



## GASTON COUNTY BUILDING INSPECTIONS

Mailing Address: P.O. Box 1578 Gastonia, N.C. 28053-1578, Phone Number (704) 866-3155

Street Address: 128 W. Main Ave., Gastonia, N.C. 28053-1578, Fax Number (704) 866-3966

# Commercial Permit Application Requirements: New Structures, Remodels, Upfits, Additions & Change of Use

The steps listed below should be used as a general guideline to submitting a completed application for review. Please know that additional documents **may be** required depending upon the project being completed. Should there be any missing documentation when submitting application plan review will be delayed.

### Step 1: Written Approval from City or County Zoning Department:

Depending on property location approval to construct will be given by appropriate Zoning office. Gaston County Zoning can be contacted at **704-866-3075**.

### Step 2: Written Verification of Project Address

Required for **ALL** commercial jobs; this is to be completed with Gaston County's Planning Department

### Step 3: Written Approval from Health Department:

Required for all new homes & additions if using private well and/or private sewer. Gaston County Health Department can be contacted at **704-853-5200**.

- Gaston County Environmental Health Division is responsible for inspecting and permitting certain establishments. Please see page 3 for additional information.

### Step 4: Written Approval from Erosion Control:

Required for all jobs if property will be graded. If grading <1 acre of land the Erosion & Sediment Control Plan will suffice. If disturbing >1 acre of land Gaston County Natural Resources will need to approve. Gaston County Natural Resources can be contacted at **704-922-4181**.

### Step 5: Completed commercial application including:

All Contractor & Sub-Contractor information

- Owner may act as General Contractor, however the **General Contractor Exemption form** must accompany the application when submitted.
- All projects with an estimated cost of **\$30,000 or greater** must have a licensed General Contractor unless the Owner of the property is acting as such.

Description of work to be completed

Description of structure

- This information can be found in the Appendix B

Total Contract/Project Cost

### Step 6: Lien Agent:

Required for all jobs with an estimated cost **\$30,000 or greater**

Lien Agents may be obtained through [www.liensnc.com](http://www.liensnc.com)

### Step 7: Appendix D / Workers Compensation:

Required for all jobs

### Step 8: Project Plans

3 Complete sets of construction drawings; please see following page for plan requirements.

Plans must be sealed, signed, & dated by Designer **unless** exceptions are met.

#### Mission Statement

*Gaston County seeks to be among the finest counties in North Carolina. It will provide effective, efficient and affordable services leading to a safe, secure and healthy community, an environment for economic growth, and promote a favorable quality of life.*

## Plan Requirements

- Completed Appendix B
- Plans must be submitted on a minimum paper size of 11x17 & **must be legible**
- Provide sufficient detail to fully indicate the nature & scope of work
- Detailed site plans & civil drawings
- If project is within a flood hazard area must be clearly shown & designed per the NCBC
- Include footing/foundation/slab plans with details & dimensions (including footing sizes, reinforcing steel, soil bearing capacity, anchor bolt details, etc.)
- Provide structural plans & details
- If building being constructed is a **pre-engineered metal building** you must submit 3 sets of the metal building plans **or** a letter of engineering certification sealed, signed & dated from the designer
- Provide elevation drawings with dimensions defining height details
- If complex structure, please show exiting & life safety plan. Identify all rated walls & shafts, show calculations for the means of egress widths for all exits, stairs, doors, corridors & ramped exits for each entire floor occupant load.
- If work only involves a portion of building, an overall plan should be provided showing the entire building with project area listed.
- Floor plans for each level; identify name & use of each room per level; including dimensions
- Provide wall sections for all interior & exterior walls as needed
- Show construction designs & details for **all rated** walls, floors, ceilings, roofs, shafts, etc.
- Finish schedule identifying all interior finishes for all rooms/spaces within project area
- Ceiling plan layout & details (ceiling heights, type of ceiling, soffits, sprinkler heads, etc.)
- Roof plan layout & details (Roof slopes & drainage, scuppers, concentrated loads, access, etc.)
- Show how **NC Accessibility Code** requirements will be met
- Window & door schedules **must be** included in your drawings (identify all rated doors & windows, frame types, door hardware, sizes of glazing & tempered safety glass, etc.)
- Stairway details (width, risers, treads, handrails, guardrails, landings, headroom, etc.)
- If any **hazardous locations** these will need to be denoted; submit completed data on the type & the amount of hazardous materials stored, processed, manufactured, or used in the facility; provide MSDS sheets
- Provide complete layout plans with details for **Plumbing, Mechanical & Electrical systems**
- Fire Alarm plans & details
- General layout & details for sprinkler system
- Review Chapter 17 of the NCBC for special instructions & testing requirements; clarify this information on the Appendix B & structural drawings.

