



## BUILDING INFORMATION PACKET

This packet is intended to familiarize you with the permitting and inspection process in Beech Mountain. Please review it carefully prior to construction projects.

### **IMPORTANT!!**

A home can be the greatest single expense that one incurs during their lifetime. For this reason we cannot stress how important it is to take your time and review the information now in your hands. Many of your questions will be answered in the following pages if the time is taken to read them. Please keep these pages with all your projects most relevant documents so you will be able to reference them when and if needed.

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# Permitting Process Overview

***1. A Zoning Permit is a prerequisite to obtaining a building permit for new construction. Upon submitting a Zoning Permit Application (fee is \$130), a pre-construction zoning inspection will be performed. At this pre-construction conference the following must be provided for your Zoning Permit to be approved:***

- A completed Zoning Permit application with signed Acknowledgement of Understanding of Zoning Regulations
- Signed Acknowledgment of Survey Requirement
- A survey (the first of the three required)
- A driveway permit (if applicable)
- A tree cutting permit (if applicable)
- Any other necessary permits (example: sign permit for contractor or real estate agency)
- A staging area for construction

***2. After receiving zoning permit approval, to obtain your building permit you will need the following:***

- Building permit application submitted and applicable fee paid
- Regulations sheet with applicable Contractors' information
- Workers compensation insurance affidavit
- Affidavit as to Status of Licensure or Owner Builder Questionnaire (as applicable)
- A plan or design sufficient to illustrate the details of the proposed project. Plans should include the following drawings as applicable: foundation, floor plan, elevations, electrical, and plumbing.
- Plans and designs having unconventional elements not addressed in the codes must have an architect or engineer seal.
- All structures on Beech Mountain are in a wind zone of 110 mph or higher!! All designs should be made accordingly!
- An application for Utility Service will be required before a Certificate of Occupancy can be granted



## NOTICE TO CONTRACTORS REGARDING WHEN PERMITS ARE REQUIRED



Town of Beech Mountain Dept. of Planning and Inspections  
403 Beech Mountain Parkway (Town Hall- Second Floor)  
(828) 387-4236 or [inspector@townofbeechmountain.com](mailto:inspector@townofbeechmountain.com)

According to North Carolina law (NCGS §153A-357), permits are required in the following scenarios:

1. ***Any construction, alteration, repair, or removal to any components of a structure necessary for its habitation or use that has a total cost of \$5000 or greater.***

(NOTE: Items deemed to be necessary for the habitation or use of a residence include (among others) roofing, siding, windows, and other components of the “building envelope” that protect the structure from the exterior elements. Items generally not deemed to require permits include cosmetic repairs or projects such as painting, cabinetry, carpeting, etc.)

2. ***The installation, extension, alteration or general repair of any of the following items regardless of the cost of the project:***

- **Load Bearing (“structural”) elements**, such as columns, posts, headers, stringers, joists, studs, etc.
- **Electrical** wiring, devices, appliances, or equipment
- **Heating or cooling** equipment systems
- **Plumbing** systems

(NOTE: Replacement of plumbing fixtures that does not involve a change in the design of the plumbing generally does not trigger the requirement for a permit.)

*It is the duty of the local Building Inspector to see that this law is enforced and adhered to for the benefit of all. If you have any questions, please contact the Department of Planning and Inspections.*

\*\*Please note that even though a permit may not be mandated for a particular project, you can still obtain a permit if you so desire to ensure that work is accomplished in a satisfactory manner. Obtaining a permit is always encouraged, especially for the protection of long-distance second home owners.



# ZONING PERMIT APPLICATION



Town of Beech Mountain Dept. of Planning and Inspections  
403 Beech Mountain Parkway (Town Hall- Second Floor)  
(828) 387-4236 or [jscott@townofbeechmountain.com](mailto:jscott@townofbeechmountain.com)

All new construction must pass zoning inspections. The zoning permit process is a procedure that is intended to minimize zoning infractions. It accomplishes this by ensuring that builders are aware of applicable zoning regulations up front before the issuance of a Zoning Permit, and then ensuring that all requirements are met before the issuance of a Certificate of Zoning Compliance (which is necessary for a Certificate of Occupancy). The information below provides a summary of the zoning permit process and a list of the most common items that will be checked for during the process. Although this list is provided for your convenience, it remains the builder's duty to know *all* the ordinances and strictly adhere to them. Town ordinances can be found at <http://www.townofbeechmountain.com>.

## Zoning Permit— Pre-Construction Requirements

*The following items will be checked at the Preliminary Zoning Inspection and must be verified before a Zoning Permit is granted and construction began.*

- Turn in a completed Zoning Permit Application (**Fee is \$130**) and Driveway Permit Application and obtain a building permit and any other relevant forms and information (tree permit, etc.) from Town Hall or online at [www.townofbeechmountain.com](http://www.townofbeechmountain.com). NOTE: A BUILDING PERMIT ***MUST*** BE OBTAINED SIMULTANEOUSLY WITH THE ZONING PERMIT APPLICATION OR IMMEDIATELY THEREAFTER.
- Schedule a ***Preliminary Zoning Inspection*** at which you will meet with the zoning administrator and public works director on site. At this inspection you will be required to:
  - o **Surveys.** Provide 1<sup>st</sup> of 3 required surveys that shows the lot, the setbacks and the proposed location and footprint of the structure.
  - o **Tree Permit.** Identify, mark, and photo any trees that will need to be removed. Turn in tree permit application.
  - o **Driveway Permit.** Discuss driveway permit with Public Works director. You will be required to provide an 18" galvanized culvert 20 feet long.
  - o **Permit Box.** Permit Box must be posted on 4x4 post. (It is recommended that you install a standard mailbox that can be located permanently on the site, on which you can post the required 911 address numbers.)
  - o **Staging Area.** You must show where you will provide an adequate staging area for construction. This area must be sufficient to provide parking and storage of any required vehicles, equipment, and debris. Storing of items in the road right of way will not be permitted.
  - o **Dumpster.** At least one six-yard dumpster shall be on site. The job site must remain neat and orderly.
  - o **Toilet Facilities.** A minimum of one Porta-john shall be on the construction site.



