

Permit Office: (828)465-8399  
Newton Fax: (828)465-8962  
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[www.catawbacountync.gov](http://www.catawbacountync.gov)

## catawba county

### PROCEDURE FOR ACQUIRING PERMITS FOR ONE AND TWO FAMILY DWELLINGS AND ACCESSORY BUILDINGS FOR SINGLE FAMILY DWELLINGS SUCH AS STORAGE BUILDINGS

The following approvals and applications must be submitted to the Catawba County Permit Center 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 existing system)
3. One set of plans that show a scaled layout of each story with all rooms identified for usage.
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. Fees for building 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 subflooring 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, and mechanical)
- Insulation
- Water and / or sewer yard lines
- Final Inspection

For accessory buildings, each of the procedures listed above will be required; however, many of the inspections above will not be needed. Example: If there is no plumbing being installed, then plumbing inspections will not be required. If there is no concrete slab being poured, then no concrete slab inspection will be required.

\*\*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	828 465-8399
Catawba County Zoning Office	828 465-8380
Newton Zoning Office	828 465-7400
Town of Maiden (Zoning Office)	828 428-5007
Town of Catawba	828 241-2215
City of Claremont (Tuesday AM only)	828 459-7009
City of Conover	828 464-1191
City of Hickory	828 323-7410
Town of Long View	828 322-3921
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 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