

Residential Permit Procedures

In order to obtain a residential building permit or a mobile home permit you will need to obtain one or more of the following items. You must apply, **IN PERSON**, at 311 E Marion Street, Shelby, NC.

1. Zoning Permit 704-484-4975.

If you live within any of the following planning jurisdictions, contact the Cleveland County Planning Department:

Cleveland County, Belwood, Earl, Grover or Mooresboro

Permit fee: \$60.00

2. Environmental Health Permit 704-484-5130.

Improvement permit (Septic System) with construction authorization.

Permit fee: \$300.00*

Required for all new construction and mobile homes that are not serviced by a municipal sewer system.

***Additional charges may be assessed depending on the sewage system required.**

Existing Systems Inspection

Required for additions, out building, swimming pools, and replacing mobile homes.

Permit Fee: \$125.00

3. Obtain your Building Permit 704-484-4997.

For permit fees, see the Permit Fee Schedule.

Depending on whether you are building a house or purchasing a mobile home, the following items will be required to obtain a permit.

Building a new home, addition or Modular Construction. You will need the following:

- a. A copy of your Environmental Health Authorization to Construct.
- b. Zoning Permit if required
- c. Plans (foundation, floor, typical wall section and elevation}
- d. Subcontractors and their license numbers
- e. Lien Agent information obtained from www.liensnc.com.

Permits may be issued to the homeowner, but the NC General Statutes require that the homeowner occupy the home for a minimum of 12 months after the Certificate of Occupancy is issued. It is advisable to have your building contractor obtain your permit.

For Mobile Homes please refer to our Mobile Home Permit Information.