



CITY OF KINGS MOUNTAIN

DEPARTMENT OF BUILDING CODES AND ZONING ENFORCEMENT CHECKLIST FOR RESIDENTIAL PERMIT APPLICATION

PERMITS MAY ONLY BE ISSUED TO A HOMEOWNER IF SAID HOMEOWNER IS THE LAND OWNER AND WILL BE THE OCCUPANT FOR A MINIMUM OF 12 MONTHS FROM DATE THE CO IS ISSUED. HOMEOWNER MUST BE ACTING AS THE CONTRACTOR AND HAVE KNOWLEDGE OF THE STATE BUILDING CODE REQUIREMENTS.

- ❖ Apply for Zoning Permit \$50.00 (will be credited towards Building Permit if application made within 45 days)
- ❖ Utility Application See contact sheet for Utility Departments
- ❖ Driveway Permit \$25.00 (Contact Public Works prior to any curb cuts)
- ❖ Address Request Fill out request if within City Limits if not have County 911 assigned address

Once the above applications and permits have been obtained contact the Utility Departments for your Utility taps, once you have the paperwork for your taps come back to this Department and apply for your Building Permit. After obtaining your Building Permit you may go to the Billing Department and set up all of your accounts.

Note to ETJ Residents and others outside of the City Utility Service Area:

Please have your Environmental Health Permits when making application for your Building Permit. There are two documents that we need the Environmental Layout for your system and the Authorization to Construct a Wastewater Treatment System.

NOTE: Hopefully all Zoning Permits can be issued the day of application, however in some cases a trip to the site by our zoning officers may be needed, in this case it may be delayed. These permits do not take the place of any other Federal, State or Local permits that may be needed for specific construction.