viewed and downloaded from our website.

We look forward to serving you!

ADDRESS OF PROPERTY

-OR-

PERMIT APPLICATION NUMBER

PERMIT CHECKLIST

- Residential Permit Application
- Improvement Permit Application (if required)
- Plot Plan (see requirements)
- Two (2) Sets of Construction Plans and Engineering (if required) including -
 - Energy Compliance
 - Plan Review Checklist
- Proof of Ownership
Notarized Letter (if applicant is not the property owner) authorizing construction is acceptable.
- Permitted Use (zoning verified)

IMPORTANT NUMBERS

PLANNING AND DEVELOPMENT

Zoning/Lot Status
 (336) 641-3334

Permits/Plot Plans
 (336) 641-3707

Construction Drawings
 (336) 641-3753

ENVIRONMENTAL HEALTH

(336) 641-7613

Visit us at one of our two locations:

DOWNTOWN OFFICE

400 W. Market St.
 Greensboro, NC 27401
 (336) 641-3334
 fax: (336) 641-6988

-OR-

Online at www.co.guilford.nc.us



Guilford County Planning and Development

ABC'S OF DEVELOPMENT

DEVELOPING OR BUILDING IN GUILFORD COUNTY?

IF SO, READ THIS . . .

If you are planning to make any improvements to your property, including changing your property boundaries or cutting out a lot, the first thing you should do is contact the Planning and Development Department. One of our responsibilities is to help you protect your investment. There are rules and regulations that you must follow when making improvements. We are here to help you understand these rules and help guide you through the process.

THE FIRST THING . . . CHECK YOUR ZONING



The zoning of the property determines which uses are allowed. This includes the placement of manufactured homes and the distance that buildings or structures must be located from property lines and streets.

The zoning regulations will also determine locations where you cannot build, such as utility easements and areas that are subject to flooding. Zoning districts in Guilford County were established March 3, 1964.

Contact the Planning and Development Department to check the zoning of your property before you start.

Tel: (336) 641-3334

THE SECOND THING... KNOW YOUR LOT STATUS.

When changing your property boundaries or cutting out a lot, State law may require special approval from the Planning and Development Department. Deeded lots have to meet access and special mapping requirements before they can be built on. These special mapping requirements are referred to as **Subdivision Regulations**. Your property may already comply; however, please contact the Planning and Development Department to verify the status of your lot.

THE PERMITTING PROCESS...

Permits are issued by the Planning and Development Department to safeguard homeowners. By reviewing your proposal, we hope to ensure that the development meets all of the various requirements of the Development Ordinance, NC Building Code, etc.

A building permit is required for the following:

- To build or move a house; or place a modular or manufactured home on a lot,
- To add-on to an existing house,
- To build or place a storage building or garage on a lot,
- To renovate an existing house, or
- To build or place a swimming pool on a lot.

Some buildings that are 12' or less on all sides are exempt from building permits.

PLOT PLAN REQUIREMENTS...

As part of the permitting process you may be asked to submit a **plot plan**. A plot plan is a drawing showing your property, what you intend to build, and where you intend to build it. The general plot plan requirements are listed below:

- Drawn to scale indicating the property lines and dimensions,
- Showing proposed location of all structures and the setbacks to the property lines,
- Showing proposed location of well and septic (if not on public water and sewer), and
- Showing all easements (public or private).

For a detailed description of the plot plan requirements, refer to our **Planning Bulletin # P10, entitled "Residential Plot Plan Requirements"**.

ENVIRONMENTAL HEALTH...

If public sewer is not available, Environmental Health is required to evaluate the property for an on-site wastewater disposal system (septic system). This evaluation is referred to as a **soil evaluation**. A soil evaluation is required when you will need a new septic system or when you are adding a bedroom. If public water is not available and there is not an existing well on the property or available to the property, Environmental Health is required to approve a well site on the property. A **septic and well check** is required if you have an existing septic system and/or well on the property.

Environmental Health must approve the permit application before the building permit can be issued.

To apply for Environmental Health services you must submit the following to the Permit Section:

- **Improvement Permit Application**, and
- Three (3) copies of **plot plan**.

SUBMITTING PLANS...

In many cases, you will be asked to submit plans detailing how the proposed structure is to be built. These construction drawings are reviewed by our department before the building permit is issued to ensure that the proposed design meets the State Building Codes. Please refer to our **Contractor's Bulletin # C53, entitled "One and Two Family Residential Plans Requirements"** for the detailed requirements for construction drawings.

When submitting construction drawings, please include the following:

- **Residential Permit Application**,
- Two (2) copies of **accurate plot plan** or three (3) copies if on well and/or septic,
- Two (2) complete sets of **construction drawings**,
- **Energy Code Compliance Form**,
- **Plan Review Checklist**,
- Proof of ownership (a **recorded deed** is sufficient and can be obtained from the Office of the Register of Deeds), and
- Payment of water & sewer fees if property served by public water and/or sewer. Contact Community Services at (336) 641-3645 for payment information.

MANUFACTURED HOMES...

A permit is required to place a manufactured home. **To apply for a permit to locate a manufactured home you must submit the following to the Permit Section:**

- **Manufactured Home Application**,
- **Improvement Permit Application** (If manufactured home is served by a septic system), and
- Three (3) copies of **plot plan** (If manufactured home is to be located on a private lot.)