



**TOWN OF FOREST CITY**  
**Building and Zoning Department**

P.O. Box 728, 128 North Powell Street  
Forest City, North Carolina 28043  
Phone: 828-248-5239  
Fax: 828-245-6143

In order for the Town of Forest City to issue a **Building Permit**, the following information will be required. The Inspection Department may request more information or detail if needed. Upon receipt of this information, a plan review will be conducted before the application can be approved.

1. Zoning Approval
2. Completed Permit Application
3. Floor Plan (Detailed Site Plan to Scale)
4. Site Plan (Detailed Site Plan to Scale)
5. Wall Section
6. Energy Worksheet
7. Driveway Permit- D.O.T (If Required)
8. Erosion Control Permit (If Required)
9. Food Service Applicant **MUST** Submit Plans to:  
Rutherford County Health Department  
Attn: Susan Robinson  
221 Callahan-Koon Rd  
Spindale, North Carolina 28160  
(828) 286-6104

<b>Permit Fees</b>	\$2.50 per thousand with \$50.00 minimum
Building	\$50.00
Electrical	\$50.00
Mechanical	\$50.00
Plumbing	\$50.00

**Utility Connections**

<u>Electric</u>	<u>Tapping Saddle</u>	<u>Sewer</u>	
Construction Temporary	\$25.00	Replacement	\$50.00
Permanent	\$30.00	Connection	\$750.00
Underground	\$30.00		
Change from Overhead to Underground - See Public Works Director		<u>Water</u>	
		3/4"	\$ 800.00
		1"	\$1,100.00
		2"	\$2,800.00

**3 Phase Connections**

200 - 400 amp	\$100.00 per phase
Over 400 amp	See Public Works Director

**\*\*\* ALL UTILITY FEES ARE CONNECTION FEES ONLY. A TURN ON FEE MAY BE APPLICABLE. PLEASE CONTACT OUR UTILITY DEPARTMENT AT 828-245-0148 FOR THESE FEES.**

## Types of Inspections

Upon notification from the permit holder or his agent, the building official shall make or cause to be made any necessary inspections and shall either approve that portion of the construction as completed or shall notify the permit holder or his agent wherein the same fails to comply with this code. Plans and specifications are to be used as a guide, but the written code text shall prevail.

1. **Footing inspection.** To be 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.
2. **Under slab inspection (habitable spaced).** To be made after all forms have been placed, all electrical, plumbing and/or heating and air conditioning facilities, all crushed stone, a vapor retarder, all reinforcing steel with supports and tied and/or all welded wire fabric is installed, when required, but before any concrete is placed.  
**Exception:** Inspection is not required for driveway slabs, garage slabs, carport slabs, patio slabs, walks, etc., which are considered as non-habitable spaces.
3. **Foundation inspection.** To be made after all foundation supports are installed. This Inspection is to check foundation supports, crawl space leveling, ground clearances, and positive drainage, where required.
4. **Rough-in inspection.** To be made when all building framing and parts of the electrical, plumbing, 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.
5. **Building framing.** To be made after the roof, wall, ceiling and floor framing is complete with appropriate blocking, bracing, and fire stopping in place. The following items should 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 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, which are bolted and supported on masonry or concrete.
6. **Insulation inspection.** To be made after an approved building framing and rough-in inspection, with all insulation and vapor retarders are in place but before any wall or ceiling covering is applied.
7. **Other inspections.** In addition to the called inspections above the inspection department may make or require any other inspections to ascertain compliance with this code and other laws enforced by the inspection department.

A new building shall not be occupied or a change made in the occupancy, nature, or use of a building or part of a building until after the inspection department has issued a Certificate of Occupancy. Said certificate shall not be issued until all required building and service systems shall have been inspected for compliance with this code and other applicable laws and ordinances and released by the inspection department.



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### BUILDING PERMIT APPLICATION

Permit # \_\_\_\_\_ Application Date: \_\_\_\_\_ Issuance Date: \_\_\_\_\_ Zoning: \_\_\_\_\_

#### THIS SECTION TO BE FILLED OUT BY APPLICANT

#### PLEASE PRINT

Applicant: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax# (\_\_\_\_) \_\_\_\_\_

Owner of Property: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

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

Project Address: \_\_\_\_\_ Map/Block/Lot \_\_\_\_\_

Proposed use of building: \_\_\_\_\_

Dimensions of Building: Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_ Building Area \_\_\_\_\_

Type of Outdoor Signage: Wall Mounted \_\_\_\_\_ Pole Mounted \_\_\_\_\_

Will this building be in a special flood hazard area? Yes \_\_\_\_\_ No \_\_\_\_\_

Estimated Cost of Construction: \$ \_\_\_\_\_ # of Units \_\_\_\_\_

#### Non-Residential Cost Break Down of Construction:

Building: \$ \_\_\_\_\_ Electrical: \$ \_\_\_\_\_ Plumbing: \$ \_\_\_\_\_

Mechanical: \$ \_\_\_\_\_ Sprinkler: \$ \_\_\_\_\_

Description of work: \_\_\_\_\_

Contractor(s)	Name	License #	Phone #	Contact Person
General	_____	_____	(____) _____	_____
Electrical	_____	_____	(____) _____	_____
Mechanical	_____	_____	(____) _____	_____
Plumbing	_____	_____	(____) _____	_____
Sprinkler	_____	_____	(____) _____	_____
Other	_____	_____	(____) _____	_____

Set Backs: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_ # of Parking Spaces \_\_\_\_\_

#### Permission to enter Land

I furthermore certify that all information provided is correct and that I am authorized to grant and do in fact, grant permission to the local zoning officer and local building inspector and his agents, to enter on the property noted on the Forest City permit(s) for the purpose of this inspection.