# ZONING PERMIT APPLICATION



## Certificate of Zoning Compliance— Final Requirements

*The following items will be checked at the Final Inspection and must be verified before a Certificate of Zoning Compliance is granted. The Certificate of Zoning Compliance must be obtained before a Certificate of Occupancy is issued.*

- **Usage (Sec. 154.091).** The property must be used in a manner permitted by the zoning district in which it resides.
- **Fuel Tank Screening (Sec. 154.142).** Above ground Fuel Tanks must be screened with a wood fence and, if terrain permits, shrubbery.
- **Garbage Bins (Sec. 50.10).** Garbage bins must be constructed and conform to standards.
- **911 address numbers (Sec. 91.22).** 911 address numbers must be posted and visible from road.
- **Building Height (Sec. 154.140).** Structure may not be more than 35 feet high as measured from the highest point of the original natural grade of the land on which the building sits.
- **Survey (Sec. 154.150).** A final As-Built survey is required. All construction must be within required setbacks.
- **Parking (Sec. 154.132).** Off street parking adequately provided. (For residential uses, this means 2 spaces for the first three bedrooms and one additional space for every additional bedroom. Also, turn around space may be required.)
- **Kitchens (154.141).** Only one kitchen may be located in each single family dwelling.
- **No exposed utilities (154.146).**
- **Signs (Sec. 154.270-287).** Any signs must comply with applicable regulations
- **Accessory Structures (Sec. 154.137).** Any accessory structures must be built after completion of primary structure. May not have a kitchen. Must conform in style and design with main building.
- **Fencing (Sec. 154.139).** Any fencing must be split rail, rock wall, or ornamental hedge. For containment purposes, the above mentioned fences may be backed by welded wire. Fences shall not exceed 5 ft. in height.
- **Buffer Areas (Sec. 154.165).** A minimum 30 ft. vegetative buffer is required adjacent to all watercourses.
- **Modular Homes (154.149).** Foundations must be completely constructed prior to the remainder of the building being placed on the lot. Permits must be obtained for moving.
- **Visibility at Intersections (Sec. 154.135).** Nothing may be erected on corner lots that impedes the required sight distance as required for secondary roads by the NCDOT.
- **Landscaping (Sec. 154.166).** Commercial lots require 10% of the lot to be landscaped in accordance with 154.166.
- **Construction Progress (Sec. 154.025).** For a permit to remain valid, progress must be made every 6 months as evidenced by an inspection. New exterior construction must be completed within two years such that a building has “curb appeal.”
- **North Carolina Energy Code Compliance Certificate.** Will be required before issuance of a CO.



# ZONING PERMIT APPLICATION

Town of Beech Mountain Dept. of Planning and Inspections  
403 Beech Mountain Parkway (Town Hall- Second Floor)  
(828) 387-4236 or [jscott@townofbeechmountain.com](mailto:jscott@townofbeechmountain.com)



Applicant: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

### Property Location:

Address: \_\_\_\_\_

Plat Book/Pg.: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Lot Size: \_\_\_\_\_

Watershed Class: \_\_\_\_\_

**Proposed use of Property:** \_\_\_\_\_

Number of buildings proposed: \_\_\_\_\_

Gross floor area of proposed buildings: \_\_\_\_\_

Area of land to be disturbed (if greater than 1/2 acre, grading/sed/erosion permit required): \_\_\_\_\_

Plot Plan: Attach survey showing dimensions of lot and locate buildings by dimensions from property lines. Indicate dimensions of buildings.

### *Affirmation of Understanding*

By signing below, you acknowledge your understanding of all town ordinances and the penalties incurred for violation. You also understand that stop work orders will be issued until violations are remedied.

\_\_\_\_\_  
(Sign)

\_\_\_\_\_  
(Date)

**FEE: \$130** Paid \_\_\_\_\_

Received by \_\_\_\_\_



# LIVE TREE CUTTING PERMIT APPLICATION



Town of Beech Mountain Dept. of Planning and Inspections  
403 Beech Mountain Parkway (Town Hall- Second Floor)  
(828) 387-4236 or [jscott@townofbeechmountain.com](mailto:jscott@townofbeechmountain.com)

Property Owner (As listed on deed): \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tree Cutter: \_\_\_\_\_

Is Tree Cutter Registered with Town? Y \_\_\_ N \_\_\_

Describe Work: \_\_\_\_\_

Type of Work:  Cutting/ Removing **Live** Trees  Pruning/ Reducing **Live** Limbs

Provide Reason Below

Must be done in accordance with ANSI Standards- Info. available from Planning and Inspections.

