



COMMERICAL BUILDING
PROCEDURE FOR ACQUIRING PERMITS

The Catawba County Permit Center needs the following approvals and applications submitted either to Newton or Hickory office before a building permit can be issued.

1. Applications for Building permits shall be accompanied with seven (7) sets of blueprints/specifications for each structure within a project.
2. Complete sets of working drawings (i.e.; but not limited to: floor plans, U.L. designs of all rated assemblies and U. L. designs of all penetrations of rated assemblies, door & finish schedules, structural framing plans & details, plumbing, mechanical, & electrical plans with an Appendix B on first or second sheet; along with fire sprinkler drawings and site plans, fire alarm plans if applicable), shall be submitted to the Catawba County Permit Center office for plan review. Plans shall be drawn to a standard architectural scale with sufficient clarity and detail to indicate the nature and character of the work. Such drawings shall be specific and shall not cite the technical codes as a whole or in part. All sheets shall bear the name, signature and address of the person responsible for the design. Plans may have to be prepared by a North Carolina Architect or Engineer per the Administration and Enforcement Code, Section 302.4.

****SUFFICIENT CLARITY WILL BE REQUIRED ON ALL PLANS****

3. Zoning approval from the proper zoning jurisdiction (see list of phone numbers for proper office) BELOW
4. Health Department Approval is required if there is a septic tank and/or well system on the property or going to be, or conformation of city sewer services provided. (An Authorization to Construct permit must be obtained from Environmental Health Department or approval of an existing system). Also if food service is provided in the building one additional set of plans must be submitted to the CATAWBA COUNTY HEALTH DEPT for review and approval 828 465-8270.
5. An application, completed by applicant. If a licensed contractor is to be listed on the permit, that contractor must state his name as listed in the license book, license number, address, and sign the application form in the office or have application notarized if signed outside of office.

A building permit will be issued only after all the above approvals and applications have been received in the Permit Center. Fees for building permits are collected when the permit is issued, unless an approved account has been set up in advance.

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| Catawba County Permit Center | 828 465-8399 |
| Newton Zoning Office | 828 465-7400 |
| City of Conover | 828 464-1191 |
| Town of Longview | 828 322-3921 |
| City of Claremont (TUES. AM only) | 828 459-7009 |
| Catawba County Zoning | 828 465-8380 |
| Town of Maiden | 828 428-5007 |
| City of Hickory (DAC) | 828 323-7410 |
| Environmental Health | 828 465-8270 |
| Town of Brookford | 828 322-4903 |

***Special procedures apply and need to be addressed before a permit is issued if the building is to be a stucco structure.**

IF THERE ARE ANY FURTHER QUESTIONS PLEASE CALL THE PERMIT CENTER AT 465-8399 BETWEEN 8AM & 5PM