

Permit Office (828)465-8399
Newton Fax (828)465-8962
Hickory Fax (828)322-6814



P.O Box 389
Newton, NC 28658
www.catawbacountync.gov

PROCEDURE FOR ACQUIRING PERMITS FOR ONE AND TWO FAMILY DWELLINGS & RESIDENTIAL ACCESSORY BUILDINGS

The Catawba County Permit Center needs the following approvals and applications turned into the office before a building permit can be issued

1. Zoning approval from the proper zoning jurisdiction (see list below)
2. Health Department approval if there is an existing septic tank system or well on the property, or one will be placed on the property, or confirmation of city sewer services provided. (An Authorization to Construct must be obtained from the Environmental Health Department or you must have approval of an exiting system)
3. One set of plans that show a scaled layout of each story with all rooms identified for usage. (**Exception:** One-story structures less than or equal to 800 square feet.)
4. An application for building permit, completed by owner or contractor. 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, and address; and sign the application form in the office. The Permit Center will need to know the total heated and unheated square footage (basement, covered porches, and attached garages or carports), the number of bedrooms, baths family rooms, and fireplace, etc.

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

The Building Services Division Office will make inspections at the following stages of progress:

- *Footings (before any concrete is poured)
- *Plumbing and electrical under slab (before being covered up)
- *Slab (before any concrete is poured)
- *Foundation (when floor system is started before any sub-flooring placement)
- *Rebar / Reinforcement (if required, when rebar is in place, before pouring concrete)
- *Chimney inspection (when firebox and throat are in place and starting up with flue liner)
- *Stucco *(must be inspected before the stucco material is to be installed)
- *Rough-in inspection (framing, electrical, plumbing, mechanical)
- *Rough-in Outside only (house wrap, flashing, etc.)
- *Insulation
- *Water and / or sewer yard lines
- *Final Inspection

**All residential addition, remodeling and private pier permits also require Zoning approval, Health Department approval (if a bedroom is being added) and an application for building permit completed before a permit can be issued.

Catawba County Permit Center	465-8399
Catawba County Zoning Office	465-8380
Newton Zoning Office	465-7400
Town of Maiden (Zoning Office)	428-5007
Town of Catawba	241-2215
City of Claremont (Tuesday AM only)	459-7009
City of Conover	464-1191
City of Hickory	323-7410
Town of Longview	322-3921
Environmental Health	465-8270

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

****IF THERE ARE ANY FURTHER QUESTIONS PLEASE CALL THE PERMIT CENTER AT
828-465-8399 BETWEEN 8AM & 5PM****