Reason for cutting/ removing trees:

- Trees are within 15 feet of structure
- Trees are within 5 feet of approved septic tank/ drain field
- Trees are within 5 feet of approved driveway/ parking area
- Trees pose a hazard
- The cutting of the trees promotes the growth of other trees
- Trees are diseased or damaged
- Trees are within a temporary service route for construction (must be replaced)
- Approved landscaping plan

Have trees been flagged or marked? Y \_\_\_ N \_\_\_

Has a photo of the marked trees been taken? Y \_\_\_ N \_\_\_ **(NOTE: If a photo is not presented to the Town Official, it will delay permit approval)**

Are all the trees to be cut located on the property of the person listed above as the owner? (If not, written permission of the adjacent property owner must be provided before a permit can be issued).

Y \_\_\_ N \_\_\_

**PROPERTY OWNER SIGNATURE:** \_\_\_\_\_

Town Official: \_\_\_ Approved \_\_\_ Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_

Conditions: \_\_\_\_\_ Replacement Trees (provide number)

Comments: \_\_\_\_\_



# DRIVEWAY PERMIT APPLICATION

Town of Beech Mountain Dept. of Public Works

403 Beech Mountain Parkway

(828) 387-9282



### Location of Property:

### Property Use:

Street Address \_\_\_\_\_ Lot No. \_\_\_\_\_ Commercial  Residential

Do you request that the Town install your furnished culvert pipe? Yes  No

### AGREEMENT

I, the undersigned property owner, request access and permission to construct a driveway or street connection on public right-of-way at the above location.

I agree to construct and maintain the driveway or street entrance in absolute conformance with the "Manual on Driveway Entrance Regulations" as adopted by the Beech Mountain Town Council.

I agree to construct and maintain the driveway or street entrance in a safe manner so as not to interfere with or endanger public travel.

I agree that no sign or objects will be placed on or over the public right-of-way.

I agree that driveway or street entrance will be constructed as shown on the sketch on (the reverse side) (the attached plans). SELECT ONE

I agree that this permit becomes void if construction of driveway or street entrance is not completed within 90 days after the approval date below.

#### PROPERTY OWNER

#### WITNESS

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_

#### APPLICANT (if different than above)

#### WITNESS

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_

Application Received by Public Works Director (Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Driveway Entrance site inspected and approved by: (Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Note: The Zoning Administrator must approve the cutting of all trees within 5' of a driveway or parking area.

Application approved by Zoning Administrator: (Signature) \_\_\_\_\_ (Date) \_\_\_\_\_



ACKNOWLEDGEMENT OF SURVEY REQUIREMENT

Town of Beech Mountain Dept. of Planning and Inspections
403 Beech Mountain Parkway (Town Hall- Second Floor)
(828) 387-4236 or jscott@townofbeechmountain.com



Property Owner: \_\_\_\_\_

Job Address: \_\_\_\_\_

I have applied for a zoning permit for new construction in the Town of Beech Mountain. I hereby acknowledge:

- (1) That I have read and understand Section 1120 of the Zoning Ordinance set forth below.

Section 154.150 SURVEYS REQUIRED

(A) For new construction and remodeling that enlarges the perimeter of a building or structure, a recent survey (within six months), with appropriate setbacks shown on the survey, signed and sealed by a surveyor licensed in North Carolina must be provided.

(B) The property owner must also provide the Town with a foundation survey after the footers have been poured and an as-built survey prior to issuance of a Certificate of Occupancy.

- (2) That no exceptions to the requirements of Section 154.150 are permitted.
(3) That in the event any building setback regulation contained in the Zoning Ordinance is violated, that I am completely and solely responsible for this zoning violation.
(4) That any and all expenses related to the elimination of all building setback violations are completely my responsibility.
(5) That this Acknowledgement does not affect or restrict my legal rights to pursue a claim against any contractor or surveyor for damages due to breach of contract or negligence.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Public

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

I, a Notary Public of said County and State, do hereby certify that \_\_\_\_\_, Property Owner(s), personally appeared before me this day and acknowledged the execution of the foregoing instrument.

WITNESS my hand and official stamp or seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ (Notary Seal)

Notary Public

My Commission Expires:



**TOWN OF BEECH MOUNTAIN**  
**Application for Building and Repair Permit**  
 Town of Beech Mountain Dept. of Planning and Inspections  
 403 Beech Mountain Parkway (Town Hall- Second Floor)  
 (828) 387-4236 or [inspector@townofbeechmountain.com](mailto:inspector@townofbeechmountain.com)



**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Job Address:** \_\_\_\_\_ **Project Cost:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State, Zip:** \_\_\_\_\_

**Type of Work:** New \_\_\_\_\_ Renovation \_\_\_\_\_ Addition \_\_\_\_\_ Deck \_\_\_\_\_ Repair \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

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**Size of work in Sq. Ft.:** Heated: \_\_\_\_\_ Unheated: \_\_\_\_\_

Deck: \_\_\_\_\_ Roof: \_\_\_\_\_ Other: \_\_\_\_\_ Total: \_\_\_\_\_

**Utilities:**

Water: Public \_\_\_\_\_ Private \_\_\_\_\_ Health Department Approval # \_\_\_\_\_

Sewer: Public \_\_\_\_\_ Private \_\_\_\_\_ Health Department Approval # \_\_\_\_\_

**Fees:**

- Permit Heated \_\_\_\_\_
- Permit Unheated \_\_\_\_\_
- Homeowner Recovery Fund \_\_\_\_\_
- Availability Fee Water \_\_\_\_\_
- Availability Fee Sewer \_\_\_\_\_
- Tap Fee Water \_\_\_\_\_
- Tap Fee Sewer \_\_\_\_\_
- Pavement Cut \_\_\_\_\_
- Decks \_\_\_\_\_
- Roofs \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Total** \_\_\_\_\_

Please attach a sketch of your plan to this application. If engineering is required you will need to submit plans for review.

