



COMPLETING PERMIT APPLICATIONS

In an effort to assist contractors and the public in completing our permit application forms, we have created this guide to help you filling out the paperwork. This document covers how to complete the paperwork. It does **not** cover any other documentation that is required for the issuance of permits.

Completed applications can be faxed to (336) 636-7575 or e-mailed to permits@randolphcountync.gov. We will call you to collect payment information once the application has been processed. ***Incomplete applications will not be processed. If there is a blank line, there needs to be some type of information. Do not include credit card information on application forms. If we receive an application with a credit card number, we must destroy the application. If any fields on the form do not apply, write N/A on the line. After each field is completed, the user can press the <Tab> key to move to the next field. If you are unsure what to put in a field, contact the correct Inspector and they can help with questions. The office staff cannot assist in completing the forms.***

COMMON APPLICATION FIELDS

There are fields that are common to all permit applications. Those common fields will be covered in this section instead of repeating the information under each application type.

The *Date* field should contain the date the application form was completed.

The *Parcel number* field is for the ten digit parcel identification number assigned for the property. *(If the person completing the application does not have this number it is fine as long as the application number or address of work site is completed.)*

The *Application number* field is for any existing permit number. If work is being done at a site where another permit has been issued, that application number must be included on the application form.

The *Job contact name* field is for the name of the person the Inspectors or staff should contact in case we have questions concerning the work being done on the property. If we are to contact the contractor or a job superintendent, put that person's name on the line. If there are questions on the work being done, that is who we will contact.

The *Job contact phone number* is for the telephone number of the job contact. We need that in order to call to ask questions or to collect payment on a permit mailed, faxed and e-mailed into our office.

The *Job contact e-mail* address field is for the e-mail of the person to be contacted via e-mail for when inspections are scheduled and when they are resulted. (This option will be available later in 2016.)

The *Owner, Address and City, ST ZIP* fields need to be completed with the information regarding the property owner. This should be the mailing address of the property owner.

The *Address of work site* field is the address where the work is being completed. It is important that this address be included on the form because property owners can own more than one piece of property and without the physical address where the work is taking place, we could issue the permit to the wrong property.

The *Contractor*, *Phone number* and *License number* fields help us to verify the information that we have about the contractor on the job if a licensed contractor is being used on the job site. It is another way of making sure that we associate the correct contractor with the correct job.

The *Type of Structure* field is a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key.

The *Class of Work* field is also a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key. For example, if you are building an addition to a building, you would select *Addition* as class of work.

The *Description of Work/Comments* field is to be used to further clarify the work going on at the job or to provide other information that may help in processing the paperwork

The *Signature of Contractor or Owner* field is to be used for the signature of the contractor or owner. An electronic signature provided via the pdf is acceptable.

Once the application has been fully completed it can be e-mailed to permits@randolphcountync.gov or faxed to (336) 636-7575.

GENERAL CONSTRUCTION PERMIT APPLICATION

This application is used to request a building permit for any type of construction. ***This form is provided to list the information that is needed. This form cannot be e-mailed, faxed or mailed into our office to obtain the building permit. Currently, building permits can only be obtained in person.***

Incomplete applications will not be processed. If there is a blank line, there needs to be some type of information. If any fields on the form do not apply, write N/A on the line. After each field is completed the user can press the <Tab> key to move to the next field.

The *Type of Construction* field is a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key.

The *Occupancy* field is a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key.

The *Soil Erosion Plan Required* field is also a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key.

The *Type of Foundation* field is also a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key.

Enter the number of stories in the *Number of Stories* field. This field will accept decimal points.

The *Number of Bedrooms* field is for the total number of bedrooms that will be in a residential structure, if applicable.

If the residential structure will have any fireplaces, enter the total number of fireplaces in the *Number of fireplaces* field.

The *Type of modular frame* field is a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key. (This field only applies to modular homes.)

The *Surety Bond* field is the next field and it is also a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key. (This field only applies to modular homes.)

The *NC Modular Validation #* field is the place where the approval number from the State is entered. (*If the person completing the application does not have this number it is fine since the Inspector normally checks for this number during inspections.*) (This field only applies to modular homes.)

The *Type of Underpinning* field is a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key. (This field only applies to mobile homes.)

The *Heated Area 1st Floor (sq. ft.)*, *Heated Area 2nd Floor (sq. ft.)* and *Heated Area 3rd Floor (sq. ft.)* fields are the places where the heated square footage of each floor is entered on the permits.

The *Total Heated Area (sq. ft.)* field is the sum of all values entered in the *Heated Area 1st Floor (sq. ft.)*, *Heated Area 2nd Floor (sq. ft.)* and *Heated Area 3rd Floor (sq. ft.)* fields. (On the fillable pdf application, the form will calculate to total heated areas.) **The total of the heated areas on each floor must match the calculation in this field.**

The *Unheated Area 1st Floor (sq. ft.)*, *Unheated Area 2nd Floor (sq. ft.)* and *Unheated Area 3rd Floor (sq. ft.)* fields are the places where the unheated square footage of each floor is entered on the permits.