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# Gaston County Health Department

## Food, Lodging, Institutions, Tattoos and Swimming Pools

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### Permitting, Inspections and Educational Information

Gaston County Environmental Health Division is responsible for the inspections and permitting of the following establishments. Please contact their office at **704-853-5200** for more information:

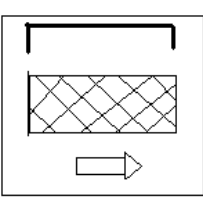
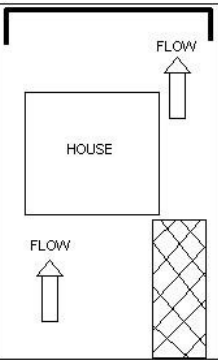
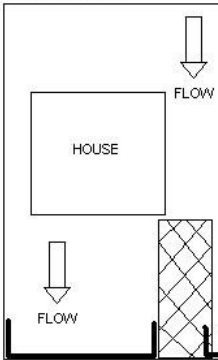
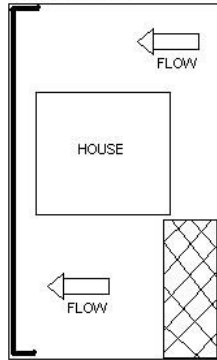
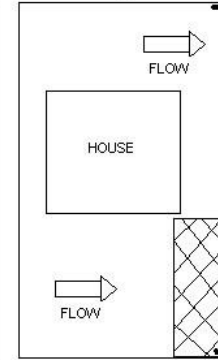
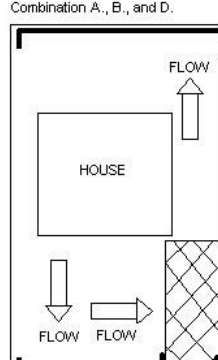
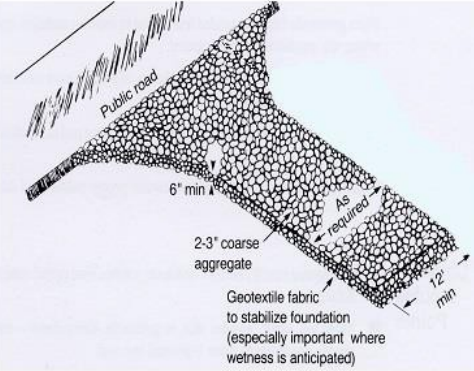
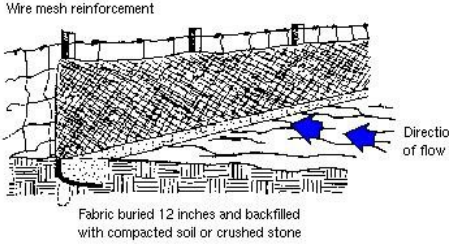


- Adult Daycares
- Bed & Breakfasts Homes
- Bed & Breakfasts Inns
- Caterers
- Commissary for Push Carts & Mobile Food Units
- Daycares
- Educational Food Service
- Elderly Nutritional Sites
- Food Stands
- Hospitals
- Institutions
- Institutions (Cafeterias)
- Limited Food Services
- Lodging Establishments
- Meat Markets
- Mobile Food Units
- Nursing Homes
- Nursing Homes (Cafeterias)
- Park & Recreation Food Stands
- Private Board Schools/Colleges
- Push Carts
- Residential Care
- Rest Homes
- Rest Homes (Cafeterias)
- Restaurants
- School Buildings (Private & Public)
- School Cafeterias (Private & Public)
- Street Fairs, Festivals and Carnivals
- Summer Camps
- Swimming Pools (Public)
- Tattoos
- Temporary Food Establishments