All required plans must remain on site at all times. No inspection will be performed if required plans are not on site.

**Complete for New Home Construction and Commercial Construction only.**

Type of Construction: I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_ IV \_\_\_\_\_ V \_\_\_\_\_

Property Zoning District: \_\_\_\_\_ Occupancy Type: \_\_\_\_\_

Building height from highest ground area to highest point of construction \_\_\_\_\_

Number of stories \_\_\_\_\_ Type of heat \_\_\_\_\_

Fireplace(s) Yes \_\_\_\_\_ No \_\_\_\_\_ Number of fireplaces \_\_\_\_\_ Number of chimneys \_\_\_\_\_

Number of bedrooms \_\_\_\_\_ Number of bathrooms \_\_\_\_\_

Parcel ID number \_\_\_\_\_ Deed Book/Page Number \_\_\_\_\_

County (Avery and/or Watauga) \_\_\_\_\_ Elevation of site \_\_\_\_\_

**Building Area:**

**Heated Floor Space (square footage)**

**Unheated Floor Space (square footage)**

Main Floor \_\_\_\_\_

Garage \_\_\_\_\_

Second Floor \_\_\_\_\_

Unfinished Basement \_\_\_\_\_

Third Floor \_\_\_\_\_

Decks \_\_\_\_\_

Basement \_\_\_\_\_

Covered Porches \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Total \_\_\_\_\_

Total \_\_\_\_\_



**TOWN OF BEECH MOUNTAIN  
REGULATIONS SHEET FOR APPLICABLE CONTRACTORS**

Town of Beech Mountain Dept. of Planning and Inspections  
403 Beech Mountain Parkway (Town Hall- Second Floor)  
(828) 387-4236 or [inspector@townofbeechmountain.com](mailto:inspector@townofbeechmountain.com)



**General Contractor**

Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
e-mail: \_\_\_\_\_  
License #: \_\_\_\_\_  
Classification: \_\_\_\_\_  
Expiration: \_\_\_\_\_

**Electrician**

Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
e-mail: \_\_\_\_\_  
License #: \_\_\_\_\_  
Classification: \_\_\_\_\_  
Expiration: \_\_\_\_\_

**Plumber**

Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
e-mail: \_\_\_\_\_  
License #: \_\_\_\_\_  
Classification: \_\_\_\_\_  
Expiration: \_\_\_\_\_

**Mechanical/ HVAC/ Fuel Gas**

Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
e-mail: \_\_\_\_\_  
License #: \_\_\_\_\_  
Classification: \_\_\_\_\_  
Expiration: \_\_\_\_\_

**Architect/ Engineer**

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
e-mail: \_\_\_\_\_  
NC Reg. #: \_\_\_\_\_  
Classification: \_\_\_\_\_  
Expiration: \_\_\_\_\_

**Unlicensed Builder or Owner/Builder**

Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
e-mail: \_\_\_\_\_

***I hereby certify that all information in this application is correct, and all work will comply with the State of North Carolina and the Town of Beech Mountain laws, ordinances, and regulations. I further certify that all work requiring a licensed contractor will be accomplished by those listed above. The Inspections Department will be notified of any changes in the approved plans and specifications or personnel for the project permitted herein.***

**Signature/**

**Date:** \_\_\_\_\_

**Owner:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_



**AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE**

Town of Beech Mountain Dept. of Planning and Inspections  
403 Beech Mountain Parkway (Town Hall- Second Floor)  
(828) 387-4236 or [inspector@townofbeechmountain.com](mailto:inspector@townofbeechmountain.com)



IN ACCORDANCE WITH THE REQUIREMENTS OF N.C.G.S. §87-14

The undersigned applicant for Building Permit #\_\_\_\_\_ being the

- \_\_\_\_\_ Contractor
- \_\_\_\_\_ Owner
- \_\_\_\_\_ Officer/ Agent of the Contractor or Owner

do hereby aver under penalties of perjury that the persons(s), firm(s), or corporation(s) performing the work set forth in the permit:

- \_\_\_\_\_ has/ have three (3) or more employees and have obtained workers' compensation insurance to cover them,
- \_\_\_\_\_ has/ have one or more subcontractor(s) and have obtained workers' compensation insurance to cover them,
- \_\_\_\_\_ has/ have one or more subcontractor(s) who has/ have no employees and has waived in writing their right to coverage by their contractor or have their own policy of workmen's compensation covering themselves,
- \_\_\_\_\_ has/ have not more than two (2) employees and no subcontractors,

While working on the project for which this permit is sought. It is understood that the Inspections Department issuing the permit may require certificates of coverage and/or waivers of workers' compensation insurance coverage prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**AFFIDAVIT AS TO STATUS OF LICENSURE**  
 Town of Beech Mountain Dept. of Planning and Inspections  
 403 Beech Mountain Parkway (Town Hall- Second Floor)  
 (828) 387-4236 or [inspector@townofbeechmountain.com](mailto:inspector@townofbeechmountain.com)



