



# Vance COUNTY

NORTH CAROLINA

Planning and Development Department

[www.vancecounty.org](http://www.vancecounty.org)

## Development Permitting Process

Applications/Steps	Process Time (Work Days) <sup>Note 1</sup>	Expiration	COST
<b>1. <u>Perk Test Authorization*</u></b> Submit application and site plan. If an existing septic tank is in place with a valid improvement permit or recertification permit, <b>skip to step 3.</b>	<b>1 - 5 days</b>	<b>6 Months</b>	<b>\$25</b>
<b>2. <u>Septic/Well Permit**</u></b>	<b>2 weeks - 2 months</b>	<b>5 years</b>	<b>\$350 each (min.) See fee schedule</b>
<b>3. <u>Zoning Permit*</u></b> Submit application, septic system permit, well permit if needed and final site plan. If an address is needed, submit address request form.	<b>2 - 40 days</b>	<b>6 Months</b>	<b>Residential \$60; Commercial \$75; See fee schedule</b>
Residential home construction requires submittal of 2 sets of house plans in addition to the items mentioned above.			
<b>4. <u>Building Permits*(See Note 2)</u></b>	<b>3 days – 1 month</b>	<b>6 Months</b>	<b>See fee schedule</b>
In addition to an application and a final site plan, residential home construction requires 2 sets of house plans, commercial projects require 3 sets of sealed plans (architect, engineer, or other), and residential accessory structures require a detailed construction sketch for review.			
<b>5. <u>Inspections*</u></b> (see typical inspection sheet for detailed description of each inspection)	<b>2 days (after called)</b>	<b>6 Months</b>	<b>See fee schedule</b>

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*\*Submit to: Vance County Planning and Development Department  
 156 Church Street, Suite 3  
 Henderson, NC 27536  
 (252-738-2080)*

*\*\*Submit to: Vance County Environmental Health Department  
 115 Charles Rollins Road  
 Henderson, NC 27536  
 (252-492-5263)*

Note 1: Overall process time is dependent upon department workloads and project complexities. Submittal of accurate information is critical to ensuring a quick turnaround time. Zoning timetable is dependent upon whether a conditional use permit, variance or rezoning is necessary.

Note 2: Time is extended to 1 year from the last inspection.

**RECOMMENDATION: Begin permitting process within 5 months of breaking ground.**



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NORTH CAROLINA

## DEVELOPMENT PERMITTING PROCESS (DETAILED)

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**Step 1: Application for Perk Test Authorization** – The perk test authorization can be obtained at the following location:

*Vance County Planning & Development Department  
156 Church Street, Suite 3  
Henderson, NC 27536  
(252) 738-2080*

The purpose of the perk test authorization is to determine whether the use proposed for the site is a permitted use prior to having the Health Dept. process the site for the suitability of on-site wastewater disposal. In order to obtain the perk test authorization, the following must be provided: (1) Site plan (2) Permit application (3) Check or cash payment for \$25 upon approval. Typical timeframe is 1 business day to 1 week depending upon workload of the Dept. If an existing septic tank is in place with a valid improvement permit or recertification permit from the Health Dept. you can **skip to Step 3.**

**Step 2: Application (Health Dept.) for Improvement or Recertification Permit for Wastewater Disposal System/Septic Tank and well permit if needed**

– This application may be submitted along with a site plan to the Vance County Environmental Health Dept. after obtaining the perk test authorization. No authorization is necessary in order to approach Environmental Health for a well permit. The Environmental Health Dept. is located as follows:

*Vance County Environmental Health Department  
115 Charles Rollins Road  
Henderson, NC 27536  
(252) 492-5263*

The Health Dept. will complete a site evaluation and if satisfied will issue an improvement permit for a new septic system or will issue a recertification permit for an existing septic system. The cost for each (well and/or septic) will be \$350 minimum. Typically this process will take 2 weeks to 2 months depending on workload of the Dept. Specific procedures and detailed costs should be obtained from the Environmental Health Dept.

**Step 3: Application for Zoning Permit** – The application for the zoning permit must include: (1) Permit application (2) Septic system improvement or recertification permit from health dept. (3) Final site plan showing the approved well and septic locations. The zoning review and issuance of permits will be handled by the Vance County Planning & Development Dept. at the address noted above and is required prior to the issuance of any Building permits. The Planning Division will serve as the point of contact for addressing issues. Addressing forms must be filled out at this stage to ensure an address will be given to new structures. Fees are as follows: Residential zoning fee - \$60; Commercial fee - \$75. See complete fee schedule for fees on other project types. Typical timeframe is 2 business days to 40 business days depending on dept. workload and whether the project is permitted or whether a conditional use permit is needed.