This is the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of landowner or person authorized to act as his/her agent.

#### APPROVAL

Zoning Official \_\_\_\_\_ Date: \_\_\_\_\_

Building Official \_\_\_\_\_ Date: \_\_\_\_\_

#### PERMIT FEES

Building \$ \_\_\_\_\_

Electrical \$ \_\_\_\_\_

Mechanical \$ \_\_\_\_\_

Plumbing \$ \_\_\_\_\_

Sprinkler \$ \_\_\_\_\_

Sewer Conn. \$ \_\_\_\_\_

Water Conn. \$ \_\_\_\_\_

Home Recovery \$ \_\_\_\_\_

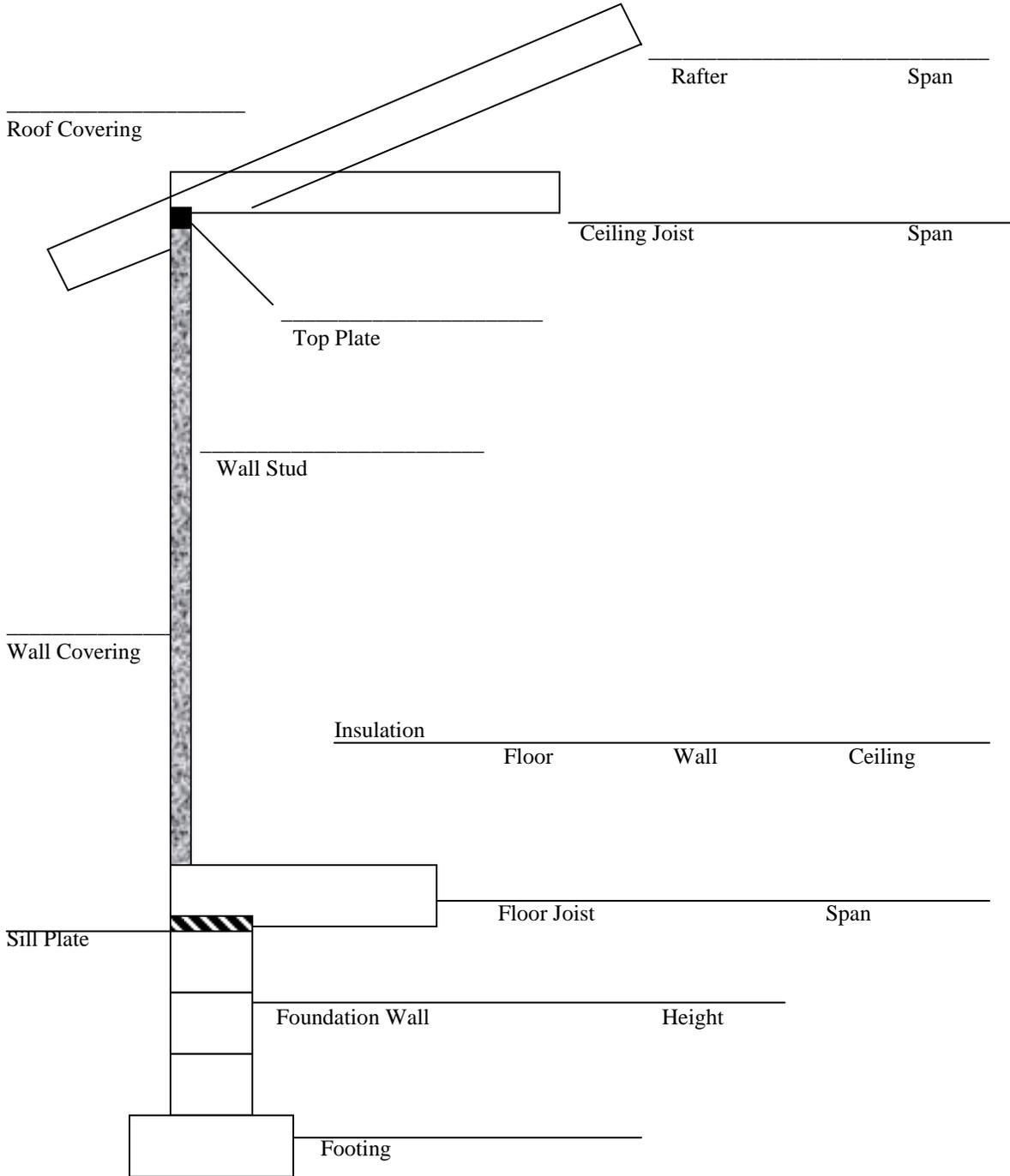
Other \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Address \_\_\_\_\_