IN ACCORDANCE WITH THE REQUIREMENTS OF N.C.G.S. §87-1

*For the General Contractor to Sign:*

NAME \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

I understand that I am signing this document under oath; I certify that I am making a truthful statement. I have read G.S. Section 87-1. I have entered into a construction contract where the cost of the undertaking exceeds \$30,000; the contract whether written or oral is in the exact name as listed with the North Carolina Licensing Board for General Contractors. I am not in partnership (including "joint ventures") with any unlicensed entity. I certify that I am presently licensed under that name and under that license number listed. My license is active and in good-standing. I have filed all necessary renewal forms with the North Carolina licensing Board for General Contractors. I am not presently under any disciplinary order issued by the North Carolina Licensing board for General Contractors which disqualifies me for a building permit. I understand that the unlicensed practice of general contracting is a criminal offense under G.S. Section 87-13, and that I may be sued by the North Carolina Licensing Board for General Contractors for an injunction if I practice without a license as required by law. I also understand that, under North Carolina caselaw, an unlicensed practitioner may be barred from recovery of any civil damages if the job owner refuses to pay me.

I have been informed that any authority issuing a building permit to an unlicensed contractor where a license is required may be found guilty of a misdemeanor, and I certify that this Department may rely on my statement as a truthful statement regarding the status of my license.

*For Owner Acting as General Contractor to Sign:*

NAME \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

I understand that I am signing this document under oath; I certify that I am making a truthful statement. I have read G.S. Section 87-1. I have entered into a construction project where the cost of the undertaking exceeds \$30,000. I certify that I am not allowing an unlicensed general contractor to perform the duties of a general contractor, which, I understand from reading G.S. Section 87-1, include construction superintending and managing in addition to, among other things, signing written contracts. I intent to retain the finished house (or other project) exclusively for my own use, to be occupied by me or my family for a minimum of one year after completion. I am not building a "speculation" project with the intention of selling the project once it is completed. I understand that building a "speculation" project without proper licensure is a violation of G.S. 87-1 and G.S. 87-13; this may be a criminal offense. Also, I understand that under G.S. Section 87-15.5, the "Homeowner's Recovery Fund", no homeowner acting as a general contractor has any right of recovery. I will be on the job site for all required inspections.

SWORN TO AND SUBSCRIBED BEFORE ME,  
 THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Notary Public)

My Commission Expires:



## **UNLICENSED OWNER/ BUILDER PERMIT APPLICANT QUESTIONNAIRE**

Town of Beech Mountain Dept. of Planning and Inspections  
403 Beech Mountain Parkway (Town Hall- Second Floor)  
(828) 387-4236 or [inspector@townofbeechmountain.com](mailto:inspector@townofbeechmountain.com)



1. Do you own the land on which this building will be erected?
  
2. Have you hired/ do you intend to hire an individual to superintend and manage construction of the project?
  
3. Do you intend to directly control and supervise construction activities?
  
4. Do you intend to schedule, contract, or directly pay for all phases o construction work to be done?
  
5. Do you intend to personally occupy the building for at least 12 consecutive months following completion of construction and do you understand that if you do not do so, there is a presumption under law that you fraudulently secured the permit?

## **TOWN OF BEECH MOUNTAIN INSPECTION GUIDELINES**

**24 HOUR NOTICE IS SUGGESTED PRIOR TO REQUESTED INSPECTIONS FOR DEPARTMENT SCHEDULING PURPOSES. ALSO, IT IS HIGHLY RECOMMENDED THAT YOU STOP BY TOWN HALL ON YOUR WAY TO THE JOBSITE TO AVOID SCHEDULING MISHAPS.**

Your cooperation will be greatly appreciated.

### **BEFORE ANY INSPECTIONS WILL BE MADE:**

**#1. AN INSPECTION REQUEST FORM SHOULD BE SUBMITTED.** Forms may be obtained at Town Hall or online at [www.townofbeechmountain.com](http://www.townofbeechmountain.com) under "Planning and Inspections."

**#2. A PERMIT CARD MUST BE POSTED** at the job site in a prominent and protected location. Job boxes or mailboxes are most commonly used. On remodeling jobs, the permit card can be placed in a window facing the street.

**#3. TOILET FACILITIES** must be made available on the job site as required by the NC Plumbing Code (commonly a Port-a-John).

**#4. A DUMPSTER** or trailer or dump truck with 6 yard capacity or greater must be on site before any work is to begin. Other means of debris removal may be approved by the inspector.

### **SURVEYS REQUIRED:**

Three surveys are required for construction projects. The first survey is required to be submitted with the building permit application. The second survey is after the footings are in, but **BEFORE** any further construction is begun. The third survey is after all construction is complete, including decks, driveways and parking areas. The third survey must be provided before a certificate of occupancy will be issued.

### **OWNER/BUILDER:**

Owners acting as their own builder must be present at job site a minimum of 75% of time when construction is underway. Owner must request and be present during all inspections.

**FAILURE TO SECURE REQUIRED PERMITS, INSPECTIONS, OR SURVEYS COULD RESULT IN CIVIL AND/OR CRIMINAL PENALTIES AND WILL DELAY THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY.**

## GENERALLY REQUIRED INSPECTIONS

The following list may not be complete, but includes the most common inspections. If you have any questions do not hesitate to contact the Building Inspections Office at Town Hall at 828-387-4236.

