

Instructions for Online Inspection Requests

Notes

- Online inspection requests are currently available for Electrical, Mechanical, and Plumbing permits. All other inspection requests for other record types must be made by phone. Please call (828) 250-5360 to schedule an inspection or if you have questions.
- In order to request an inspection on a permit, you must be a licensed professional or an authorized contact of the licensed professional on the permit record.
- Inspections requests are completed the following business day. We cannot guarantee a time for the inspection. Inspections are completed between 9:30 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](#)

The screenshot shows the top navigation area of the website. On the right, there is a search bar with the placeholder text "Search..." and a green search button. Below the search bar is a horizontal navigation bar with tabs: "Home" (highlighted in dark blue), "Building", "Environmental Health", "Planning", and "Tax". Underneath these tabs is a secondary navigation bar with links: "Dashboard", "My Records", "My Account", and "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

- You should see a pending required inspection on the screen. Click the Actions menu next to the inspection and choose Request.

Scheduled or Pending Inspections (1)

Schedule Other Inspections

Click the Schedule Other Inspections link above to schedule an inspection that does not appear below in Scheduled or Pending inspections.

Status: Pending

Inspection Required: Required

Inspection Type: Electrical Final

Inspector: *unassigned*

Scheduled Date: TBD

Inspection Number: 617922

Actions ▾

View Details

Request

- You may also click on Schedule Other Inspections to see a full list of available inspections. If you choose this option, select the radio button next to the inspection you wish to schedule and click the Continue button.

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Inspection Required: Required

Inspection Type: Electrical Final

Inspector: *unassigned*

Scheduled Date: TBD

Inspection Number: 617922

Actions ▾

View Details

Request

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 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.

Scroll down to continue.

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).

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:

[spell check](#)

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

Finish

[Back](#)

[Cancel](#)

9. Then click the finish button. You will receive an email letting you know your inspection request is complete. The following day you will receive an email with your inspector name and phone number when it is assigned.