

# Required Information for Permit Issuance

1. **Parcel #:** It is very important that we have this information. It can be accessed in different ways. It may already be on your septic application, you can get it by calling Mapping at or 349-2103 or you can go to the Macon County website ( [www.maconnc.org](http://www.maconnc.org)) and click on “GIS Home Real Estate Lookup & Mapping” on the navigation bar.
2. **Township:** Permits are assigned to different inspectors through their location as determined by township.
3. **Owners Name, Address and Phone Number:** Should be the name, address and phone number of the applicant even if it is not local.
4. **Directions:** Remember, the inspectors are relying on this information to be able to locate the job that needs to be inspected. Please make directions as precise as possible.
5. **Power Company That Will Supply Your Power:** We need this information in order to inform the respective power company when you need temporary power and again when you pass final inspection for permanent power.
6. **Type of Construction:** New residence, Addition, Alteration, Garage, Deck, etc.
7. **Cost of Construction:** This information is needed for the tax office.
8. **Primary or Secondary Residence:** Please circle if the residence is your primary or secondary residence.
9. **Square Footage:** We need to know the square footage of the construction. Your costs are based on this figure.
10. **Is Property in a Watershed:** There are maps available for your use to determine your watershed status or this information can be found on the county web site. We have someone available to answer questions should you have any.
11. **Is Property in a Flood Plain:** This information can also be accessed on the county web site.
12. **Elevation:** The elevation is needed to help us determine what wind zone, if any, you are in.
13. **If Commercial, Will sign be on premises?:** Macon County has a sign ordinance. It is necessary to adhere to this ordinance. If all you are needing is a sign permit for an existing building, we have separate permits for that just ask any staff and they will be happy to give you one.
14. **Contractors:** As of February 1, 2005, all permits lacking contractors license number will be declined. We will also need the contractors phone number. There are books available in the lobby area that are very simple to use.
15. **What name is the Septic Approval In & what year was it approved in?:** We need to know the name on the application when the septic was approved and the year it was approved in. You have 5 years from the approval date to install your septic system before the approval expires. There is no renewal fee for this, you must reapply at the full price.
16. **Receipt for Tap Fee:** If you are going to be hooking into the city sewer and/or water we will need a copy of the receipt where you paid your tap fees.
17. **Certificate of Zoning:** A Certificate of Zoning is required if you are inside the city limits of Franklin or Highlands.
18. **Signature:** Your application must either be signed by the building contractor or by the homeowner.
19. **Fees:** This is for office use only. We will establish fees and break them down into each category

**MACON COUNTY BUILDING PERMIT APPLICATION**  
INFORMATION IS REQUIRED BEFORE A PERMIT CAN BE ISSUED

Parcel #: \_\_\_\_\_ Township: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owners Address: \_\_\_\_\_

Directions to Job Site including gate code if applicable: \_\_\_\_\_

\_\_\_\_\_

Power Company that Supplies or will Supply your Power: \_\_\_\_\_

Type of Construction you are Applying for: \_\_\_\_\_

Total Estimated Cost of Construction: \_\_\_\_\_

If this is a New Construction, Please Circle if it is **PRIMARY** or **SECONDARY**

**SQUARE FOOTAGE:**

1<sup>st</sup> Floor: \_\_\_\_\_ 2<sup>nd</sup> Floor: \_\_\_\_\_ 3<sup>rd</sup> Floor: \_\_\_\_\_

Basement: \_\_\_\_\_ Garage: \_\_\_\_\_ Addition: \_\_\_\_\_

# of Bedrooms: \_\_\_\_\_

Total Square Footage: \_\_\_\_\_ Modular # of Units \_\_\_\_\_

Is Property in Watershed? \_\_\_\_\_ Yes \_\_\_\_\_ No Is Property in Flood Plain? \_\_\_\_\_ Yes \_\_\_\_\_ No

Elevation Above Sea Level : \_\_\_\_\_ If Commercial, Will Sign be on Premises \_\_\_\_\_ Yes \_\_\_\_\_ No

**CONTRACTORS:**

Electrical: \_\_\_\_\_ License #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

Plumbing: \_\_\_\_\_ License #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

Mechanical: \_\_\_\_\_ License #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

Gas: \_\_\_\_\_ License #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

Insulation: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

Building: \_\_\_\_\_ License #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

Name is the Septic Approvals in: \_\_\_\_\_ Name the Well Approvals in: \_\_\_\_\_

Year was the Septic Approved: \_\_\_\_\_ Year the Well was Drilled: \_\_\_\_\_

If on City Sewer/Water, do you have the Receipt for the Tap fee? \_\_\_\_\_

If Inside the City Limits of Franklin or Highlands, do you have a Zoning Certificate? \_\_\_\_\_

IF PERMIT IS GRANTED, I AGREE TO CONFORM TO THE NORTH CAROLINA STATE BUILDING CODE AND TO ALL COUNTY ORDINANCES AND THE LAWS OF THE STATE OF NORTH CAROLINA REGULATING SUCH WORK