**FOOTINGS** - After digging or forming footings for pier, trench type, or monolithic slab type or precast walls, whether stone or concrete, an inspection of the exposed earth must be completed. This includes deck piers with or without precast cap blocks. **THIS INSPECTION MUST BE PERFORMED BEFORE ANY GRAVEL OR CONCRETE IS PLACED.**

**SLABS** - All slabs within or under the structure **must be inspected prior to concrete placement**, but after all preparation elements have been installed . Termite treatment verification is required. Sidewalks and outside patios are **usually** exempt. A common rule of thumb is, “before you place concrete anywhere, we need to see where its going before you put it there.”

**FOUNDATIONS** - A variety of inspections may be required.

**#1. WALL POURS** - Vertical reinforced cells, those with a bond beam or horizontal reinforcement, or both as used with ICFs must be inspected. Again before concrete placement occurs.

**#2 WATERPROOFING and FOUNDATION DRAIN** - Can be inspected together or separately depending on the system used.

**#3 ANCHORAGE OF SILL PLATES** - Bolts or straps must be placed in accordance to the code or manufacturers specifications to insure strength and resistance of the attachment.

**STEEL REINFORCEMENT FOR FOOTINGS IS REQUIRED IN THE SPECIAL MOUNTAIN REGION HIGHER WIND ZONES OF THIS STATE.** Electrically conductive grade #60 steel reinforcement bars not less than 13mm (½ inch) in diameter shall be bonded to by means of a solid #4 awg copper wire minimum. It can be placed alongside any of the bars for a length of 20 feet or tied to at least one of the bars by means of an approved clamp (usually a brass acorn or saddle clamp) at one point adjacent to the location of the service entrance to the building. This becomes your concrete encased grounding electrode and will eliminate the need for any driven ground rods.

**FIREBOX /CHIMNEY THROAT** - This inspection of the site built or the factory built fireplace is required to insure compliance with the manufacturers specifications or the code requirements of Chapter 10 of the North Carolina Residential Code.

## GENERALLY REQUIRED INSPECTIONS (CONTINUED)

**FLOOR SYSTEM-** This pre-rough-in inspection will confirm compliance to approved elements placed to support all loads, spans and attachments required per plans.

**FIRST LOG COURSE-** If it is a log structure, the manner in which the first course of logs are attached to the floor system needs to conform to the plan design specifications. The plans, which must be on site at time of inspection, will insure compliance before any more log courses have been set.

**MID-WALL LOG COURSE-** This inspection is performed anytime after first course and before final course per floor level, if a multistory structure. This inspection can be done at any time between the process of courses to confirm that the attachment to each other course is in accordance with the plan specifications.

**HIGH WINDS FRAMING/SHEATHING-** This inspection is intended for only the homes that may be subject to continuous wind exposure due to their placement on the ridge line of the mountain. The sheathing nailing is critical to comply with the standards outlined in chapter 44. This inspection can be for either/or both wall sheathing and/or roof sheathing. This inspection can only be done before housewrap/or felt paper is placed over said sheathing.

**WINDOWS-** Installation of windows and doors (that are of proper DP RATING and found to comply with the solar heat gain co-efficient minimum rating of 0.40 or less) must be inspected to ensure that manufacturers specifications have been followed. All flashing needs to conform to all of those requirements to insure their warranties will be intact if any failure should occur. Labels on windows must **not** be removed until inspection has been completed. Tempered glass in areas that are listed in the code as hazardous locations will also be inspected at this time.

**SIDING-** Inspection of siding installation that is replaced is required. (This is when the “seal” of the house has been broken and exposure to the exterior elements has occurred). No permit/ inspections are required for siding that is installed over existing siding. (Example- vinyl siding installed over T 1-11 siding.) The fastening schedule of the siding will be examined to insure it meets the manufacturer’s specifications for the high wind zones we are exposed to.

**ROOFING/ RE-ROOFING-** Installation or replacement of roofing will require an inspection to confirm compliance with Section 905 in the Residential Code, specifically for the Special Mountain Region. Ice Dam, Underlayment, Drip Edge, and minimum 6 fasteners per shingle is mandated by the Code for the Special Mountain Region.

**ROUGH-IN, ALLTRADES-** Most of the time these inspections are done together. For special circumstances these inspections can be separate, especially when all trades are not involved with the particular permitted work that is being done.

- ✘ **Mechanical** - Heating and Air system placement of unit, ducting, piping and condensation containment and disposal may all be seen at this inspection.
- ✘ **Plumbing** - Configuration of piping joints primed and glued and supported in accordance to code requirements are checked at this time. A test of the water supply system, and the drain, waste, and venting system is also required
- ✘ **Electrical** - Wiring, support, protection, placement of boxes, proper attachment and grounding are all items reviewed at this time.
- ✘ **Framing** - Because the other trades may have to drill, cut, notch, or alter some members of the framing, it is important to perform this inspection after all other trades have completed their work. The components of the structure will all need to be reviewed at this time. Point loads, beams, posts, bearing requirements, spans, engineered lumber elements such as trusses, lam beams, i-joists, will all need to be reviewed at this time.
- ✘ **Gas Piping** - If another company is contracting the gas service a review of their work will be needed. A gas line pressure test will need to be confirmed along with the support spacing, protection, and possible grounding if CSST piping is used.