The *Total Unheated Area (sq. ft.)* field is the sum of all values entered in the *Unheated Area 1st Floor (sq. ft.)*, *Unheated Area 2nd Floor (sq. ft.)* and *Unheated Area 3rd Floor (sq. ft.)* fields. (On the fillable pdf application, the form will calculate to total unheated areas.) **The total of the heated areas on each floor must match the calculation in this field.**

The *Finished Basement Area (sq. ft.)* field is used to enter any square footage of a finished basement.

The *Unfinished Basement Area (sq. ft.)* field is used to enter any square footage of an unfinished basement.

The *Construction Value* field is used for the contractor to write their valuation of the cost of construction.

The next section of the application covers Worker's Compensation Insurance. Select the option that best describes the Worker's Compensation coverage for this job.

INSULATION PERMIT APPLICATION

This permit application is for any type of insulation work.

The *Number of Units* field is used to indicate the number of units being insulated. For example, if the construction is for a single-family home the answer would be one. However, if the permit is for multi-family construction of 15 apartments, the answer would be 15.

The *Exterior Wall Type* field is a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key.

The *Exterior Wall Thickness* field is to indicate in inches the thickness of the insulation being placed in the exterior walls.

The *Exterior Wall R-Factor* field is to indicate *R*-factor of the insulation being placed in the exterior walls.

The *Ceiling Type* field is a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key.

The *Ceiling Thickness* field is to indicate in inches the thickness of the insulation being placed in the ceiling.

The *Ceiling R-Factor* field is to indicate *R*-factor of the insulation being placed in the ceiling.

The *Floor Type* field is a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key.

The *Floor Thickness* field is to indicate in inches the thickness of the insulation being placed under the floor.

The *Floor R-Factor* field is to indicate *R*-factor of the insulation being placed under the floor.

ELECTRICAL PERMIT APPLICATION

This permit application is for any type of electrical work.

Incomplete applications will not be processed. If there is a blank line, there needs to be some type of information. If any fields on the form do not apply, write N/A on the line. After each field is completed the user can press the <Tab> key to move to the next field.

The field *Power Company Account Name* is the name that is on file with the power company for this location. For example, if the power company account is listed as Joe Tarr with the power company, write *Joe Tarr* in this field. These names must match with the power company or they will not energize the electrical service.

The *Power Company* field is a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key.

The *Service Size (# of amps)* field is where the electrician enters the total number of amps for the service.

The *Square Footage of Building* field is used to indicate the size of the building where electrical work is taking place.

The *Number of Subpanels* field allows the contractor to write in the number of subpanels associated with the job.

The *Septic Effluent Pump* field is also a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key.

PLUMBING PERMIT APPLICATION

This permit application is for any type of plumbing work.

Incomplete applications will not be processed. If there is a blank line, there needs to be some type of information. If any fields on the form do not apply, write N/A on the line. After each field is completed the user can press the <Tab> key to move to the next field.

The *Number of Bathrooms* field is provided so the plumber can provide us with the number of bathrooms in the structure. This field will allow decimal points in case you need to have 1.5 bathrooms.

The *Plumber Installing Gas Line* field is a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key.

The *Total Number of Fixtures* field should contain the total number of fixtures in the building. Do not include hose bibs or sewer and water line connections. If those items are included in the total fixture count, you **will** be charged additional fees.

MECHANICAL PERMIT APPLICATION

This permit application is for any type of mechanical work.

Incomplete applications will not be processed. If there is a blank line, there needs to be some type of information. If any fields on the form do not apply, write N/A on the line. After each field is completed the user can press the <Tab> key to move to the next field.

The *Type of Fuel* field is also a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key.

The *Type of System* field is also a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key.

The *Gas Line* field is also a drop-down field that contains the correct values for the field. Click the arrow on the far end of the field and the options will become available. Select the correct value and click the <Tab> key.

The *Number of HVAC Units* field should contain the total number of mechanical units in the building. For example, two heat pumps and a set of gas logs would count as three fixtures.

The *Heated Area 1st Floor (sq. ft.)*, *Heated Area 2nd Floor (sq. ft.)* and *Heated Area 3rd Floor (sq. ft.)* fields are the places where the heated square footage of each floor is entered on the permits.

The *Total Heated Area (sq. ft.)* field is the sum of all values entered in the *Heated Area 1st Floor (sq. ft.)*, *Heated Area 2nd Floor (sq. ft.)* and *Heated Area 3rd Floor (sq. ft.)* fields. (On the fillable pdf application, the form will calculate to total heated areas.) **The total of the heated areas on each floor must match the calculation in this field.**

If you are unsure what to put in a field, contact the correct Inspector and they can help with questions. The office staff cannot assist in completing the forms.