



COMMERCIAL PERMIT GUIDE

COMMUNITY DEVELOPMENT

Polk County Building Inspections & Planning/Zoning Department

Post Office Box 308

Columbus, NC 28722

(828)894-2732

(828)894-3739

fax (828)894-2913

The following requirements must be met as applicable before a permit may be issued and approved:
(listed in order of importance)

__1. **ZONING APPROVAL:** If you are building inside the city limits of Saluda, or Tryon (including the Tryon ETJ) you must receive a zoning permit from their Town Hall. If you are building within the city limits of Columbus, you will obtain your building permit from Columbus Town Hall. If you are building outside the city limits, complete the County Zoning Permit Application (attached) and return with a copy of the PLAT or a drawing of property lines including placement of existing structures & proposed new structure.

__2. **911 ADDRESS:** Submit the 911 application to the Planning & Zoning Office. The application form can be printed out from the Planning & Zoning Web page.

__3. **SEPTIC TANK LAYOUT & WELL PERMIT FROM THE HEALTH PERMIT:** Call the Environmental Health office at 828- 894-8004.

__4. **FLOOD ZONE APPROVAL:** When it is determined that construction will be in an area of special flood hazard as identified by the Flood Insurance Rate Maps, specific designs in the construction may be required in order to meet the NC State Building Codes and the Flood Damage Prevention Ordinance. Flood Zone approval must be obtained from the Polk County Planning Director (located in the Building Inspection Dept. 828-894-3739).

__5. SET OF PLANS



You will need a site plan, site plan, appendix B, elevations on all sides of the building, a foundation plan, floor plan, electrical, plumbing & mechanical plan, wall section, roof framing and ceiling joist plan or engineered truss drawings (the truss drawings - will need to be at the job site for the inspector). Two sets of plans must be submitted for approval. **PLANS FOR PROJECTS OVER 2500sf or \$90,000 MUST BE SEALED BY A REGISTERED NORTH CAROLINA DESIGN PROFESSIONAL.** Allow four - five days for the plan review. All approved plans should be kept on site for the duration of the project.

__6. **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 pull the permit for this particular job. On Sub-Contractors such as your Electrician, Plumber, or Mechanical (heating & A/c) we will need their name as it appears on their license & license number.

GENERAL INFORMATION

When you are ready for your permit, please be prepared to provide the following information as applicable:

1. Total heated square footage of the structure.
2. Total square footage of any basement or unfinished area.
3. Square footage of the garage or carport.
4. Square footage of each porch or deck.
5. Type of heating

Once a permit has been issued, the permit will expire after six (6) months if the work authorized by the permit has not commenced. If after commencement, the work is discontinued for a period of twelve (12) months, the permit shall expire. Once a permit has expired, a new permit must be secured in order to continue work authorized by the original permit.

For additional information or if you have any questions, call us or stop by between 8:00 a.m. and 4:30 p.m. Monday through Friday. Permits are issued between 9:00 a.m. and 4:00 p.m. Building Inspections tel. # 828-894-3739.
Planning & Zoning Office: tel. # 828-894-2732



After your permit has been issued:

√ When required, suitable toilet facilities must be provided and in place before any inspections will be done.

√ Any changes in your permit, such as changes in sub-contractors listed on project, this office must be notified as soon as possible!!

√ Any re-inspections made as a result of the job not being ready, code violation(s), or locked doors shall be subject to additional fees.

√ Calls must be made for an inspection at least 24 hours in ADVANCE of the time needed and more time when practical. The permit number is required when calling in an inspection.



PLEASE NOTE:

All permit fees are non-refundable after 30 days from date of permit.

It is the responsibility of the property owner to report all improvements to the County Tax Assessor.

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.

When you receive your new 911 address, display the new number according to Polk county requirements as soon as possible (for more information contact E911 personnel at 894-3001).