

## ***Buncombe County Permitting Center***

### *Checklist for development in Buncombe County*

Please remember to ask about any permitting forms or fees associated with plan review as you contact each Department listed below.

## **THE PLANNING STAGE**

### **Step 1: Deed Restrictions and Covenants**

- Contact your closing attorney to determine if there are any deed restrictions or subdivision covenants which may limit the development of the property. To locate a copy of your deed, contact the Buncombe County Register of Deeds office (250-4300) located at 35 Woodfin Street, Suite 226, Asheville, North Carolina 28801.

### **Step 2: Hazardous Waste Sites**

- Contact U.S. EPA Region 4 Superfund Division at 1-800-241-1754 or [www.epa.gov/enviro/index.html](http://www.epa.gov/enviro/index.html).
- Contact the Division of Waste Management with the N.C. Department of Environment and Natural Resources at (919) 508-8400 or <http://wastenotnc.org>.

*Information you should have before you call:*

- The property's tax identification number (PIN) or street address.

*Questions to ask:*

- Is the property located near a hazardous waste site?

### **Step 3: Zoning**

- If the property is located outside of a municipality or a municipality's Extra Territorial Jurisdiction, contact the Buncombe County Planning Department at 250-4830.

*Information you should have before you call:*

- The property's tax identification number (PIN) which can be found using the County's Geographical Information System (GIS), <http://www.buncombecounty.org/governing/depts/gis/disclaimer.aspx> and is also listed on your tax bill. If you are unable to locate the PIN for the property, please have the owner's name, street address, and/or deed book/plat book and page reference available.

*Questions to ask:*

- Is the property zoned for the project you intend to build or place?
- Are there any setbacks, height restrictions, or limits on disturbed and impervious surfaces that I need to be aware of?
- Will a site plan be required as part of my submittal for zoning review?
- Does my project constitute a Conditional Use and require approval by the Board of Adjustment prior to construction? *Conditional Uses vary by zoning district but include such items as: multifamily developments above a certain number of units, more than two principal structures on a lot, buildings greater than 35,000 square feet in size, etc.*

#### **Step 4: Other Development Regulations**

- Contact the Buncombe County Planning Department at 250-4830.

*Information you should have before you call:*

- The property's tax identification number (PIN) or street address

*Questions to ask:*

- Is the property located in the Ivy Water Supply Watershed (i.e., Ivy Township or Eastern Flat Creek Township)?
- Are there any development regulations that apply to my project? (i.e., junkyard, subdivision, adult-oriented business, communication towers, manufactured home parks, stormwater ordinance)
- If building a retaining wall or retaining wall system, is the wall subject to the standards of the Retaining Wall Ordinance (separate from Building Code standards)?

#### **Step 5: Flood Zone**

If the property is in close proximity to a stream or river:

- Contact the Buncombe County Planning Department at 250-4830.

*Information you should have before you call:*

- The property's tax identification number (PIN) or street address

*Questions to ask:*

- Is the property in a floodway or 100-year floodplain?

## Step 6: Sewerage

To determine if public sewer is available:

- Contact the Engineering Division of the Metropolitan Sewerage District at 251-4781 located at 2028 Riverside Drive

*Information you should have before you call:*

- The property's tax identification number (PIN) or street address

*Questions to ask:*

- Is public sewer existing or available for this property?

If public sewer is not available:

- Apply for a site evaluation from Buncombe County Environmental Health at 250-5016 located at 30 Valley Street

*Information you should have before applying at Environmental Health:*

- The property's tax identification number (PIN)
- A plat or tax map of the property which is available through public access query or from Environmental Health, Land Records, Planning, or Permits and Inspections
- The number of bedrooms of the proposed home or the number of rest rooms of a commercial project (commercial projects may require additional information)

*Request the following:*

- Site evaluation for septic tank system (fee involved), or contract with a private soil scientist

## Step 7: Water

*There are several water utilities in Buncombe County. Please contact the appropriate utility:*

- Asheville Water Resources Department at 251-1122.
- Woodfin Water District at 253-5551.
- Town of Weaverville Public Works at 645-7116.
- Town of Black Mountain Water Administration at 419-9300.

*Information you should have before you call:*

- The property's tax identification number (PIN) or street address

*Questions to ask:*

- Is municipal water available for this property?

## **THE PERMITTING STAGE**

### **Step 1: Stormwater Management**

Required when disturbing an acre or more for residential development or on lots sized an acre or more for commercial development as described in Chapter 26, Article VII of the Buncombe County Code of Ordinance. *If any land disturbance is planned for the purpose of installing infrastructure for a subdivision, preliminary subdivision approval must be obtained prior to land disturbance. If the project is located within a zoned area which regulates impervious and disturbed surface, zoning approval must be obtained prior to any land disturbance.*

- Contact Buncombe County Stormwater Management Office at 250-4848.

- Visit the website for more information:

<http://www.buncombecounty.org/governing/depts/Planning/stormwater.htm>

*Information you should have before you call:*

- The property's tax identification number (PIN) or street address
- Number of acres disturbed
- Type of development (residential, commercial, industrial or institutional)

*Request the following:*

- Stormwater Management Permit application packet or visit the Buncombe County Stormwater Management website

<http://www.buncombecounty.org/governing/depts/Planning/stormwater.aspx> and go to "Forms"

### **Step 2: Erosion Control**

If disturbing an acre or more of land:

- Contact Buncombe County Erosion Control at 250-4848.