Permit # \_\_\_\_\_

Date \_\_\_\_\_

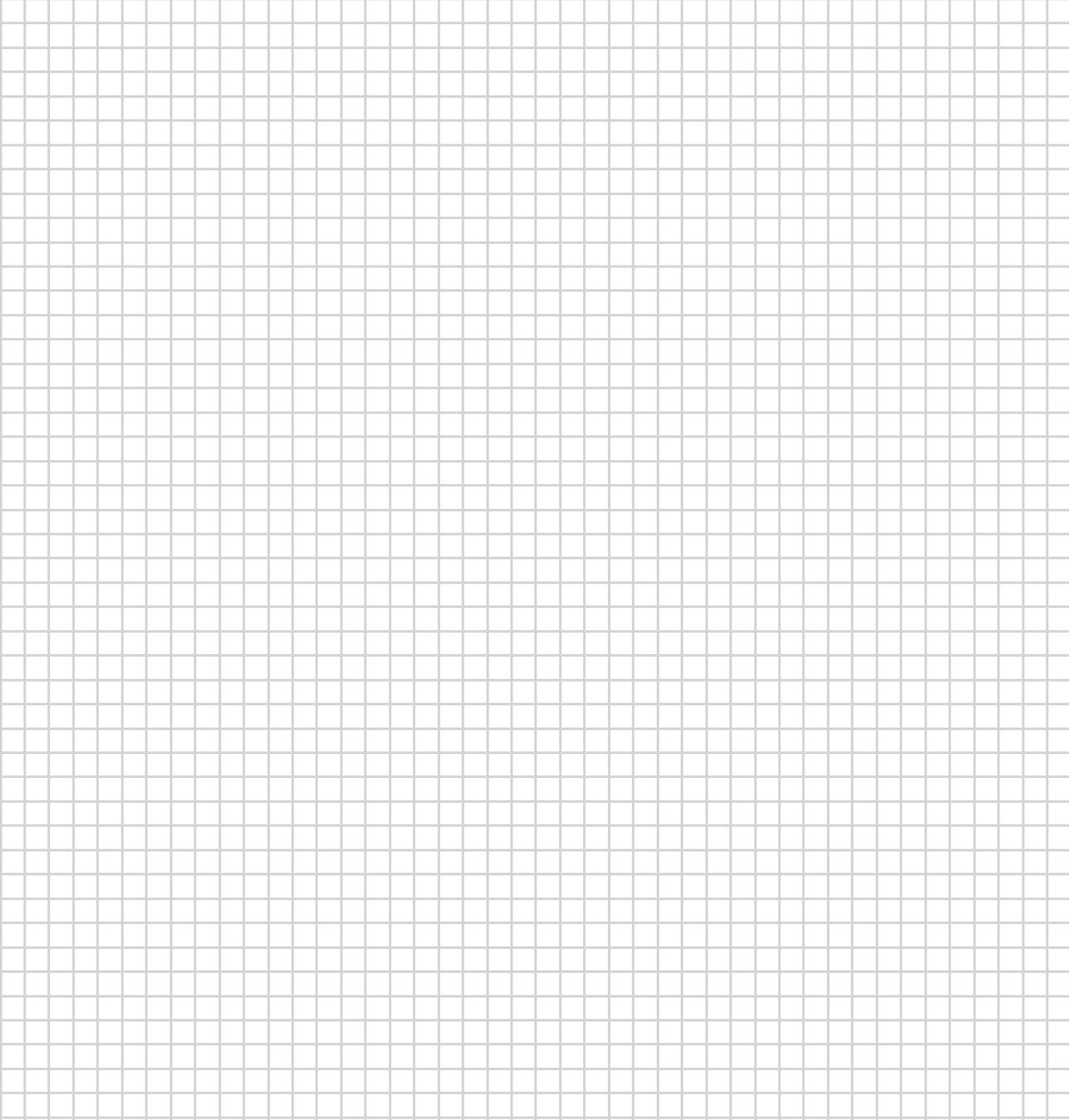


# SITE PLAN

The Town of Forest City Zoning Ordinance requires that a scale drawing be submitted with each building permit application. Please use the space below to provide the following information:

- Draw the lot and the road that leads to it.
- Show where the proposed structure will be located and the distance it will be from the road and from the property lines.
- Also, show any existing structures and where they are located in relation to the proposed structure or addition.

Setback Requirements from Street Right-of-Ways: Front: \_\_\_\_\_ Sides: \_\_\_\_\_ Rear: \_\_\_\_\_



**The applicant's signature below guarantees the following information to be true and correct and that all minimum setback regulations by law will be met under penalty of legal action.**

Signature: \_\_\_\_\_

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