

## RESIDENTIAL BUILDING & ZONING PERMIT

## MANUFACTURED HOME PERMIT

## ACCESSORY BUILDINGS & ACCESSORY STRUCTURES PERMIT

*Prior to a building or other structure being erected, moved, added to, or repaired, including additions, for the purpose of creating a residential development, applicants are required to apply for and be approved for a residential building and zoning permit. For a checklist of required steps, please refer to the [“Residential Building & Zoning Permit Checklist”](#) below.*

***Please also refer to this workflow for the MANUFACTURED HOME PERMIT and ACCESSORY BUILDINGS/ACCESSORY STRUCTURES PERMIT, as they are identical.***

### **Prior to Application**

- Prior to starting the process to receive a building and zoning permit, the applicant should consider applying for any other necessary permits, such as utility tap applications (electric, gas, water, and/or sewer) and driveway permits, that may be needed to complete their project. A utility tap application is the formal process for entering into our utility system, and the approval will allow for physical connection to existing services. A driveway permit is required for any curb, driveway approach, gutter, pavement, or any other improvement in any public street or other property owned by or dedicated to the city. Due to infrastructure expansion capabilities, gaining proper utility or road access may take longer than other steps in the development process, so it’s a good idea to get started on these application(s) early. These applications are available through the online permitting portal.

### **Step 1: Online Application**

- The first step in the permitting process for a building and zoning 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, utility needs, 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 permits within the City of Kings Mountain will start by applying through OpenGov, where they are then reviewed by the relevant department(s).

### **Step 3: Codes Review**

- The next step for a residential building and zoning 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 4: Flood Review (if necessary)**

*If unnecessary, skip to Step 6.*

- A flood review is required if a proposed project is located in a floodplain as designated by the United States Federal Emergency Management Agency (FEMA). As Kings Mountain has few flood risk areas, a flood review is only required for select projects. The determination of the need for a flood review is made by the Inspections and Codes Department. Applicants can use the [FEMA Flood Risk Information System](#) tool to identify potential flooding concerns.

### **Step 5: Flood Elevation Certificate (if necessary)**

*If unnecessary, skip to Step 6.*

- A flood review is an essential process to ensure that development in high-risk areas is built safely and protected from potential hazards. Once a flood review has been conducted by a surveyor, an elevation certificate must be uploaded into the online permitting portal. This will only be required for properties in a FEMA-designated flood zone.

### **Step 6: Planning/Zoning Review (if necessary)**

*If unnecessary, skip to Step 7.*

- In order to ensure that new buildings comply with planning and zoning standards as set by our unified development ordinance, the Planning Department is responsible for reviewing plans for residential building permits. This step will be necessary for projects other than a remodel that does not expand the existing footprint of the structure. If modifications must be made to the project or additional information is needed before this review is approved, 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 7: Health Department Notification (if necessary)**

*If unnecessary, skip to Step 8.*

- If a project will require a new septic system, the City of Kings Mountain will notify either the Cleveland or Gaston County Health Departments that it is allowable on the property. The purpose of this step is for the county to verify that the septic tank is allowed under city ordinances prior to administrative review taking place. Septic tanks are not allowed on properties that have public sewer capability. This notification is a required step before a county will entertain the application for a septic tank.

### **Step 8: Plan Review Approval**

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

- Following approval from the Planning Department, the building plans will be reviewed by the Inspections and Codes Department for their adherence to North Carolina State Building Code and City of Kings Mountain development 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 9: Improvement Permit/Appendix Upload (if necessary)**

*If unnecessary, skip to Step 10.*

- The applicant will be responsible for contacting the Health Department themselves to obtain the relevant improvement/septic permit and schedule a required site evaluation test before the septic tank is installed. If a septic tank already exists on site and your project design will not increase the daily flow or wastewater strength of the existing system, the applicant may fill out an [Appendix H form](#). Either an improvement permit or an Appendix H form must be uploaded into the online permitting portal.

