



**GASTON COUNTY BUILDING INSPECTIONS DEPARTMENT**  
 PO BOX 1578 . 128 W. MAIN AVE. GASTONIA, NC. 28053  
 PHONE (704) 866 -3155 FAX: (704)-866-3966  
 Web Address: [www.Gastongov.com](http://www.Gastongov.com)

**RESIDENTIAL BUILDING PERMIT APPLICATION**

PERMIT NUMBER \_\_\_\_\_

MASTER PLAN NUMBER \_\_\_\_\_

**PROJECT ADDRESS (Including Lot Number)** \_\_\_\_\_

**DIRECTIONS TO PROJECT (must be Provided )**

**OWNER'S NAME** \_\_\_\_\_ **ADDRESS** \_\_\_\_\_  
**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**CONTRACTOR** \_\_\_\_\_ **STATE LICENSE NUMBER** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **ZIP** \_\_\_\_\_ **GASTON CO.COMPUTER NO.** \_\_\_\_\_  
**OFFICE PHONE** \_\_\_\_\_ **CELL PHONE** \_\_\_\_\_  
**CONTACT PERSON** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
 Email Address \_\_\_\_\_

**SUBCONTRACTORS** Provide the full name of the company, State License No. and the Gaston County computer number, if known.

**ELECTRICAL** \_\_\_\_\_ **LIC. NUMBER** \_\_\_\_\_ **COMPUTER NO.** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_  
**MECHANICAL** \_\_\_\_\_ **LIC. NUMBER** \_\_\_\_\_ **COMPUTER NO.** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_  
**PLUMBING** \_\_\_\_\_ **LIC. NUMBER** \_\_\_\_\_ **COMPUTER NO.** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_

**DESCRIPTION OF STRUCTURE (check ALL that apply to your project)**

SINGLE FAMILY RESIDENCE\_\_\_ DUPLEX RESIDENCE\_\_\_ TOWNHOME\_\_\_ MODULAR HOME\_\_\_  
 FINISHED BASEMENT\_\_\_ UNFINISHED BASEMENT\_\_\_ ATTACHED GARAGE\_\_\_ DETACHED GARAGE\_\_\_  
 ATTACHED CARPORT\_\_\_ DETACHED CARPORT\_\_\_ ACCESSORY STRUCTURE\_\_\_ PIER/BOAT DOCK\_\_\_

**NUMBER OF STORIES** \_\_\_\_\_ **NUMBER OF BEDROOMS** \_\_\_\_\_

(no room on plans may be listed as a "bonus room")

**DESCRIPTION OF WORK (Check One- Please describe if "OTHER")**

NEW\_\_\_ ADDITION\_\_\_ REMODEL\_\_\_ DEMOLITION\_\_\_ FIRE RESTORATION\_\_\_ OTHER \_\_\_\_\_

*If this section is not properly filled out and matching the plans it will cause a delay in the review process.*

**SQUARE FOOTAGES: APPLICANT MUST PROVIDE THE SQUARE FOOTAGE OF EACH PORTION OF STRUCTURE**

TOTAL **NEW** HEATED AREAS \_\_\_\_\_ (Includes all new heated areas on all floors, including **finished** basements, etc.)  
 UNFINISHED ROOMS \_\_\_\_\_ TOTAL OF ALL COVERED/UNCOVERED PORCHES, DECKS \_\_\_\_\_  
 UNFIN. BASEMENT\_\_\_ ATTACHED GARAGE\_\_\_ DETACHED GARAGE\_\_\_ STORAGE BLDG\_\_\_  
 PIER/BOAT DOCK\_\_\_ ATTACHED CARPORT\_\_\_ DETACHED CARPORT\_\_\_ OTHER \_\_\_\_\_

**UTILITIES:**

CITY WATER \_\_\_\_\_ COMMUNITY WELL \_\_\_\_\_ PRIVATE WELL \_\_\_\_\_  
 CITY SEWER: \_\_\_\_\_ COMMUNITY SEWER \_\_\_\_\_ PRIVATE SEWER \_\_\_\_\_

**NOTICE**

This permit becomes null and void if work or construction authorized is not commenced within 6 months or if construction or work is suspended, or abandoned for a period of 12 months at any time after work is started. Inspections are required to confirm work in progress. A Saw Service is not considered a start.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction.