**INSULATION** - Whether fiberglass or other approved types of insulation are installed manually or by blown-in methods, a review of the type used must be seen and approved. When blown-in type of insulation is used a certificate of volumes is to be provided. Zone 11, the most severe of climate zones in the state, generally requires R-38 in the roof or ceilings, R-18 in exterior walls, and R-19 to the underside of the floor to any unheated areas such as basement or crawlspace.

**TEMPORARY PERMANENT POWER** - This inspection is required to allow power to be placed on the structure for heating and/or final construction purposes. The duration of time for this beneficial consideration is intended to be limited and should not exceed **90 days**. Once it is determined that the electrical elements are safe to be energized all personnel must only connect to G.F.C.I. protected outlets and or power sources.

**FINAL INSPECTION** - When all elements of the structure are complete and a certificate of occupancy is desired this inspection is performed with review of all ordinances and code requirements established by both the Town and State codes.

**THOROUGH PLANNING AND SCHEDULING IS VITAL TO THE  
TIMELY COMPLETION OF YOUR PROJECT.**



**TOWN OF BEECH MOUNTAIN  
BUILDING PERMIT FEE SCHEDULE**

Town of Beech Mountain Dept. of Planning and Inspections  
403 Beech Mountain Parkway (Town Hall- Second Floor)  
(828) 387-4236 or [inspector@townofbeechmountain.com](mailto:inspector@townofbeechmountain.com)



Line Item	Description	Fee Amount
<b>RESIDENTIAL CONSTRUCTION FEES</b>		
<b>- New Construction</b>		
1	Zoning Permit	\$130
2	Heated Square Foot Charge	\$.30/ Sq. Ft.
3	Unheated Square Foot Charge	\$.15/ Sq. Ft.
4	Homeowner Recovery Fund (Licensed General Contractors Only)	\$10
5	Availability Fee (Water) (per Sq Ft.)	\$.90/ Sq. Ft.
6	Availability Fee (Sewer) (per Sq. Ft.)	\$.90/ Sq. Ft.
7	Sewer Tap Fee	\$1000
8	Water Tap Fee	\$1000
9	Driveway Permit	\$25
<b>- Remodeling/ Renovation/ Repair</b>		
10	Additions/Remodeling/Renovations- up to 500 sq. ft.	\$100
11	Over 500 sq. ft., Minimum Plus- \$.16/ each additional Sq. Ft.	\$.16/ Sq. Ft.
12	Deck Construction- Up to 500 Sq. Ft.	\$75
13	Over 500 sq. ft., Minimum Plus- \$.09/ each additional Sq. Ft.	\$.09/ Sq. Ft.
14	New Roof Over Existing Deck	\$50
15	Ramps to Existing Deck	\$50
16	Unattached Garage or Storage- Up to 500 Sq. Ft.	\$75
17	Over 500 Sq. Ft. Minimum Plus- \$.16/ each additional Sq. Ft.	\$.16/ Sq. Ft.
18	Concentrated Structural Repair	\$50
19	Roofing- up to 30 Squares	\$100
20	Roofing- Over 30 Squares- Minimum Plus \$1 each addnl Square	\$1/ Square
21	Window Replacement	\$100
22	Siding Replacement	\$100
23	Flooring Replacement	\$100
24	Other Repairs Under \$5000	\$50
25	Other Repairs Over \$5000	\$100
<b>- Electrical</b>		
26	Residential Electric Service Change Out with new inside wiring	\$75
27	Residential Electric Service Change Out without new inside wiring	\$50
28	Temporary Electric Board Reconnection/ Other Electrical Project	\$50
<b>- Plumbing</b>		
29	Water supply repairs	\$50
30	Water Heater Changeout	\$50
<b>- Mechanical</b>		
31	LP Gas Line Pressure Test New Device	\$25
32	New Furnace/ Heating or Cooling Installation or Appliance/ No Ductwork or Electrical	\$50
33	New Furnace/ Heating or Cooling Installation or Appliance/ New Ductwork or Electrical	\$75

<b><i>PLANNING AND ZONING FEES</i></b>		
	<b>- Zoning</b>	
34	Zoning Permit (Same as item #1)	\$130
35	Conditional Use Permit	\$250
36	Variance Request	\$300
37	Variance	\$350
38	Appeal to Board of Adjustments	\$350
39	Administrative Review	\$300
40	Rezoning Request Conventional	\$300
41	Rezoning Request (Creation of Conditional District)	\$500
42	Special Use Permit (Conditional Use Overlay) or SUP Modification	\$600
43	Annexation Petition	\$350
44	Zoning Confirmation Letter or other Formal Letter	\$30
45	Change Type of Occupancy	\$250
	<b>- Subdivisions</b>	
46	Plat Review- Minor Subdivision	\$25
47	Plat Review- up to 10 lots (not Minor Subdivision)	\$250
48	Plat Review- Over 10 lots	\$250 Plus \$50 each lot
49	Subdivision Fees Major	\$750
50	Subdivision Fees Minor	\$100
51	Subdivision Fees Per Lot	\$50
	<b>- Sedimentation and Erosion</b>	
52	Non Residential Soil and Erosion Control Permit- up to 1 Acre	\$150
53	Non Residential Soil and Erosion Control Permit- 1 to 5 Acres	\$250
54	Non Residential Soil and Erosion Control Permit- 5+Acres	\$50 per ½ Acre
55	Residential Soil and Erosion Control Permit- Single Family Dwelling (Greater than ½ Acre Disturbed)	\$75
	<b>- Sign Permits</b>	
56	Real Estate/ Temporary Signs	\$15
57	Permanent Signs	\$50
58		
59	<b>- Tree Cutting Permits</b>	No Fee
<b><i>NON- RESIDENTIAL CONSTRUCTION FEES</i></b>		
60	New Commercial/ MultiFamily Construction- Heated	\$.25/ Sq. Ft.
61	New Commercial/ MultiFamily Construction- Unheated	\$.15/ Sq. Ft.
62	Commercial Storage Building	\$.25/ Sq. Ft.
63	Commercial Driveway Permit	\$50
64	Commercial Projects on lots under ½	\$200
65	Commercial Projects on lots over ½	\$1100
66	Change in use of Structure <2800 Sq. Ft.	\$200
67	Change in use of Structure >2800 Sq. Ft.	\$1100
68	Non-Residential Electric Service Changeout- No new wiring	\$75
69	Non-Residential Electric Service Changeout- New Wiring	\$100

