Building Inspections
Environmental Health
(828) 894-3739
Call in: Office hours 8:00am – 4:00pm



Economic Development
(828) 894-2895
Planning
(828) 894-2732
35 Walker St Columbus NC

The following requirements must be met, if applicable, before a building permit may be accepted for review to be issued and approved:

1. **SEPTIC & WELL APPROVAL FROM THE HEALTH DEPT:**
   Call the Environmental Health office 828-894-3739 OPT 3.

2. **ZONING APPROVAL**: If you are building inside the city limits of Saluda, Columbus, or Tryon (including the Tryon ETJ) you must receive a zoning permit from their Town Hall. If you are building outside the city limits, complete the County Zoning PermitApplication and return with a copy of the PLAT or drawing of property lines including placement of existing structures & proposed new structure AND a copy of the approved septic & well permits.

   I. Driveways to a state-maintained road may require a permit from the North Carolina Dept. of Transportation; property owners should contact N.C. D.O.T. in Mills River at 828-891-7911.
      a. Properties located within a Watershed Area are required to contact NCDEQ to inquire if an **Erosion and Sediment Control Plan** is required for that site and project.
         NCDEQ Asheville Regional Office
         (828) 296-4500
         deq.nc.gov
      b. Submit **Erosion and Sediment Control Plan** to Polk County Planning Office to obtain the applicable **Watershed Permit**.
         i. If, an Erosion and Sedimentation Control Plan is not required, please submit **written verification from NCDEQ** to the Polk County Planning Office in order to obtain final zoning approval.

3. **SET OF PLANS**:

RESIDENTAL: One set of plans MUST BE ONSITE by time of first inspection. If there are no plans on site; you will have to pay a "not ready" fee.

COMMERCIAL: We have to have plans for all *solar; metal buildings and any commercial projects* prior to issuance of permit for plan review

Modular: Be sure your Modular plans have an approval stamp from the State of NC on each page and includes the appropriate foundation plan **Please allow 3-5 days for plan review and permitting. **

4. **CONTRACTORS**: The qualifier for the General Contractors License must apply for & pick up the permit, or we will need a notarized statement from the qualifier authorizing his agent to get the permit for this particular job. Sub-Contractors such as your Electrician, Plumber, or Mechanical (heating & A/C) we will need their name as it appears on their license & their NC license number.
Modular: Any person, firm, or corporation that undertakes to erect a modular building must have either a valid North Carolina General Contractors license or provide a $5,000 surety bond for each modular building to be erected.
Any ***changes*** made to contractors after your permit is received must be made aware to our office. Failure to do so could result in delayed inspections

5. **LIEN AGENT**: All projects $40,000 or more will require a Lien Agent. You must provide the inspection Dept. with the Name of your chosen Lien Agent and entry number. For more information go to www.liensnc.com.

6. **SUBMITTAL:** your completed building permit applications, any additional information (workman's comp, tax card, flood info, etc.), and your set of plans for approval. It may take 3-5 days for approval & your permit to be issued. If you are building as **owner/builder**, **you will also need the notarized General Contractor licensing exemption form.**

For additional information or if you have any questions, call or stop by the office
Permits are issued between 9:00 a.m. and 4:00 p.m. Monday – Thursday & 9:00 a.m. and 3:30 p.m. on Fridays

INSPECTION POLICIES

- **Permit & Plans:** Building permit and approved plans must be **on site**.
- **Toilet Facilities:** Suitable facilities must be **in place before inspection**.
- **24-Hour Notice:** Inspections must be requested **at least 24 hours in advance**.
- **Permit Number: Required** when scheduling an inspection.
- **Contractor Responsibility:** Each contractor listed on the permit must **call in their own inspections**.
- **Be Ready by 7:30 AM:** Inspectors generally leave between **7:30–8:00 AM**. Jobs must be ready when the inspector arrives.
- **No Advance Call:** Inspectors **do not call** before arrival unless specifically requested.
- **Access Required:** Locked or inaccessible areas may result in **reinspection/not-ready fees**.
- **Additional Fees:** May apply for consultations, additional inspections, code violations, or work that is not ready.

⚠️ **PLEASE HAVE YOUR JOB SITE READY BEFORE REQUESTING AN INSPECTION.**

Live Remote Inspections Info Link