DATE: \_\_\_\_\_

**SIGNATURE OF PROPERTY OWNER**

*MAY BE SIGNED BY CONTRACTOR ACTING AS AUTHORIZED AGENT OF PROPERTY OWNER*



Mailing Address : P.O. Box 1578 Gastonia, N.C. 28053-1578 , Phone Number (704) 866-3155  
Street Address : 128 W. Main Ave., Gastonia, N.C. 28053-1578 , Fax Number (704) 866-3966

## RESIDENTIAL PERMIT APPLICATION SUBMITTAL CUSTOMER CHECKLIST FOR NEW HOME CONSTRUCTION AND ATTACHED ADDITIONS

Please read each section carefully to determine if it applies. For sections that do apply please note by checking the appropriate box to indicate that you have forms indicated included in your packet. Include this checklist in your submittal packet.

- You will need a Gaston County Residential Application filled out **completely**.
- You will need zoning approval for all projects. If your project is in one of the towns, your zoning will come from them. For example if you live in Cherryville or Cherryville's ETJ they will be responsible for your zoning permit. If you are not in any towns jurisdiction you will get zoning from Gaston County **704-866-3075**.
- Address must be verified by Gaston County Zoning in writing unless done in person at the front desk **704-866-3075**.
- If you are on a private well and/ or septic system Gaston County Health Dept. approval is required. If you are on city water and sewer or community well and sewer, health department approval is not needed. **704-853-5200**
- You may need an erosion control approval from Gaston County Natural Resources This will be dictated by amount of grading to be done. **704-922-4181**
- Plans must be on **11x17** paper minimum and drawn to scale of 1/4" per foot or all dimensions must be shown and bound together in a complete set.
- Elevation views** must be included in plans.
- Plans must include **footing and foundation details** (this includes interior piers, thickened slabs etc.) Footing detail should include depth, width and thickness. Indicate foundation type (pier and curtain, poured wall, block etc.)
- Plans must include **framing details**. ( floor, wall and roof ) Framing should include girder size, floor joist size, stud size and height, ceiling joist size and rafter size.
- Plans must include a **floor plan** with all rooms labeled when building new homes, additions or detached structures with habitable space with dimensions. ( bedroom, den, kitchen etc.) **Bonus room** can't be used to label any space.
- Plans must be **legible**.
- A workers compensation form must be filled out. This is form Appendix D.
- You must have a lien agent when required by N.C.
- If owner is acting as Contractor you must complete the General Contractor Exemption Application.
- See Residential Permit packet for included forms.
- If you are constructing a home that is not of conventional construction ( wood, brick, block etc.) or is outside of code parameters you will need Engineered Plans.
- You will bring your required forms and plans to our office at 128 W. Main St. in Gastonia and submit your packet for review and approval.

### Mission Statement

Gaston County seeks to be among the finest counties in North Carolina. It will provide effective, efficient and affordable services leading to a safe, secure and healthy community, an environment for economic growth, and promote a favorable quality of life.