# EROSION CONTROL PLAN OPTIONS FOR LOT CONSTRUCTION

The Soil Erosion and Sedimentation Control Ordinance requires “Persons conducting land-disturbing activity shall take all reasonable measures to protect all public and private property from sedimentation siltation caused by such activity” *Section 6(c.)*. Also, “construction activity on sites disturbing less than one acre must be included in the program if the construction activity is part of a larger common plan of development or sale that would disturb one acre or more”. Pg 68757 *Federal Register/Vol 64, No 235/ 12-8-99/ Rules and Regulations*. Furthermore, anyone conducting land-disturbing activity of one acre or more within the same development cannot use this form and must submit an erosion and sedimentation control plan and obtain a certificate of approved plan prior to conducting the land-disturbing activity. Erosion Control measures must be installed and maintained correctly to function properly. Please refer to the *North Carolina Erosion and Sediment Control Planning and Design Manual* for specific guidance as it relates to installation and maintenance. The site shall be inspected for maintenance needs weekly or after each storm event, whichever is sooner.

Failure to install or maintain erosion control measures may result in penalties of up to \$5000 per day.

<b>L E G E N D</b>	<b>INSTRUCTIONS:</b> IDENTIFY ONE OR ANY COMBINATION OF LETTERS FOR THE SCHEMATIC THAT BEST DESCRIBES THE EROSION CONTROL MEASURES THAT WILL BE USED DURING CONSTRUCTION.		
		Silt fence  Construction Entrance  Direction of Flow	<b>Construction Sequence:</b> <b>1. Install silt fence; 2. Rough grade site; 3. Install construction entrance; 4. Final grade site; 5. Stabilize site; 6. Remove erosion control measures</b>
<b>E R O S I O N C O N T R O L O P T I O N S</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>A. Flow to the Rear</b></p>  </div> <div style="width: 45%;"> <p><b>B. Flow to the Front</b></p>  </div> <div style="width: 45%;"> <p><b>C. Flow to the Left</b></p>  </div> <div style="width: 45%;"> <p><b>D. Flow to the Right</b></p>  </div> <div style="width: 45%;"> <p><b>EXAMPLE</b> Combination A., B., and D.</p>  </div> </div> <div style="margin-top: 20px;"> <p><b>CONSTRUCTION SPECIFICATIONS</b></p> <div style="display: flex; justify-content: space-around;"> <div style="width: 45%;">  <p>Public road</p> <p>6" min <math>\Delta</math></p> <p>2-3" coarse aggregate</p> <p>Geotextile fabric to stabilize foundation (especially important where wetness is anticipated)</p> </div> <div style="width: 45%;">  <p>Wire mesh reinforcement</p> <p>Direction of flow</p> <p>Fabric buried 12 inches and backfilled with compacted soil or crushed stone</p> </div> </div> <p style="text-align: center;"><b>must</b> be used (wire mesh reinforcement optional)</p> </div> <div style="margin-top: 20px; text-align: right;"> <p><b>QUESTIONS? CONTACT:</b>                  Gaston County Soil Erosion and Sedimentation Control Program  <a href="http://www.co.gaston.nc.us/NaturalResources">www.co.gaston.nc.us/NaturalResources</a>                  Gaston Natural Resources Dept                  1303 Cherryville Hwy                  Dallas NC 28034                  704-922-4781</p>   </div>		



GASTON COUNTY BUILDING INSPECTIONS DEPARTMENT

PO BOX 1578, 128 W. MAIN AVE. GASTONIA, NC. 28053

PHONE (704) 866-3155 FAX (704)866-3966

Web Address: www.gastongov.com

COMMERCIAL BUILDING PERMIT APPLICATION

PERMIT NUMBER \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

DIRECTIONS TO PROJECT (must be provided)

OWNER'S NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

GENERAL CONTRACTOR \_\_\_\_\_ STATE LICENSE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_ GASTON CO.COMPUTER NO. \_\_\_\_\_

OFFICE PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

SUBCONTRACTORS Provide the full name of the company, State License No. and the Gaston County computer number, if known.

Table with 4 columns: Trade (ELECTRICAL, MECHANICAL, PLUMBING, SPRINKLER, FIRE ALARM), License #, Computer #, and blank space.

