

TRADES PERMIT

Prior to performing single trades such as: electrical, mechanical, plumbing, fuel gas, or refrigeration, applicants are required to apply for and be approved for a trades permit. For a checklist of required steps, please refer to the [“Trades Permit Checklist”](#) below.

Prior to Application

Prior to starting the process to receive a trades permit, the applicant may need to apply for one or more of the following:

- **UTILITY TAP APPLICATION**– Use this application when a new electric service, gas service, water service, or sewer connection will be installed by the City of Kings Mountain.
- **LINE DROP REQUEST**–Use this application to request an overhead electrical service to be cut loose or removed that is served by the City of Kings Mountain’s electric utility.
- **GAS LOAD**– If the scope of work involves adding or replacing a natural gas appliance, the applicant will need BTU loads of all existing gas appliances and equipment and the BTU loads of proposed new gas appliances and equipment.

Step 1: Online Application

- The first step in the permitting process for a trades permit is filling out the application on the online permitting portal. On this permit application form, the applicant will be asked for details about the project, such as scope of work, contracting information, cost estimations, and other required details. For more information on our current online permitting portal, OpenGov, please refer to the section above entitled “**OpenGov Guidance Information.**” All permitting processes within the City of Kings Mountain will begin through an application in OpenGov, where they are then reviewed by the relevant department(s).

Step 2: Codes Review

- The next step for a trades permit is an application review by the Inspections and Codes Department. This initial review is meant to ensure all relevant project details have been listed so that further review by city departments can take place. If there is missing information on the application, the applicant will receive notice in the comment section of the online permitting portal and will need to make the corrections before the process can move forward.

Step 3: Gas Utility Approval (if necessary)

If unnecessary, skip to Step 4.

- As part of the online application, if the scope of work involves adding or replacing a natural gas appliance or equipment, the applicant will be asked to enter BTU loads of all existing and proposed new gas appliances and equipment. The Gas Department will review the application to determine if the existing meter and service line are adequately sized to provide the required flow and pressure needed to supply all gas appliances and equipment to be served. If there is missing information or the existing meter and service line are not sufficient to supply the required gas demand, the applicant will receive notice in the comment section of the online permitting portal and will need to make the correction before the process can move forward.

Step 4: Plan Review (if necessary)

If unnecessary, skip to Step 5.

For a table of required drawings for plan review, please refer to "[Required Plan Review Drawings](#)" below.

- Following approval from the Planning Department, the plans will be reviewed by the Inspections and Codes Department for their adherence to the North Carolina State Building Code and City of Kings Mountain ordinances, as well as general best practices for construction. If there is missing information on the plans, the applicant will receive notice in the comment section of the online permitting portal and will need to make the corrections before the process can move forward.

Step 5: Permit Fee

- Once the application and necessary plans have been approved, the applicant is required to pay the fee to cover the cost of administration. Fees will be calculated according to the fee schedule. The itemized fee total will be available on the online permitting portal and can be paid for online or in person at the Inspections and Codes Department window at the Citizens Service Center (1013 N. Piedmont Avenue, Kings Mountain, North Carolina 28086).

Step 6: Trades Permit Issuance

- A building permit will be issued after the fee is paid. This document serves as an official recognition from the City of Kings Mountain that the project proposal meets the North Carolina State Building Code and City of Kings Mountain ordinances. All work authorized by this permit shall comply with the State Building Codes and all other applicable state

and local laws. It is the responsibility of the permit applicant to verify any deed restrictions or restrictive covenants that may prevent or limit the scope of work listed on this permit.

Step 7: Utility Tap Applications (if necessary)

If unnecessary, skip to Step 8.

- After building permits have been issued, the applicant must also apply for any necessary utility taps (electric, gas, water, and/or sewer). This is the formal process for entering into our utility system and the approval will allow for physical connection to existing lines. In order to start the process for connecting to city electric and gas infrastructure, applicants are required to submit a Line Extension Application. A Line Extension application shall be submitted on the required form and include the site development plan, construction plan and additional detailed electric load data (if required). It is the applicant's responsibility to make sure that the site development plan, construction plan and electric load data submitted are accurate and up to date as any subsequent changes will result in additional engineering costs and line extension fees to the applicant. Line Extension fees for all other requests shall be calculated based upon the detailed engineering analysis and design of electric distribution infrastructure and will include the applicable labor, material and engineering costs required to provide standard electric distribution infrastructure at the service location. These applications are available through the online permitting portal.

Step 8: Building Inspection

- During construction, inspections will need to be made at various steps in the construction process. After construction has been completed, all new builds are required to pass a final inspection completed by the Inspections and Codes Department. This new construction will be evaluated in compliance with State of North Carolina Building Code and the City of Kings Mountain Unified Development Ordinance. Inspections are graded pass/fail, so if part or all of the construction is not up to code and needs to be modified, the applicant will receive notice in the comment section of the online permitting portal and will need to make the necessary improvements before the process can move forward. Once improvements have been made, the applicant will need to schedule an additional appointment for re-inspection. This review process may take multiple inspections. To schedule an appointment with Inspections and Codes staff, please refer to the online permitting portal.

