



CHECKLIST FOR NEW CONSTRUCTION PERMITS

CATAWBA COUNTY PERMIT CENTER

25 Government Dr. / P.O. Box 389, Newton, NC 28658

Phone 828-465-8399 | Email: permitapps@catawbacountync.gov

The below checklist pertains to building projects for any improvements on a property, such as new construction, sheds, carports, pools, deck/porches, etc. Some of these requirements may not apply to your specific project and you should contact the permit center before any work has begun to avoid any additional fees.

- **ZONING** – **ALL** projects require zoning approval. Please contact the appropriate zoning jurisdiction for the permit process and setbacks that pertain to your project. We will need an approved zoning permit or a letter from the zoning department that a permit is not required before building permits can be issued.
 - Catawba County (828) 465-8399
 - City of Hickory (828) 323-7410
 - City of Newton (828) 695-4326
 - City of Claremont (828) 466-7260
 - City of Conover (828) 464-1191
 - Town of Maiden (828) 428-5034
 - Town of Longview (828) 322-6165
 - Town of Catawba (828) 466-7260
 - Town of Brookford (828) 322-4903

- **ENVIRONMENTAL HEALTH** – If your property has septic or well, please contact the Environmental Health Department at (828) 465-8270 or ehadmin@catawbacountync.gov for a copy of your septic layout and to determine if your project meets the specific setbacks. An **optional** Environmental Health Inspection can be performed at your request if you are unsure if you can meet your well/septic setbacks. Environmental Health inspection/review is **NOT** optional if adding bedrooms or living quarters.

- **BUILDING PERMITS** – the following are the required forms for all building permits.
 - Building Permit Application
 - Erosion Control Application / Affidavit
 - Small Site Erosion Application - is required if you are building on a vacant lot. This application will need to be completed by the financially responsible party and their signature **MUST** be notarized.
 - Small Site Erosion Affidavit - is required on all other property improvements for a new building or modifications to the footprint of the home.
 - Workers Compensation Affidavit – is required for any projects over \$30,000
 - Appointment of a Lien Agent – is required for any projects over \$30,000, please visit www.liensnc.com for additional information.
 - Trade Applications (electrical, mechanical and/or plumbing) – will be submitted by the tradesmen separately.

***** PLEASE NOTE *****

If you are a property owner attempting to pull permits same as owner-contractor the following are required:

- The property **MUST** be listed in your name.
- The property **CANNOT** be for rent, lease or sale for one year after the project is completed.
- The owner exemption / unlicensed contractor forms **MUST** be completed and returned to the permit office before permit issuance.

For any questions, please contact the Catawba County Permit Center at (828) 465-8399 or email questions to permitapps@catawbacountync.gov.