

## Instructions for Online Inspection Requests

### Notes

- Online inspection requests are currently available for all Building permits.
- All of our inspections are listed as optional, however they may be a required inspection. As a licensed professional it is your responsibility to know what inspections are required for your project. You may call (828) 250-5360 if you have questions about what inspections are required.
- In order to schedule an inspection on a permit, you must be a registered user on our website.
- Inspections can be requested for the following business day or up to five business days out.
- We cannot guarantee a time for on-site inspections. Inspections are completed between 8:00 AM and 4:00 PM Monday through Friday, excluding holidays.

### Instructions:

1. Go to <https://onlinepermits.buncombecounty.org>
2. Log in with your credentials.
3. Use the search box to locate your permit record. Alternatively, you can go to the Building tab and search using the Permit Number field.

Online applications for Electrical, Mechanical, Plumbing, Residential Combo, and Commercial Combo permits are available for registered licensed professionals on the Building Tab below.

Online applications for Well Water Testing are now available on the Environmental Health tab below for registered and non-registered users.

Online applications for Zoning Determination Letters are available on the Planning tab below for registered and non-registered users.

**This website requires pop-ups for reports and documents. Please add this website to your exceptions for pop-up blocker in your browser settings.**

**Logins are not required to search for permit records and documents or to pay permit or licensing fees.**

[Instructions on how to make payments](#)

 

**Home** Building Environmental Health Planning Tax

Dashboard My Records My Account Advanced Search

### Search for Records

Welcome to the Buncombe County Permits Portal. Please choose one of the options below to search for permits and click the search button.

#### General Search

Note: Unaddressed parcels do not have a City and Zip code and may have a 0 or 99999 Street Number.

Permit Number:  Parcel Number (PIN):

Permit Type:

Street Number.:  Direction:  Street Name:  Street Type:  Post Direction:

Unit Number.:  City:  Zip:

- On the Record Details screen, click the Record Info button and choose Inspections.

Record ELE2020-00014:

## Electrical Permit

Record Status: Permit Issued

Record Info ▾ Payments ▾

Record Details

Processing Status

Related Records

**Inspections** 8

Record Details

- Click the Schedule Inspections link.

**Inspections**

\*\*\*\*\*PLEASE READ THESE INSTRUCTIONS CAREFULLY\*\*\*\*\*

All work must be completed prior to the inspector arriving. You will receive an email confirming you inspection. If your Inspector is not listed in the email, you will receive a second email the morning of

Click the "Schedule Inspections" link below to schedule an inspection.

Same day cancellations of inspections after 7 AM must be called into your inspector.

**Scheduled Inspections**

**Schedule Inspections**

*You have not added any inspections.  
Click the Schedule Inspections link above to schedule. Any scheduled inspections will appear below.*

- Choose the type of inspection you wish to schedule (Continue to page below).

### Available Inspection Types (12)

Show additional inspections

- Electrical Above Ceiling (optional)
- Electrical Camper Service (optional)
- Electrical Final Re-Inspection (optional)
- Electrical Other (optional)
- Electrical Re-Inspection (optional)
- Electrical Rough (optional)
- Electrical Saw Service (optional)
- Electrical Service Change (optional)
- Electrical Temp Co (optional)
- Electrical Temp Gas (optional)

< Prev 1 2 Next >

**Continue**

Cancel

7. Select a date and a time for the inspection and click the continue button (Continue to page below).

# Schedule/Request an Inspection



Required inspections vary based on your project type. For this reason, all of our inspections show as optional, even though they may be required based on your project. To show all inspection types available for scheduling, please make sure the "Show additional inspections" checkbox below is checked. If you have questions about what inspections are required, please contact us.

Same day cancellations of inspections after 7 AM must be called into your inspector.

Inspection type: *Electrical Rough*

To continue, select an appointment date and time range by clicking a link on the calendar below:

Apr 2022							May 2022							Jun 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

[« Prev](#) [Next »](#)

08:00 AM - 04:00 PM

[Back](#) [Cancel](#)

8. Select a contact from the record or you can enter a new contact for the inspection. Contacts are pulled from the Licensed Professional info or the Contact info on the permit record when it was created (Continue to page below).

# Schedule/Request an Inspection

## Location and Contact

Verify the contact person for the selected inspection is correct. If not, you can change the contact below by clicking the Change Contact link.

**Location**  
123 COLLEGE CIR  
SWANNANOVA NC 28778

**Contact**  
John Doe  
(828) 250-5555

[Change Contact](#)

Select an existing contact from the record

John Doe ((828) 250-5555) 

Specify another person (for this inspection only)

\*First Name Middle Name \*Last Name



\*Phone Number

- On the next screen, if there is additional information that the inspector needs to know, please click Include Additional Notes and enter the information (Examples: a gate code is required for entry, an alternate phone number and name). (Continue to page below).

## Schedule/Request an Inspection ×

We only allow scheduling one inspection of each type. If you need to schedule another inspection that is the same type as one you have already scheduled, please call us at (828) 250-5360 to schedule your inspection. Inspection requests made over the phone must be made between 7:00 a.m. and 9:00 a.m.

To show all inspection types available for scheduling, please make sure the Show additional inspections checkbox below is checked.

### Confirm Your Selection

Please confirm the inspection details below. If you need to add any special instructions like a gate code for entry or special directions, please click on Include Additional Notes below.

**Include Additional Notes**

Optional Comments or Instructions for your Inspector:

Gate code 1234. Contact Joe at 555-1234. 

[spell check](#)

(Please include a gate code for access if applicable.)

**Finish**

[Back](#)

[Cancel](#)

10. Then click the finish button. You will receive an email letting you know your inspection is scheduled and the inspector that is assigned. If your inspector is not listed, you will receive another email the morning of the inspection with the inspector once we have assigned the inspection.