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

FEES: B \_\_\_\_\_ E \_\_\_\_\_ P \_\_\_\_\_ M \_\_\_\_\_ LD \_\_\_\_\_ RF \_\_\_\_\_ W/S \_\_\_\_\_ F/P \_\_\_\_\_ TOTAL \_\_\_\_\_

Effective 7/6/2006 replacement to all previous applications Permit # \_\_\_\_\_

**MACON COUNTY BUILDING INSPECTIONS OFFICE  
1834 LAKESIDE DRIVE  
FRANKLIN, NC 28734  
PH – 828 – 349-2072    FAX – 828-524-2653**

General Contractors as defined by Statute:

§ 87-1. General contractor: defined; exceptions

For the purpose of this Article any person or firm or corporation who for a fixed price, commission, fee or wage undertakes to bid upon or to construct or who undertakes to superintend or manage, on his own behalf or for any person, firm or corporation that is not licensed as a general contractor pursuant to this Article, the construction on any building, highway, public utilities, grading or any improvement or structure where the cost of the undertaking is under thirty thousand dollars (\$30,000) or more, or undertakes to erect a North Carolina labeled manufactured modular building meeting the North Carolina State Building Code, shall be deemed to be a “general contractor” engaged in the business of general contracting in the State of North Carolina.

This section shall not apply to persons or firms or corporations furnishing or erecting industrial equipment, power plan equipment, redial brick chimneys and monuments.

This section shall not apply to any person or firm or corporation who constructs or alters a building on land owned by that person, firm or corporation provided such building is intended solely for occupancy by that person and his family, firm or corporation after completion; and provided further that, if such building is not occupied solely by such person and his family, firm or corporation for at least 12 months following completion, it shall be presumed that the person, firm or corporation did not intend such building solely for occupancy by that person and his family, firm or corporation.

**By signature I acknowledge that I have read the above information:**

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**Signature by Owner or Contractor**

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**Date**

**APPENDIX D**

**AFFIDAVIT OF WORKER'S COMPENSTATION COVERAGE**  
**N.C.G.S §87-14**

The undersigned applicant for construction on Parcel # \_\_\_\_\_ being the

\_\_\_\_\_ Contractor

\_\_\_\_\_ Owner

\_\_\_\_\_ Officer/Agent of the Contractor

do hereby aver under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit:

\_\_\_\_\_ has/have three (3) or more employees and have obtained worker's compensation insurance to cover them,

\_\_\_\_\_ has/have one or more subcontractor(s) and have obtained worker's compensation insurance to cover them,

\_\_\_\_\_ has/have one or more subcontractor(s) who has/have their own policy of worker's compensation covering themselves,

\_\_\_\_\_ has/have not more than two (2) employees and no subcontractors,

while working on the project for which this permit is sought. It is understood that the Inspection Department issuing the permit may require certificates of coverage of Worker's Compensation insurance prior to issuance of the permit at any time during the permitted work from any person, firm or corporation carrying out the work.

Company Name : \_\_\_\_\_

Signed : \_\_\_\_\_

Print : \_\_\_\_\_

Title : \_\_\_\_\_

Date: \_\_\_\_\_



# MACON COUNTY

## LAND DISTURBANCE PERMIT APPLICATION

(MUST BE FILLED OUT COMPLETELY)

### APPLICANT

#### \*\*\*OWNER OF SUBJECT PROPERTY\*\*\*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

#### \*\*\*CONTRACTOR / EARTH MOVER\*\*\*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Estimated Cost of Grading: \_\_\_\_\_ N.C. License #: \_\_\_\_\_

#### \*\*\*PERSON FINANCIALLY RESPONSIBLE (If Different from Owner)\*\*\*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### LOCATION

Macon County Land Records Property Identification # (Parcel Number)	Township _____	City Limits of Franklin? Yes / No
_____	Directions to Property: _____	_____

### PROJECT

Size of Land Disturbance \_\_\_\_\_ Sq. Ft. or \_\_\_\_\_ Acres (43,560 sq. ft. = 1 Acre)

\*Erosion Control Plans are required @ 21,780 sq. ft. (1/2 Acre) Disturbed.

Are you applying for a building permit as well? Yes / No If yes, square footage of structure: \_\_\_\_\_

Will the land disturbance involve a slope of greater than 1:1 (45°)? Yes / No (If yes, plans are required)

Do you have water on your Property? No / Yes Spring Lake Branch Pond Stream

If you have a stream, is it a N.C. Trout Stream? Yes / No (Requires 25 foot buffer zone)

Will the property require a stream crossing? Yes / No (Requires permit from Department of Water Quality)

**Mandatory Measures** \*Groundcover: Revegetate within 21 calendar days upon completing any phase of grading

\*Silt Fences (Steel Posts 6' O.C. trenched 8" Deep) or Berms and Diversions

\*Mudmat/ gravel construction access (3" Stone: 50' long and 10' W) \*Cut slopes 1.5 : 1 Fill slopes 2 : 1

<b>Road Grade Standards</b>	16 % - Pavement	10% - Gravel	6% - grass
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The undersigned hereby attests that the information given above is true and correct. The applicant is aware of the stated requirements and responsibilities for land disturbance in Macon County. The applicant understands the principles of erosion control and understands that the North Carolina Sediment Law of 1973 applies to each project regardless of size. The applicant acknowledges that county staff can and will conduct periodic inspections of this project to ensure compliance. Any non-compliance with the provisions of this ordinance may result in civil penalties. The signature below signifies full responsibility for all land disturbance activities on subject site.