DESCRIPTION OF WORK:

NEW ADDITION REMODEL UPFIT FIRE RESTORATION

OTHER \_\_\_\_\_

DESCRIPTION OF STRUCTURE:

TYPE OF CONSTRUCTION \_\_\_\_\_ OCCUPANCY CLASSIFICATION \_\_\_\_\_ BUILDING HEIGHT: Stories \_\_\_\_\_ Feet \_\_\_\_\_

BUILDING AREA \_\_\_\_\_ SQFT PROJECT WORK AREA \_\_\_\_\_ SQFT SPRINKLERED YES NO

FIRE DISTRICT YES NO ELEVATOR YES NO FIRE ALARM YES NO FLOOD ZONE YES NO

TOTAL CONTRACT PRICE (INCLUDES ALL TRADES): \_\_\_\_\_

UTILITIES:

CITY WATER COMMUNITY WELL PRIVATE WELL
CITY SEWER COMMUNITY SEWER PRIVATE SEWER

NOTICE

This permit becomes null and void if work or construction authorized is not commenced within 6 months or if construction or work is suspended, or abandoned for a period of 12 months at any time after work is started. Inspections are required to confirm work in progress. A Saw Service is not considered a start.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction.

DATE \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER

MAY BE SIGNED BY CONTRACTOR ACTING AS AUTHORIZED AGENT OF PROPERTY OWNER



# GASTON COUNTY

## Department of Building Inspections

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### General Contractor Exemption Application

#### AN ACT TO REGULATE THE PRACTICE OF GENERAL CONTRACTING

##### "G.S. 87-1 'General Contractor' defined; exceptions.

(a) For the purpose of this Article, any person or firm or corporation who for a fixed price, commission, fee, or wage, undertakes to bid upon or to construct or who undertakes to superintend or manage, on his own behalf or for any person, firm or corporation that is not licensed as a general contractor pursuant to this Article, the construction of any building, highway, public utilities, grading or any improvement or structure where the cost of the undertaking is thirty thousand dollars (\$30,000) or more, or undertakes to erect a North Carolina labeled manufactured modular building meeting the North Carolina State Building Code, shall be deemed to be a 'general contractor' engaged in the business of general contracting in the State of North Carolina.

(b) This section shall not apply to the following:

(1) Persons, firms, or corporations furnishing or erecting industrial equipment, power plant equipment, radial brick chimneys, and monuments.

(2) Any person, firm, or corporation who constructs or alters a building on land owned by that person, firm, or corporation provided (i) the building is intended solely for occupancy by that person and his family, firm, or corporation after completion; and (ii) the person, firm, or corporation complies with G.S. 87-14. **If the building is not occupied solely by the person and his family, firm, or corporation for at least 12 months following completion, it shall be presumed that the person, firm, or corporation did not intend the building solely for occupancy by that person and his family, firm, or corporation.**

(3) Any person engaged in the business of farming that constructs or alters a building on land owned by that person and used in the business of farming, when the building is intended for use by that person after completion."

#### Section 2. G.S. 87-14 Regulations as to issue of building permits.

(a) Any person, firm, or corporation, upon making application to the building inspector or such other authority of any incorporated city, town, or county in North Carolina charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, grading or any improvement or structure where the cost thereof is to be thirty thousand (\$30,000) or more, shall, before entitled to the issuance of a permit, satisfy the following:

(1) **Furnish satisfactory proof to the inspector or authority that the person seeking the permit or another person contracting to superintend or manage the construction is duly licensed under the terms of this Article to carry out or superintend the construction or is exempt from licensure under G.S. 87-1(b).**

**If an applicant claims an exemption from licensure pursuant to G.S. 87-1(b)(2), the applicant for the building permit shall execute a verified affidavit attesting to the following:**

**That the person is the owner of the property on which the building is being constructed or, in the case of a firm or corporation, is legally authorized to act on behalf of the firm or corporation.**

**That the person will personally superintend and manage all aspects of the construction of the building and that the duty will not be delegated to any other person not duly licensed under the terms of this Article.**