<b><i>OTHER FEES/ MISCELLANEOUS</i></b>		
70	Zoning Violation	\$100/ day **
71	Permit Card Replacement	\$5
72	Reinspection Request	\$50
73	Pavement Cut	\$200
74	Communication Towers	\$150
75	Manufactured Home Permit- Single Wide	\$75
76	Manufactured Home Permit- Double Wide	\$100
77	Manufactured Home Permit- Triple Wide	\$150
78	Cablevision Booster Sites	\$50
79	Construction Office Electric	\$50
80	Working Without a Permit	Double All Fees
81	Renewal of Expired or Revoked Permit-	Full Cost Again+ Fines

\*\* Other ordinance-specific fines may apply



## ***PENALTIES AND ENFORCEMENT OF ORDINANCES***

Town of Beech Mountain Dept. of Planning and Inspections  
403 Beech Mountain Parkway (Town Hall- Second Floor)  
(828) 387-4236 or [inspector@townofbeechmountain.com](mailto:inspector@townofbeechmountain.com)



In order to uphold and enforce regulations, the Town of Beech Mountain Code of Ordinances provides that:

### ***§ 11.01 GENERAL PENALTY; ENFORCEMENT OF ORDINANCES, CONTINUING VIOLATIONS.***

*(A) Unless otherwise specifically provided, violation of any provision of this Code of Beech Mountain Town Ordinances shall subject the offender to a civil penalty in the amount of \$100, to be recovered by the town. Violators shall be issued written notice of the violation which must be paid within 30 days after receipt of said notice. If the violator does not pay the penalty within 30 days, the town may recover such penalty, and all subsequently accruing penalties, in a civil action.*

*(B) Each day's continuing violation of any ordinance provision shall be a separate and distinct offense.*

Please note that the above penalties can be applied to infractions regarding all of the common zoning and building infractions mentioned in this pamphlet, including:

- Garbage/ Debris violations
- Nuisance Violations (including debris piles and unkempt yards that may harbor vermin)
- Screening of Above Ground Fuel Tanks
- Failure to post 911 Address Numbers

Also note that for some matters (such as tree cutting), separate and more severe penalties are provided.

Your cooperation in ensuring that our regulations are abided by is greatly appreciated.



## ***SPECIAL CONSIDERATIONS***

Town of Beech Mountain Dept. of Planning and Inspections  
403 Beech Mountain Parkway (Town Hall- Second Floor)  
(828) 387-4236 or [inspector@townofbeechmountain.com](mailto:inspector@townofbeechmountain.com)



**Modular Home Requirements** – Special permits and advance notice is required for moving modular homes in Beech Mountain. Contact the Inspections Department for details.

**Applications for Utility Service** – Applications must be complete and submitted prior to the issuance of Certificate of Occupancy.

**North Carolina Energy Code Compliance Certificate**- Certificate is required prior to the issuance of Certificate of Occupancy. See the Inspection Department for details.

**Climate and Environmental Considerations**- The weather and climate on Beech Mountain can be extremely harsh, with high winds and heavy snow. Your plan and design should reflect care and consideration of these factors. Using local builders with knowledge of the area can be a great asset in addressing these concerns.

**Garbage Collection Requirements and “Opting Out”**- One of the most common ordinance infractions is the failure to provide adequate and compliant garbage bins. Animals often get into substandard bins- resulting in litter and debris. Ensure your bin is adequate. If you do not rent your home, and you prefer to deliver all of your own trash to the Recycling Center located on Beech Mountain Parkway across from “Fred’s,” you may choose to “opt out” of garbage bin requirements. See the Planning Department for details.

**Trees**- Here on Beech Mountain we realize that our natural surroundings are one of our greatest assets. One of the ways we try to protect the natural setting is through our tree cutting regulations. Before you cut or trim any live tree, contact the Planning Department for a permit.

The Town Ordinances regarding the information in this packet and other matters can be found online at [www.townofbeechmountain.com](http://www.townofbeechmountain.com) under “Town Services” and “Ordinances.”

*It is our goal at the Town of Beech Mountain to always provide the highest level of service while striving to keep Beech Mountain a great place to live, visit, and play. If the Planning and Inspections Department can be of any assistance to you please don't hesitate to contact us or visit us in the second floor of the Town Hall building.*