Building Permit # \_\_\_\_\_

**EROSION AND SEDIMENT CONTROL PLAN  
FOR SINGLE LOT DISTURBING LESS THAN ONE ACRE  
APPLICATION  
FEE = \$30 PER LOT**

Check one:  **SINGLE FAMILY RESIDENTIAL**       **OTHER:** \_\_\_\_\_  
EX. INDUSTRIAL, COMMERCIAL, MULTI-FAMILY

	SUBDIVISION	STREET #	STREET NAME	LOT #
L O C A T I O N	Applicant			
	Address: _____			
	Jurisdiction: <input type="checkbox"/> Gaston <input type="checkbox"/> Belmont <input type="checkbox"/> Bessemer City <input type="checkbox"/> Cherryville <input type="checkbox"/> Cramerton (Check one) <input type="checkbox"/> Dallas <input type="checkbox"/> Gastonia <input type="checkbox"/> High Shoals <input type="checkbox"/> Lowell <input type="checkbox"/> McAdenville <input type="checkbox"/> Mt Holly <input type="checkbox"/> Ranlo <input type="checkbox"/> Spencer Mountain <input type="checkbox"/> Stanley			
	Size of lot: _____ (sq ft or acres)			
	Amount of lot to be disturbed: _____ (sq ft or acres)			
	Anticipated starting date of construction: _____			
	Is there a stream, lake or other water course on or near the lot? <input type="checkbox"/> - yes <input type="checkbox"/> - no (Check one) If yes show on sketch			

Choose one of the following approaches: <input type="checkbox"/> The most appropriate option from the back of this notice is option _____ or a combination of options _____. <input type="checkbox"/> A sediment basin located on lot _____ is handling soil erosion and sedimentation control. A stoned construction entrance will be installed on this lot. <input type="checkbox"/> The sediment control is as drawn in the space to the right. <input type="checkbox"/> Sediment control-see attached.	<b>EROSION CONTROL PLAN</b>
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**Choose Site Stabilization**

- Establish Tall Fescue: Planting Dates - Feb1-Apr15/Aug20-Oct25; Seed 2 lbs/1000ft<sup>2</sup>;  
Lime: 92 lbs/1000 ft<sup>2</sup>; Fertilizer(10-10-10) 23 lbs/1000 ft<sup>2</sup>; Mulch – 92 lbs/1000 ft<sup>2</sup> (3 bales/1000 ft<sup>2</sup>).
- OTHER – Specify: \_\_\_\_\_

I CERTIFY THE INFORMATION THAT I HAVE PROVIDED IN THIS APPLICATION AND ANY ATTACHED DOCUMENTS ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I ACCEPT RESPONSIBILITY OF THE SOIL EROSION AND SEDIMENTATION CONTROL FOR THIS LOT.

\_\_\_\_\_  
APPLICANT'S SIGNATURE                      DATE                      PRINT APPLICANT'S NAME                      TELEPHONE

\_\_\_\_\_  
APPLICANT'S PRINTED ADDRESS

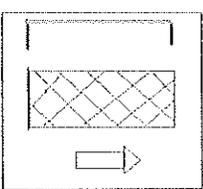
## EROSION CONTROL PLAN OPTIONS FOR LOT CONSTRUCTION

The Soil Erosion and Sedimentation Control Ordinance requires "Persons conducting land-disturbing activity shall take all reasonable measures to protect all public and private property from sedimentation siltation caused by such activity" *Section 6(c)*. Also, "construction activity on sites disturbing less than one acre must be included in the program if the construction activity is part of a larger common plan of development or sale that would disturb one acre or more". *Pg 68757 Federal Register/Vol 64, No 235/ 12-8-99/ Rules and Regulations*. Furthermore, anyone conducting land-disturbing activity of one acre or more within the same development cannot use this form and must submit an erosion and sedimentation control plan and obtain a certificate of approved plan prior to conducting the land-disturbing activity. Erosion Control measures must be installed and maintained correctly to function properly. Please refer to the *NC Erosion and Sediment Control Planning and Design Manual* for specific guidance as it relates to installation and maintenance. The site shall be inspected for maintenance needs weekly or after each storm event, whichever is sooner.

Failure to install or maintain erosion control measures may result in penalties of up to \$5000 per day.

