

# Required Information for Permit Application

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 349-2102 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:** Inspections 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’s primary residence.
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. **Square Footage:** We need to know the square footage of the construction. Your costs are based on this figure.
9. **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.
10. **Is Property in a Flood Plain:** This information can also be accessed on the county web site.
11. **Elevation:** The elevation is needed to help us determine what wind zone, if any, you are in.
12. **If Commercial, Will sign be on premises? :** Macon County has a sign ordinance. It is necessary to adhere to this ordinance. If all you need 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.
13. **Contractors:** As of February 1, 2005, all applications lacking contractor’s license number will be declined. We will also need the contractor’s phone number. There are books available in the lobby area that is very simple to use. [www.ncibgc.org](http://www.ncibgc.org) (NC Licensing Board for General Contractors)
14. **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.
15. **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.
16. **Certificate of Zoning:** A Certificate of Zoning is required if you are inside the city limits of Franklin or Highlands.
17. **Signature:** Your application must either be signed by the building contractor or by the homeowner.
18. **Fees:** This is for office use only. We will establish fees and break them down into each category