**Step 4: Application for Building Permits** – In order to reduce the number of steps, the same application and site plan submitted for zoning approval will be used for the building permit submittal (commercial projects require 3 sets of sealed plans for review; residential dwellings require 2 sets of house plans; and residential accessory structures require a detailed construction sketch). In order to save time from the zoning approval to building permit issuance, the required drawings, plans and sketches for building permit approval may be submitted if completed at the point when the zoning application is submitted. New home construction fees are based upon square footage and commercial project fees are based upon project cost. See fee schedule for detailed cost breakdowns. Review time is typically 3 business days to 1 month depending on the complexity and type of project.

**Step 5: Inspections** – As requested by the Applicant, the inspections division within the Planning and Development Dept. will complete inspections at the necessary stages of construction. Typical inspections for the various phases of construction include footing inspections, under slab/plumbing and electrical in-ground inspections (as appropriate), foundation/floor system inspections, rough-in inspections, framing inspections, insulation inspections, temporary electric inspections, and final inspections. (See typical inspections sheet for description of each). Upon successful completion of a final inspection, issuance of an operational permit from the Environmental Health Dept. and clearance received from the Planning Division that any conditions of the zoning permit are satisfied, the structure may be occupied.

# TYPICAL INSPECTIONS

## Inspections

The Inspections Division conducts inspections during various phases of construction to verify that the work that has been completed to date and meets or exceeds the minimum construction standards mandated by the North Carolina State Building Code.

It is the responsibility of each contractor of record to ensure that all work is complete and meets or exceeds the minimum standards listed in the North Carolina State Building Code prior to requesting an inspection by the Inspections Department.

### Typical inspections include but are not limited to:

1. Footing inspections
2. Under slab inspections/plumbing & electrical in-ground inspections as appropriate
3. Foundation inspections/floor system inspection, wood-frame construction
4. Rough-in inspections
5. Building framings
6. Insulation inspections
7. Fire protection inspections
8. Final inspections

## Footing Inspections

Footing inspections are made after the trenches are excavated, all grade stakes are installed, all reinforcing steel and supports are in place and appropriately tied, all necessary forms are in place and braced and before any concrete is placed.

## Under-slab Inspections/Plumbing & Electrical in-ground Inspections

Under-slab inspections, as appropriate, are made after all materials and equipment to be concealed by the concrete slab are completed.

## Foundation and Crawl Space Inspections/Floor System Inspection

Foundation and crawl space inspections are made after all foundation supports are installed. This inspection is to check foundation supports, crawl space leveling, ground clearances and positive drainage when required.

## Rough-in Inspections

Rough-in inspections are conducted when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view in the finished building have been placed but before any wall, ceiling finish or building insulation is installed.

## Framing Inspections

Framing inspections are conducted after the roof, excluding permanent roof covering, wall ceiling and floor framing is complete with appropriate blocking, bracing and fire stopping in place. The following items must be in place and visible for inspection:

1. Pipes
2. Chimneys and vents
3. Flashing for roofs, chimneys and wall openings
4. Insulation baffles
5. All lintels that are required to be bolted to the framing for support shall not be covered by any exterior or interior wall or ceiling finish material before approval. Work may continue without approval for lintels supported on masonry or concrete.

## Special Inspections

Special inspections are code-required inspections that are beyond the scope of inspections performed by building code inspectors. These special inspections are found only in the Building Code at this time. The reports required in Section 1704 of the building code would require the professional seals for the responsible special inspector.

## Insulation Inspections

Insulation inspections are conducted after an approved building framing and rough-in inspection and after the permanent roof covering is installed, with all insulation and vapor retarders in place, but before any wall or ceiling covering is applied.

## Fire Protection Inspections

Fire protection inspections are performed in all buildings where any material is used for fire protection purposes. The permit holder or his agent must notify the inspection department after all fire protection materials are in place. Fire protection materials must not be concealed until inspected and approved by the code enforcement official.

## Final Inspections

Final inspections are conducted for each trade after completion of the work required by the codes.