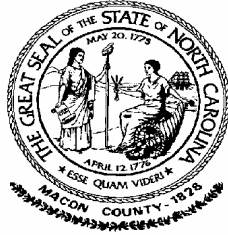
Signature of Financial Responsible Party/ Owner: \_\_\_\_\_ Date: \_\_\_\_\_

# **\*\*\*Attention\*\*\***

AS OF FEBRUARY 1, 2003 A SITE PLAN WILL BE REQUIRED TO OBTAIN A PERMIT FOR NEW CONSTRUCTION INCLUDING MOBILE HOMES & MODULAR HOMES.

**YOUR SEPTIC DRAWING IS NOT ACCEPTABLE AS A SITE PLAN.**

Your site plan must show lot lines, elevation above sea level, all streams or bodies of water  
&  
location of existing and / or proposed structures, driveways, wells and septic.



MACON COUNTY CODE ENFORCEMENT  
1834 LAKESIDE DRIVE  
FRANKLIN NC, 28734

## **PLEASE NOTE**

As of May 1, 2005, Macon County Code Enforcement cannot issue any permit without the following documents being on file in our office or included with the application packet:

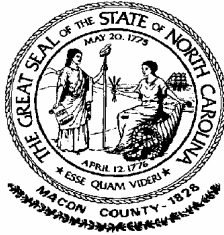
1. Current Copy of Certificate of Workers Compensation coverage if NC law requires such coverage.
2. Current copy of your subcontractor's Certificate of Workers Compensation coverage if they are providing their own insurance.

This coverage must be kept in place until the project is completed or your permit will be revoked.

You or your insurance company must notify this department of any changes to your policy.

There will not be any exceptions made.

We are sorry for any inconvenience this may cause but it is required by NCGS.



MACON COUNTY CODE ENFORCEMENT  
1834 LAKESIDE DRIVE  
FRANKLIN NC, 28734

**INSPECTION REQUESTS FOR ANY  
PERMIT ISSUED AFTER MAY 1<sup>ST</sup> 2005  
MUST BE MADE BY THE PERSON  
OR COMPANY DOING THE WORK  
THIS INCLUDES ROUGH-IN  
AND FINAL INSPECTION REQUESTS**

For example: Building Contractor requests footing inspection, Electrical Contractor requests temp. pole inspection, Plumbing Contractor requests pre-slab inspection, etc.

**NO EXCEPTIONS**



# MACON COUNTY CODE ENFORCEMENT

## BUILDING PLAN REQUIREMENTS;

Plans are required before any building permit can be issued.

The plans should contain enough detail for Plan Review to determine all elements of the construction will meet current codes.

It is unlawful for an inspection department to issue a permit for a structure that will not meet current codes. It is also less expensive for you to show on paper what you are proposing, rather than have to change something after it has been built in order to meet codes.

The plans, drawn to scale, at a minimum must include:

1. floor plan
2. at least one elevation
3. one cross sectional view

These minimum plans must show:

1. footing and pier size and locations, with appropriate reinforcement if required
2. foundation wall detail, thickness, reinforcement, anchor bolts, height, unbalanced backfill height, foundation waterproofing or damp-proofing, foundation drains, and vent openings if on a crawl space
4. floor system and sheathing, size and centers, girders, concrete slabs if any are to be included,(slab, base and vapor retarder thickness)
5. wall construction details
6. roof and ceiling system and roof sheathing and covering
7. insulation r-values
8. heat source location and size (in btu's or tons)
9. electric panel size and location
10. window and door sizes and locations
11. deck and porch details,( joists girders, decking, rails, bolting, flashing post attachment, etc.)
12. wall covering, interior and exterior
13. concrete slab details, if a slab is present

These plans, if for a single family residence, generally do not require that an engineer or architect draw them, nor must they be drawn by a draftsman. Regardless of who draws the plans, they will be required to be drawn to scale, with sufficient clarity and detail to ensure code compliance.

Properly drawn plans will help the permit process to be completed quicker so you can proceed with your project.

Once these plans have been approved they will be returned to you with the building permit. These approved and stamped plans must remain on the job for use by the inspectors until the project has received a certificate of occupancy from this office.

**\*\*\*\* ALL PLANS FOR ANY LOG OR HEAVY TIMBER STRUCTURE ARE REQUIRED TO BEAR THE SEAL OF A NORTH CAROLINA DESIGN PROFESSIONAL. \*\*\*\***