



COUNTY OF RANDOLPH
Department of Building Inspections
204 E Academy St - Asheboro NC 27203
(336) 318-6555

OBTAINING PERMITS FOR A SITE BUILT HOUSE

1. A **ZONING PERMIT**, with a fee of **\$25.00**, must be obtained from the County Department of Planning and Development. If the property is located within a City zoning jurisdiction, the zoning permit must be first be obtained from that City.
2. Clearance must be obtained from the Environmental Health Section of the County Health Department for a new or existing septic system. **This clearance must be presented to the central permits office in order to obtain the necessary permits.**
3. Complete the **LIEN AGENT FORM** at <http://www.liensnc.com>. Print the form and turn it in when obtaining your permit. Failure to submit this form will delay permits.
4. **BUILDING PERMIT:** Information needed in addition to above to obtain this permit:
 - a. Owner Affidavit if the unlicensed homeowner is acting as a general contractor;
 - b. Number of dwelling units;
 - c. Width and depth of structure;
 - d. Foundation material;
 - e. Exterior wall material;
 - f. Number of stories;
 - g. Number of bedrooms;
 - h. Number of bathrooms;
 - i. Area of first floor in square feet;
 - j. Area of second floor in square feet, if any;
 - k. Area of third floor in square feet, if any;
 - l. Number of fireplaces and flues;
 - m. Heated area in square feet for each floor;
 - n. Unheated area in square feet for each floor; and
 - o. Finished or unfinished basement area.

New construction valuation data shall be based on the most recent version of the International Code Council Building Valuation Date. Renovations, alterations or special circumstances may be determined by other methods approved by the Director of Inspections on the Plan Review Officer.

5. The following permits are required and can be purchased by either home owner doing the work and living in the home or by the home owner's contractor with a valid contractor's license from the State of North Carolina:
 - a. **ELECTRICAL PERMIT** with a base fee of \$60.00;
 - b. **PLUMBING PERMIT** with a base fee of \$60.00; and
 - c. **HVAC PERMIT** with a base fee of \$60.00.

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

FOR PERMITS ISSUED AFTER COMMENCEMENT OF WORK THE PERMIT FEES SHALL BE DOUBLED.

Please note that **NO** inspections will be done until the necessary permits have been purchased. Also be aware that the Building Code requires that the permit board be posted on the sight in an accessible and conspicuous place.

COUNTY REGULATIONS REQUIRE THAT THE PERMANENT STRUCTURE ADDRESS BE POSTED ACCORDING TO THE COUNTY ADDRESSING ORDINANCE BEFORE THE FINAL INSPECTION IS DONE.

If you have any questions on specific items concerning the Building Code, the Inspectors are in their office from 8:00 am to 9:00 am and from 4:00 am to 5:00 pm. Their phone number and portion of the County they inspect is listed below.

RANDOLPH COUNTY BUILDING INSPECTORS	
EAST OF US HWY 220	WEST OF US HWY 220
BUILDING	
Brian Underwood, (336) 318-6566	Ben Raymond, (336) 318-6582
ELECTRICAL	
Matthew Grubbs, (336) 318-6567	Tom Coltrane, (336) 318-6579
PLUMBING/HVAC	
Danny York, (336) 318-6563	Craig Brady, (336) 318-6580

There may be a \$30.00 rejection fee for any additional trips made if any of the above are incomplete at the time of inspection or if the Inspector is unable to get inside the home at time of inspection.