### **Step 10: Permit Fee**

- Once all 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. On top of the standard fee for the construction permit, the applicant may also be asked to pay additional fees related to zoning, driveways, or other applicable fees. 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 11: Residential Zoning Permit Issuance (if necessary)**

*If unnecessary, skip to Step 12.*

- A zoning permit will be issued after the fee is paid and will be valid for a period of 12 months. This document serves as an official recognition from the City of Kings Mountain that the project proposal meets city planning and zoning standards. Along with the approved scope of work, the permit will also list the setback standards that the applicant will have to abide by during construction in order to remain compliant. These setbacks will be verified after construction is completed.

### **Step 12: Residential Building Permit Issuance**

- A building permit will be issued after the fee is paid and will be valid for a period of 6 months. 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 development ordinances. If construction does not begin during the initial 6-month period, the permit will expire. Once work has begun, if work is discontinued for a period of 12 months, the permit will expire. All work authorized by this permit shall comply with the State Building Codes and all other applicable state and local laws.

### **Step 13: NCDEQ Erosion Control Permit (if necessary)**

*If unnecessary, skip to Step 14.*

- **From NCDEQ:** Any land-disturbing activity covering one acre or more, except certain agricultural activities that include production of plants or animals for the benefit of mankind, mining, reclamation of converted wetlands back to wetlands from agricultural use, and forestry activities conducted in accordance with N.C. Forest Practice Guidelines related to water quality, requires an erosion control permit. This permit is required to provide protective measures to vulnerable areas in developments against accelerated (man-made) erosion and sedimentation that damages adjoining properties, streams, and other water resources of the state.

### **Step 14: 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. To schedule an appointment with Inspections and Codes staff, please refer to the online permitting portal.

**Step 15: Zoning Setback Inspection (if necessary)**

*If unnecessary, skip to Step 16.*

- Once the foundation building code inspection has been completed, a verification of building setbacks must be conducted in order to pass inspection and fully comply with city ordinances. A zoning inspector will make a site visit to conduct this inspection.

**Step 16: Inspection Completeness Review**

- Following the completion of building and zoning inspections, 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 development ordinances.

**Step 17: Zoning Final Approval (if necessary)**

- Similarly, an internal review of the zoning inspection and required submittals will be conducted by the Planning Department to ensure compliance with applicable city development ordinances.

**Step 18: Certificate of Occupancy**

- The final step in the residential building and zoning process is the issuance of a Certificate of Occupancy. Approval of a Certificate of Occupancy and Compliance shall authorize the applicant to occupy the structure or land and will be issued only after all required inspections have been completed. It is unlawful to use, occupy, connect, or provide utilities to or permit the use or occupancy of any building or land created, erected, changed, converted, altered, or enlarged in its use or structure without a Certificate of Occupancy.

**Step 19: 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 Occupancy.



## **Residential Building & Zoning Permit Checklist:**

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

- Online Application
- Plot Plan
- Codes Review
- Flood Review (if necessary)
- Flood Elevation Certificate (if necessary)
- Planning/Zoning Review (if necessary)
- Health Department Notification (if necessary)
- Plan Review Approval
- Improvement Permit/ Appendix H (if necessary)
- Permit Fee
- Residential Zoning Permit Issuance (if necessary)
- Residential Building Permit Issuance
- Building Inspection
- Zoning Setback Inspection (if necessary)
- Inspection Completeness Review
- Zoning Final Approval (if necessary)
- Certificate of Occupancy
- 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
<b>RESIDENTIAL BUILDING</b>											
New Construction/ Addition	X	X									
Remodel		X									
<b>COMMERCIAL BUILDING</b>											
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	
<b>ACCESSORY BUILDING/ STRUCTURE</b>											
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)											
<b>TRADES</b>											
Electrical (commercial)						X					
Mechanical (commercial)							X				
Plumbing (commercial)								X			
Generator (residential and commercial)						X			X	X	
Solar (residential and commercial)						X				X	
<b>MANUFACTURED HOME</b>											
Manufactured Home	X									X	
<b>FIRE PROTECTION</b>											
Sprinkler/Fire Extinguishing/ Alarm		X								X	
Pyrotechnics/ Explosives	X									X	
Tent/Canopy/ Carnival	X	X	X								
<b>CHANGE OF USE</b>											
Change of Use		X									
<b>SIGN</b>											
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.