

HOW DO I GET A PERMIT TO BUILD A NEW HOUSE?



STEP 1. “Address” You will need an official assigned address for the subject property.

- a. This address, if within the Corporate Limits of the City of Kings Mountain, may be obtained by applying through the City’s Planning and Zoning Office at 101 W Gold Street, Kings Mountain NC (City Hall). If you are not sure about your property’s location within the City Limits or the ETJ you may contact the City’s Planning Office at (704) 734 4595 for assistance.
- b. This address, if within the Extra Territorial Jurisdiction (ETJ) of the City of Kings Mountain, may be obtained by contacting the Cleveland County Planning Office at (980) 484 4975.

STEP 2. “Zoning Permit” You will need an approved zoning permit for the project.

- a. The Zoning Permit whether you live inside the City Limits or the ETJ may be obtained by applying through the City’s Planning and Zoning Office at 101 W Gold Street, Kings Mountain, NC. Please note that both the City Address request form and the City’s Zoning Permit application may also be downloaded from the City of Kings Mountain’s website at www.cityofkm.com/493/Forms.

STEP 3. “Capability to Serve” You will need completed and signed capabilities to serve for each utility. **“Driveway Permit”** You will need a completed and signed driveway permit.

- a. The Capability to Serve verifications are for electric, natural gas, water and wastewater. You need to set up an appointment to meet onsite with representatives from each utility. This may be done by contacting (704) 734 4516 and asking for a capability to serve onsite appointment for utilities. Also at this time you will be given instructions on next steps for obtaining your utility service taps.
- b. The Driveway Permit may be obtained by contacting (704) 734 4501 to set up an appointment. If your property is along a NCDOT maintained street or road you will be instructed on whom to contact.

STEP 4. “Lien Agent” You need to appoint a lien agent registered with the NC Department of Insurance.

- a. A lien agent is NOT required when the construction cost is less than \$30,000 or the construction is to an existing single family dwelling that is used by the owner as a residence. Visit www.liensnc.com to appoint the lien agent.

STEP 5. “Residential Dwelling Permit” You will need to complete an “Application for Residential Dwelling”.

- a. This form may be picked up at the Codes Department office at 1013 N Piedmont Ave., Kings Mountain or downloaded from www.cityofkm.com/154/Permit-Applications-Forms. Once this form is complete, submit the following to obtain your permit:
 1. Residential Dwelling Permit Application
 2. Lien Agent appointment verification
 3. Official assigned 911 address and Zoning Permit Approval
 4. Completed Capability to Serve verifications
 5. Completed Driveway Permit whether City or NCDOT verification
 6. Completed Improvement Permit from either Cleveland or Gaston County Environmental Health for private water and sewer systems if applicable. (You would have been instructed to contact these entities if during your onsite appointment determined this need)

Please bring or email your completed forms to the Codes Department office at 1013 N Piedmont Ave. or email at codesinfo@cityofkm.com. You will be contacted when the Building Permit is ready to be issued. Please allow 3-4 days to process the permit.

STEP 6. “Utility Account Setup”: After the building permit has been issued, you will be responsible to take the completed and verified “Capability to Serve” forms to the Billing Department to set up your Utility Services Account.