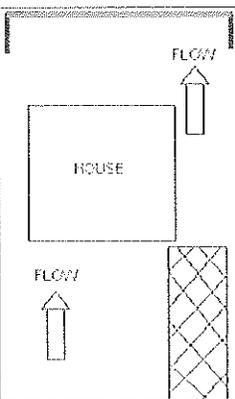
LEGEND

**INSTRUCTIONS: IDENTIFY ONE OR ANY COMBINATION OF LETTERS FOR THE SCHEMATIC THAT BEST DESCRIBES THE EROSION CONTROL MEASURES THAT WILL BE USED DURING CONSTRUCTION.**

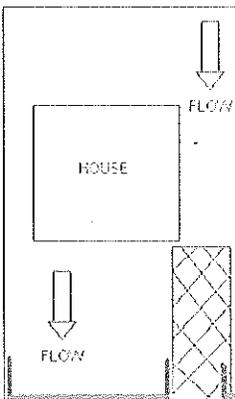
	<p><b>Silt fence</b></p> <p><b>Construction Entrance</b></p> <p><b>Direction of Flow</b></p>	<p><b>Construction Sequence:</b></p> <ol style="list-style-type: none"> <li>1. Install silt fence; 2. Rough grade site; 3. Install construction entrance; 4. Final grade site; 5. Stabilize site; 6. Remove erosion control measures</li> </ol>
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EROSION CONTROL OPTIONS

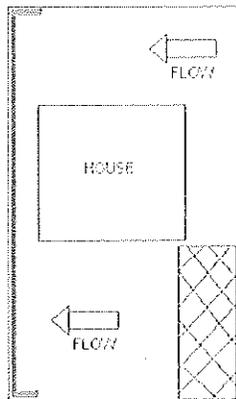
**A. Flow to the Rear**



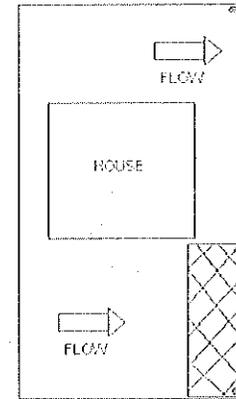
**B. Flow to the Front**



**C. Flow to the Left**

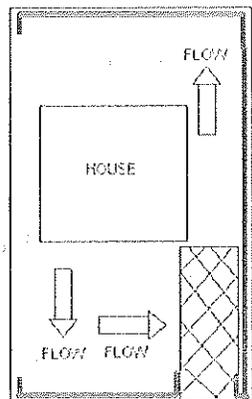


**D. Flow to the Right**



**EXAMPLE**

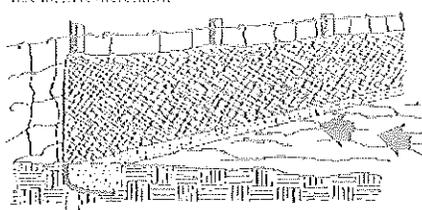
Combination A., B., and D.



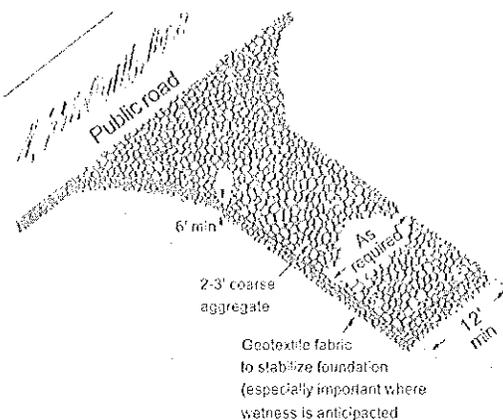
**CONSTRUCTION SPECIFICATIONS**

For more detail, refer to:  
**Gaston County Single Family Lot Erosion Control Guide**

*Wire mesh reinforcement*



Fabric buried 8 inches and backfilled with compacted soil or crushed stone



Geotextile fabric to stabilize foundation (especially important where wetness is anticipated)

**QUESTIONS? CONTACT:**  
**Gaston County Soil Erosion and Sedimentation Control Program**  
[www.co.gaston.nc.us/NaturalResources](http://www.co.gaston.nc.us/NaturalResources)  
**Gaston Natural Resources Dept**  
 1303 Cherryville Hwy  
 Dallas NC 28034  
 704-922-3181






