

# How to apply for a Stand-Alone Trade Permit

## Not associated with a Building Permit

### 1. You must be a licensed professional to apply online

Non-licensed applicants need to apply in office @  
30 Valley Street, Asheville, NC 28801  
828-250-5360

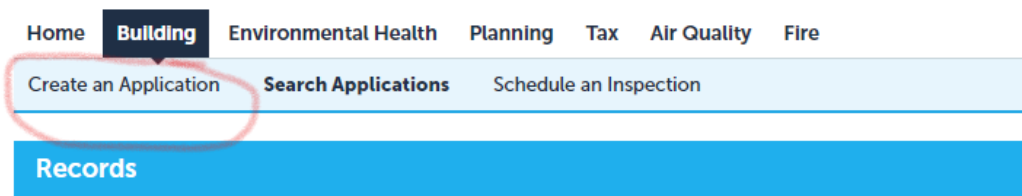
### 2. Visit our portal @

<https://onlinepermits.buncombecounty.org/citizenaccess/default.aspx>

### 3. Login to your account

### 4. Select the building tab

### 5. Select create application



### 6. Accept terms and continue

The screenshot shows the 'Online Application' page. At the top, the navigation bar is visible with 'Building' selected. Below the navigation bar, there is a light blue bar with three buttons: 'Create an Application' (circled in red), 'Search Applications', and 'Schedule an Inspection'. Below this is a dark blue bar with the word 'Records' in white text. The main content area is titled 'Online Application' and contains the following text:

Welcome to the Buncombe County Development, Permits, and License portal. Using this system you can s  
convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from this site" in your web browser before proceeding. You must accept the disclaim

You must be an active Licensed Professional in North Carolina, or an authorized agent of a Licensed Profes

General Disclaimer

This application is provided as a service to the citizens of our area. Buncombe  
County (hereinafter "County") makes no warranty or representation, express or  
implied, and hereby disclaims any and all warranties, including but not limited to  
warranties with respect to the quality, content, accuracy, completeness, currency,  
freedom from computer virus, or non-infringement of proprietary rights, of any of  
the design, information, text, graphics, images, pages, interfaces, links, software, or

I have read and accepted the above terms.


[Continue Application »](#) (circled in red)


## 7. Click trade permits

Home **Building** Environmental Health Pla

Create an Application Search Applications Sc

Select a Record Type

Choose one of the following available record types. Cl  
(828) 250-5360 


 [Search](#)


[Trade Permits](#)

[Continue Application »](#)

## 8. Choose type of trade permit you need then continue

Select a Record Type

Choose one of the following available record types. Cl  
(828) 250-5360 

 [Search](#)

▼ Trade Permits

- Commercial Combo Permit
- Electrical Permit
- Mechanical Permit
- Plumbing Permit
- Residential Combo Permit

[Continue Application »](#)

\*THIS IS FOR A TRADE PERMIT ONLY, NOT A BUILDING PERMIT, AND NOT ASSOCIATED WITH A BUILDING PERMIT