**That the person will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes.**

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The building inspector or other authority shall transmit a copy of the affidavit to the Board, who shall verify that the applicant was validly entitled to claim the exemption under G.S. 87-1(b)(2). If the Board determines that the applicant was not entitled to claim the exemption under G.S. 87-1(b)(2), the building permit shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

**(2) Furnish proof that the person has in effect Workers' Compensation insurance as required by Chapter 97 of the General Statutes.**

(b) It shall be unlawful for the building inspector or other authority to issue or allow the issuance of a building permit pursuant to this section unless and until the applicant has furnished evidence that the applicant is either exempt from the provisions of this Article and, if applicable, fully complied with the provisions of subdivision (a)(1) of this section, or is duly licensed under this Article to carry out or superintend the work for which the permit has been applied; and further, that the applicant has in effect Workers' Compensation insurance as required by Chapter 97 of the General Statutes. Any building inspector or other authority that is subject to and violates the terms of this section shall be guilty of a Class 3 misdemeanor and subject only to a fine of not more than fifty dollars (\$50.00).

**Section 4. G.S. 160A-420 Inspections of work in progress.**

As the work pursuant to a permit progresses, local inspectors shall make as many inspections thereof as may be necessary to satisfy them that the work is being done according to the provisions of any applicable State and local laws and of the terms of the permit. In exercising this power, members of the inspection department shall have a right to enter on any premises within the jurisdiction of the department at all reasonable hours for the purposes of inspection or other enforcement action, upon presentation of proper credentials. If a permit has been obtained by an owner exempt from licensure under G.S. 87-1(b)(2), **no inspection shall be conducted without the owner being personally present, unless the plans for the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes.** Failure to comply will result in a \$50.00 re-inspection fee.

**I, the undersigned, have read and understand the above General Statute. As the owner of the land upon which a building permit was applied for, I hereby affirm or swear that I qualify under the exemptions to assume all responsibility and liability of a general contractor upon this project.**

**Violation of G.S. 87.1 will result in legal action, a stop work order, revocation of the building permit and you may be found guilty of a misdemeanor punishable of a fine not less than \$500, imprisonment of three months, or both.**

**Affidavit**

I, \_\_\_\_\_, hereby declare that I am requesting to purchase a permit to build a  
(Print name)  
\_\_\_\_\_ located at \_\_\_\_\_  
(Address of property)

**Unlicensed Building Permit Applicant Questionnaire**

**By Signing this Application I also certify to all of the following:**

**Initial and sign**

I own the land on which this building will be constructed? \_\_\_\_\_

I have not hired or intend to hire an individual to superintend and manage construction of the project? \_\_\_\_\_

I intend to superintend and manage construction activities? \_\_\_\_\_

I intend to schedule, contract, and directly pay for all phases of construction work to be done? \_\_\_\_\_

I intend to personally occupy the building (commercial: own and operate your business) for at least 12 consecutive months following completion of construction and do you understand that if you do not do so, it creates the presumption under law that you fraudulently secured the permit? \_\_\_\_\_

**Under penalties of perjury and fraud, I declare the answers to the above questions to be true and accurate.**

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

I certify that the above person personally appeared before me and acknowledged the execution of the foregoing instrument. Witness my hand and notary seal on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My commission Expires: \_\_\_\_\_

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## Lien Agent Information

*The following information is being supplied in accordance with North Carolina Senate Bill 42 in order to obtain a building permit. Please go to [www.liensnc.com](http://www.liensnc.com) in order to obtain a Lien Agent.*

Permit Number: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Lien Agency: \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Agent's Phone Number: \_\_\_\_\_

Agent's Fax Number: \_\_\_\_\_

Agent's Email: \_\_\_\_\_

This information **MUST** be posted in a conspicuous place and **MUST** remain for the duration of the project.

**NO** inspections may take place without this document onsite.

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**APPENDIX D**

AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE

NCGS 87-14

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

\_\_\_\_\_ Contractor

\_\_\_\_\_ Owner

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

Do hereby attest under penalties of perjury that the person(s), firm(s), or corporations(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 (1) or more subcontractor(s) and have obtained workers' compensation insurance to cover them,

has/have one (1) or more subcontractor(s) who has/have their own policy of workers' 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 Inspection Department issuing the permit may require certificates of coverage of workers, compensation insurance 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: \_\_\_\_\_