# GASTON COUNTY

## Department of Building Inspections

Mailing Address : P.O. Box 1578 Gastonia, N.C. 28053-1578 , Phone Number (704) 866-3155  
Street Address : 128 W. Main Ave., Gastonia, N.C. 28053-1578 , Fax Number (704) 866-3966

### General Contractor Exemption Application

#### AN ACT TO REGULATE THE PRACTICE OF GENERAL CONTRACTING

##### "G.S. 87-1 'General Contractor' defined; exceptions.

(a) For the purpose of this Article, any person or firm or corporation who for a fixed price, commission, fee, or wage, undertakes to bid upon or to construct or who undertakes to superintend or manage, on his own behalf or for any person, firm or corporation that is not licensed as a general contractor pursuant to this Article, the construction of any building, highway, public utilities, grading or any improvement or structure where the cost of the undertaking is thirty thousand dollars (\$30,000) or more, or undertakes to erect a North Carolina labeled manufactured modular building meeting the North Carolina State Building Code, shall be deemed to be a 'general contractor' engaged in the business of general contracting in the State of North Carolina.

(b) This section shall not apply to the following:

(1) Persons, firms, or corporations furnishing or erecting industrial equipment, power plant equipment, radial brick chimneys, and monuments.

(2) Any person, firm, or corporation who constructs or alters a building on land owned by that person, firm, or corporation provided (i) the building is intended solely for occupancy by that person and his family, firm, or corporation after completion; and (ii) the person, firm, or corporation complies with G.S. 87-14. **If the building is not occupied solely by the person and his family, firm, or corporation for at least 12 months following completion, it shall be presumed that the person, firm, or corporation did not intend the building solely for occupancy by that person and his family, firm, or corporation.**

(3) Any person engaged in the business of farming that constructs or alters a building on land owned by that person and used in the business of farming, when the building is intended for use by that person after completion."

#### Section 2. G.S. 87-14 Regulations as to issue of building permits.

(a) Any person, firm, or corporation, upon making application to the building inspector or such other authority of any incorporated city, town, or county in North Carolina charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, grading or any improvement or structure where the cost thereof is to be thirty thousand (\$30,000) or more, shall, before entitled to the issuance of a permit, satisfy the following:

(1) **Furnish satisfactory proof to the inspector or authority that the person seeking the permit or another person contracting to superintend or manage the construction is duly licensed under the terms of this Article to carry out or superintend the construction or is exempt from licensure under G.S. 87-1(b).**

**If an applicant claims an exemption from licensure pursuant to G.S. 87-1(b)(2), the applicant for the building permit shall execute a verified affidavit attesting to the following:**

—That the person is the owner of the property on which the building is being constructed or, in the case of a firm or corporation, is legally authorized to act on behalf of the firm or corporation.

—That the person will personally superintend and manage all aspects of the construction of the building and that the duty will not be delegated to any other person not duly licensed under the terms of this Article.

—That the person will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes.

#### Mission Statement

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The building inspector or other authority shall transmit a copy of the affidavit to the Board, who shall verify that the applicant was validly entitled to claim the exemption under G.S. 87-1(b)(2). If the Board determines that the applicant was not entitled to claim the exemption under G.S. 87-1(b)(2), the building permit shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

**(2) Furnish proof that the person has in effect Workers' Compensation insurance as required by Chapter 97 of the General Statutes.**

(b) It shall be unlawful for the building inspector or other authority to issue or allow the issuance of a building permit pursuant to this section unless and until the applicant has furnished evidence that the applicant is either exempt from the provisions of this Article and, if applicable, fully complied with the provisions of subdivision (a)(1) of this section, or is duly licensed under this Article to carry out or superintend the work for which the permit has been applied; and further, that the applicant has in effect Workers' Compensation insurance as required by Chapter 97 of the General Statutes. Any building inspector or other authority that is subject to and violates the terms of this section shall be guilty of a Class 3 misdemeanor and subject only to a fine of not more than fifty dollars (\$50.00).