Step 9: Inspection Completeness Review

- Following the completion of the project, a final internal review of the building inspection and required submittals will be conducted by the Inspections and Codes Department to ensure compliance with applicable North Carolina State Building Code and City of Kings Mountain ordinances.

Step 10: Certificate of Compliance

- The final step in the trades permit process is the issuance of a Certificate of Compliance. Approval of a Certificate of Compliance serves as an official recognition from the City of Kings Mountain that the project has been completed in accordance with State Building Code and all other applicable state and local laws.

Step 11: Development Services Survey

- Thank you for completing your project with the City of Kings Mountain! Please take a few minutes to take a short survey about your experiences to help facilitate future development. This survey will be automatically sent to you after the issuance of the Certificate of Compliance.



Trades Permit Checklist:

The following is a checklist designed to ensure all requirements for the Trades Permit have been met. For more information on the Trades Permit in general, please refer to the detailed description above.

- Prior to Application
- Online Application
- Codes Review
- Gas Utility Approval
- Plan Review (if necessary)
- Permit Fee
- Trade Permit Issued
- Building Inspection
- Inspection Completeness Review
- Certificate of Compliance
- Development Services Survey



Required Plan Review Drawings:

The following is a table of required drawings for plan review based on the project scope. Please refer to the additional notes below for further information on what is required in each drawing.

SCOPE OF WORK	SP	FP	LS	EL	ST	EC	ME	PL	FG	DD	RD
RESIDENTIAL BUILDING											
New Construction/ Addition	X	X									
Remodel		X									
COMMERCIAL BUILDING											
New Construction	X	X	X	X	X	X	X	X	X	X	
Addition	X	X	X	X	X	X	X	X	X	X	
Remodel/Upfit		X	X			X	X	X	X	X	
Retaining Wall	X				X						
Pool/Spa	X		X	X		X	X	X	X	X	
Deck/Porch	X				X						
Stage/Platform	X		X		X						
Construction Trailer	X									X	
Awning					X					X	X
Roofing Replacement										X	
Fence	X									X	
ACCESSORY BUILDING/ STRUCTURE											
Building (wood framed)	X										
Building (metal framed)	X				X						

SCOPE OF WORK	SP	FP	LS	EL	ST	EC	ME	PL	FG	DD	RD
Deck/Porch/ Ramp/Gazebo/ Pool	X										
Retaining Wall	X				X						
Dock/Piers (See Note 5 below)											
TRADES											
Electrical (commercial)						X					
Mechanical (commercial)							X				
Plumbing (commercial)								X			
Generator (residential and commercial)						X			X	X	
Solar (residential and commercial)						X				X	
MANUFACTURED HOME											
Manufactured Home	X									X	
FIRE PROTECTION											
Sprinkler/Fire Extinguishing/ Alarm		X								X	
Pyrotechnics/ Explosives	X									X	
Tent/Canopy/ Carnival	X	X	X								
CHANGE OF USE											
Change of Use		X									
SIGN											
Sign	X									X	X

Required Plan Review Drawing Descriptions:

SITE PLAN (SP)- Footprint of new building or structure, property lines, adjacent structures, floodplains, ADA routes and parking, distances to adjacent buildings, structures, and property lines.

FLOOR PLAN (FP)- Overall footprint and dimensions, individual room callouts and dimensions, doors, windows, plumbing fixtures, appliance locations, door and window sizes, kitchen layout.

LIFE SAFETY (LS)- Occupant loads, egress doors, egress travel path and lengths, fire extinguishers, exit signs and emergency lighting.

ELEVATIONS (EL)- Exterior views of all sides of building including: windows, doors, porches, decks, steps, chimneys, and exterior wall covering material.

STRUCTURAL (ST)- Structural elements such as: footings, foundations, floor framing, wall framing, roof framing, etc.

ELECTRICAL (EC)- Service location, panel locations, lights, receptacles, switches, panel schedules, load calculations, wire sizes, wiring methods, appliances, and electrical equipment, etc.

MECHANICAL (ME)- Equipment, appliances, exhaust, return, makeup air, ventilation, hoods, duct sizes, gas piping, calculations, etc.

PLUMBING (PL)- Fixture locations, appliance locations, schematics, water supply pipe sizes and material, DWV pipe sizes and material, meter location, shutoff valves, grease trap, etc.

FUEL/GAS (FG)- Gas appliances, pipe sizes, shutoff valves, BTU load calculations, meter location, etc.

DETAIL DRAWINGS (DD)- Shop drawings, specific materials, specific designs and details of construction, setup manuals, manufacturer spec sheets, etc.

RENDERINGS (RD)- Scaled and colored drawings depicting completed installation.

Notes:

1. Additional drawings not listed above may be required depending on the specific nature of the project.
2. Additional information, other than listed above, may be required on certain drawings depending on the specific nature of the project.

3. Plans shall be drawn to scale and clarity.
4. Certain projects may require the seal of a design professional. Please contact the City of Kings Mountain's Inspections and Codes office for more information.
5. All Moss Lake structures require sealed plans by a NC licensed engineer, architect, or landscape architect showing: projection lines, elevations, and framing details.