- Visit the website for more information:

<http://www.buncombecounty.org/governing/depts/Planning/ErosionControl.aspx>

*Information you should have before you call:*

- The property's tax identification number (PIN) or street address
- Number of acres to be disturbed

*Request the following:*

- Erosion Control permit application packet or visit the Buncombe County Erosion Control website

(<http://www.buncombecounty.org/governing/depts/Planning/ErosionControl.aspx>) and go to "Forms."

### **Step 3: Floodplain, Streams and Wetlands**

When developing within the 100-year floodplain, a Flood Development Permit is required, as described in Chapter 34 of the Buncombe County Code of Ordinances.

- Contact Buncombe County Planning Department at 250-4830.

*Information you should have before you call:*

- The property's tax identification number (PIN) or street address

If disturbing streams or wetlands:

- Contact the U.S. Army Corps of Engineers at 271-7980 for information on relevant requirements.
- Contact NCDENR Water Quality Section at 296-4500 for information on relevant requirements.

### **Step 4: Street Address**

If the property does not have an established city style street address (street name and house number, not rural route and box number):

- Contact the Buncombe County Street Addressing Department at 250-4845.

*Information you should have before you call:*

- The property's tax identification number (PIN)
- Location of planned driveway
- Addresses of neighboring properties (helpful information, but not required)

*Request the following:*

- Street address for the property

### **Step 5: Sewerage**

If public sewer is available:

- Contact the Engineering Division of the Metropolitan Sewerage District at 251-4781.

*Request the following:*

- Sewer tap application and fee information

If public sewer is **not** available and the property has been determined suitable for a septic tank system:

- Apply for an **Authorization to Construct** at Buncombe County Environmental Health (250-5016) located at 30 Valley Street.

*Information you should have before applying at Environmental Health:*

- The property's tax identification number (PIN)
- A plat or tax map of the property which is available through public access query or from Environmental Health, Land Records, Planning, or Permits & Inspections
- The number of bedrooms of the proposed home or the number of employees of a commercial project (commercial projects may require additional information)

*Request the following:*

- Application for **Authorization to Construct** (fee involved)
- Flags for identifying lot and house corners

*Information you should have before meeting with the Environmental Health Specialist at the property:*

- Placement of 4 lot corner flags for properties of 2 acres or less
- Placement of 4 house corner flags
- Knowledge of location of driveway
- Knowledge of water source (well or municipal water)

#### **Step 6: Water Well (Note: Septic system must be permitted prior to this step)**

If municipal water is not available:

- Contact a licensed water well drilling contractor. A permit is required from Buncombe County. The septic tank **Authorization to Construct** will indicate proper distance from the septic tank system, and any existing bodies of water.

#### **Step 7: Building Permit**

- Apply for a building permit from Buncombe County Permits & Inspections (250-5360) located at 30 Valley Street in downtown Asheville (fee involved).

*Information you should have regarding the property and the proposed structure before applying at Permits & Inspections:*

#### Manufactured Home

- The property's tax identification number (PIN)
- The property's street address
- The property's lot number if in a manufactured home park
- The home's manufacturer
- The home's year built

- The home's model number
- The home's box size
- The home's base cost
- The home's type of heat
- The name of the setup contractor who will place the home
- Sewage approval from MSD or Environmental Health
- Water approval from the Asheville Regional Water Authority if applicable

Residential Home (stick built or modular)

- The property's tax identification number (PIN)
- The property's street address
- The home's type of heat
- Two full sets** of building plans
- The name of the building contractor
- The name of the electrical subcontractor
- The name of the plumbing subcontractor
- The name of the mechanical subcontractor
- Sewage approval from MSD or Environmental Health
- Water approval from the Asheville Regional Water Authority if applicable

Commercial

- The property's tax identification number (PIN)
- The property's street address
- Three full sets** of building plans with Appendix B
- A site plan
- The name of the building contractor
- The name of the electrical subcontractor
- The name of the plumbing subcontractor
- The name of the mechanical subcontractor
- Sewage approval from MSD or Environmental Health
- Water approval from the Asheville Regional Water Authority if applicable

**Step 8: Zoning**

- Bring building permit to Buncombe County Planning Department (250-4830) at 46 Valley Street in downtown Asheville

If property is located in one of the following zoned areas:

**Town of Biltmore Forest** – Town Administrator, Nelson Smith (274-0824)

**Town of Weaverville or the Weaverville ETJ** – Zoning Department, Shelby Shields (645-7116)

**Town of Woodfin** – Town Administrator, Jason Young (253-4887)

- Obtain zoning permit from the appropriate authority and submit to Buncombe County Permits & Inspections.

**Step 9: Driveway Permit**

If the project is commercial or multifamily and connects to a public road:

- Obtain a driveway permit from the North Carolina Department of Transportation, District Engineering office (298-2741).

**Step 10: Fire Marshal Certification**

If the project is commercial construction:

- Submit extinguishing system plans to the Fire Marshal's Office for review prior to installation.
- Submit fire alarm plans to the Fire Marshal's Office for approval prior to installation. A certificate of completion will be issued after acceptance tests have been completed.
- For specifics on exit lights and fire extinguishers, or related matters, contact the Fire Marshal's Office at 250-6620.

*If the project includes the subdivision of land, the Fire Marshal's Office must inspect and approve road design and/or existing roads on the property prior to the final plat being approved and recorded.*

- Contact the Fire Marshal's Office at 250-6620 for road review and approval.