**Section 4. G.S. 160A-420 Inspections of work in progress.**

As the work pursuant to a permit progresses, local inspectors shall make as many inspections thereof as may be necessary to satisfy them that the work is being done according to the provisions of any applicable State and local laws and of the terms of the permit. In exercising this power, members of the inspection department shall have a right to enter on any premises within the jurisdiction of the department at all reasonable hours for the purposes of inspection or other enforcement action, upon presentation of proper credentials. If a permit has been obtained by an owner exempt from licensure under G.S. 87-1(b)(2), **no inspection shall be conducted without the owner being personally present, unless the plans for the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes.** Failure to comply will result in a \$50.00 re-inspection fee.

**I, the undersigned, have read and understand the above General Statute. As the owner of the land upon which a building permit was applied for, I hereby affirm or swear that I qualify under the exemptions to assume all responsibility and liability of a general contractor upon this project.**

**Violation of G.S. 87.1 will result in legal action, a stop work order, revocation of the building permit and you may be found guilty of a misdemeanor punishable of a fine not less than \$500, imprisonment of three months, or both.**

**Affidavit**

I, \_\_\_\_\_, hereby declare that I am requesting to purchase a permit to build a  
(Print name)  
\_\_\_\_\_ located at \_\_\_\_\_  
(Address of property)

**Unlicensed Building Permit Applicant Questionnaire**

**By Signing this Application I also certify to all of the following:**

**Initial and sign**

I own the land on which this building will be constructed? \_\_\_\_\_

I have not hired or intend to hire an individual to superintend and manage construction of the project? \_\_\_\_\_

I intend to superintend and manage construction activities? \_\_\_\_\_

I intend to schedule, contract, and directly pay for all phases of construction work to be done? \_\_\_\_\_

I intend to personally occupy the building (commercial: own and operate your business) for at least 12 consecutive months following completion of construction and do you understand that if you do not do so, it creates the presumption under law that you fraudulently secured the permit? \_\_\_\_\_

**Under penalties of perjury and fraud, I declare the answers to the above questions to be true and accurate.**

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

I certify that the above person personally appeared before me and acknowledged the execution of the foregoing instrument. Witness my hand and notary seal on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My commission Expires: \_\_\_\_\_

*Mission Statement*

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## **Lien Agent Information**

*The following information is being supplied in accordance with North Carolina Senate bill 42  
In order to obtain a building permit*

Address of project \_\_\_\_\_ Permit # \_\_\_\_\_

Lien Agent/Agency \_\_\_\_\_

Agent's address \_\_\_\_\_

Agent's Phone number \_\_\_\_\_

Agent's fax number \_\_\_\_\_

Agent's email \_\_\_\_\_

This information **MUST** be posted in a conspicuous place and **MUST** remain for the duration of the project.

**NO** inspections may take place without this document onsite.

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**GASTON COUNTY BUILDING INSPECTIONS DEPARTMENT**

PO BOX 1578      128 W. MAIN AVE.      GASTONIA, NC. 28053

PHONE (704) 866 -3155      FAX: (704)-866-3966

Web Address: [www.gastongov.com](http://www.gastongov.com)

**APPENDIX D**

AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE

NCGS 87-14

The undersigned applicant for Building Permit # \_\_\_\_\_ being the

\_\_\_\_\_ Contractor

\_\_\_\_\_ Owner

\_\_\_\_\_ Officer / Agent of the Contractor or Owner

Do hereby attest under penalties of perjury that the person(s), firm(s), or corporations(s) performing the work set forth in the permit:

\_\_\_\_\_ has/have three (3) or more employees and have obtained workers' compensation insurance to cover them,

\_\_\_\_\_ has/have one (1) or more subcontractor(s) and have obtained workers' compensation insurance to cover them,

\_\_\_\_\_ has/have one (1) or more subcontractor(s) who has/have their own policy of workers' compensation covering themselves,

\_\_\_\_\_ has/have not more than two (2) employees and no subcontractors,

While working on the project for which this permit is sought. It is understood that the Inspection Department issuing the permit may require certificates of coverage of workers, compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm, or corporation carrying out the work.

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_