



**RANDOLPH COUNTY
DEPARTMENT OF BUILDING INSPECTIONS**

Randolph County Central Permit Office 204 E Academy St PO Box 771
Asheboro, North Carolina 27204
Telephone: 336 318-6565 Fax:336 318-6495

OBTAINING PERMITS FOR A SITE BUILT HOUSE

1. A **ZONING PERMIT**, with a fee of \$10, must be obtained from the Randolph County Department of Planning and Zoning if the proposed site is outside city limits or a city zoning district. If the site is inside city limits or a city zoning district, a city zoning permit must be presented. **Two working sets** of building plans must be submitted & approved by Building Inspections. *Plan Review is not required on Residential buildings for licensed General Contractors.*
2. Clearance must be obtained from the Environmental Health Section of the Randolph County Health Department **and** presented to the Central Permits Office, if one of the following applies:
 - a. There is an existing septic tank on the proposed site; or,
 - b. There will be a new septic tank installed on the proposed site.
3. A **GENERAL CONSTRUCTION PERMIT** will be issued after clearance from Environmental Health. **Please note that if the property is located in a major subdivision, a recorded copy of the deed restrictions must be presented at the time of application.** The following information will also be needed to issue your permit as quickly as possible:
 - a. Septic tank application number or letter from Environmental Health;
 - b. Property owner's name, address and phone number;
 - c. The contractor who will build the house;
 - d. Any architect or engineer that may be required;
 - e. If the construction will disturb more than one (1) acre of soil; *(If the construction will disturb more than one (1) acre of soil, a soil erosion control plan must be filed in Winston Salem.)*
 - f. Total number of rooms and stories;
 - g. Frontage (length) and depth (width) of the house;
 - h. Foundation materials and exterior wall materials;
 - i. Total number of flues and fireplaces;
 - j. Total amount of heated and unheated square footage; and,
 - k. Total amount of finished and unfinished basement square footage.

New construction valuation shall be based on the most recent version of the International Code Council Building Valuation Data. Renovations, alterations, or special circumstances may be determined by other methods upon approval by the Director of Inspections or Plan Reviewer.

- TOLL FREE NUMBERS -

Greensboro / Liberty Area: 218-4565 Archdale / Trinity Area: 819-3565

4. The following permits are required and can be purchased by either the home owner or the home owner's contractor has a valid contractors license from the State of North Carolina:
- a. ELECTRICAL PERMIT with a base fee* of \$50.00;
 - b. PLUMBING PERMIT with a base fee* of \$50.00;
 - c. HVAC PERMIT with a base fee* of \$40.00;
 - d. INSULATION PERMIT with a fee of \$20.00.
- *check with the Permit Fee Schedule for exact fee calculation*

If the general construction, electrical, plumbing, HVAC or insulation is to be contracted, the contractor needs to obtain the permit. Also note that if the house is to be rented out, only licensed contractors will be allowed to do the construction work.

For permits issued after commencement of work, permit fees shall be doubled.

Please note that **NO** inspections will be done until the necessary permits have been purchased. Also note that according to the CABO Building Code, *"The permit holder or his agent shall post the inspection record on the job site in an accessible and conspicuous place..."* Furthermore, there may be a **\$50.00 rejection fee** for any additional trips made if any of the above are incomplete at the time of the inspection or the Inspector is unable to get into the house for an inspection.

COUNTY REGULATIONS NOW REQUIRE THAT THE PERMANENT STRUCTURE ADDRESS BE POSTED ACCORDING TO THE COUNTY ADDRESSING ORDINANCE BEFORE THE FINAL INSPECTION IS DONE. IF THE NUMBERS ARE NOT PROPERLY DISPLAYED, A REJECTION FEE OF \$50.00 MAY BE REQUIRED BEFORE THE INSPECTOR WILL REVISIT THE JOB SITE.

If you have any questions on specific items concerning the building code, the inspectors are in their office from 8:00 a.m. to 9:00 a.m. and again from 4:00 p.m. to 5:00 p.m. The phone number is 318-6565 for the Asheboro office and 318-6570 for the Archdale office. The toll-free number for Greensboro and Liberty is 218-4565 and from Archdale it is 819-3565. Both toll-free numbers call into the Asheboro office.

The Randolph County Department of Planning & Zoning Central Permit Office and the satellite office in Archdale is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.