

STEP SIX: STREET OR ROAD ADDRESS

- If the property does not have a 911 address (street/road name and house number) contact the Emergency Management/Addressing Dept. 828-586-7537.
- Subdivision developments must apply for road names within the subdivision. Regulations apply.

► Information you should have:

- Location of planned driveway. This location cannot be altered once it has been addressed.

STEP SEVEN: BURNING PERMIT

Contact the local North Carolina Forest Service Office at 828-586-4007, pick up a permit at the District 9 office on Glenn Caba Road, or print a burning permit off of their website at:

www.ncforests.gov



STEP EIGHT: BUILDING PERMIT

Information you should have regarding the property and the proposed structure before applying at the Permitting & Code Enforcement Office:

Manufactured Home:

Copy of approved Land Development Application

- Home's manufacturer
- Home's model number
- Home's box size
- Home's base cost
- Home's type of heat
- Name of set up contractor who will place the home
- Sewage approval from TWSA or Environmental Health
- Water approval from TWSA, if applicable
- Watershed approval, if applicable

Residential Home (stick built or modular)

Copy of approved Land Development Application

- Home's type of heat
- Full set of building plans
- Name of building contractor
- Name of plumbing subcontractor
- Name of mechanical subcontractor
- Name of electrical subcontractor
- Sewage approval from TWSA or Environmental Health
- Water approval from TWSA, if applicable
- Watershed approval, if applicable
- Erosion Control permit approval

Commercial

Copy of approved Land Development Application

- Full set of building plans
- Site plan
- Name of building contractor
- Name of plumbing subcontractor
- Name of mechanical subcontractor
- Name of electrical subcontractor
- Sewage approval from TWSA or Environmental Health
- Water approval from TWSA, if applicable
- Watershed approval, if applicable
- Erosion Control plan approval

STEP NINE: DRIVEWAY PERMITS

If project is multi-family or commercial, obtain a permit from the Department of Transportation at 828-488-2131.

The information contained in this brochure is verified to be correct as of March 2014. Some contacts, numbers, and addresses may have changed since publication.

DEVELOPMENT INFORMATION



CHECKLIST FOR DEVELOPMENT IN JACKSON COUNTY



Jackson County Office of
Permitting & Code Enforcement
401 Grindstaff Cove Rd.
Suite 145
Sylva, NC 28779
Phone: 828 586-7560
Fax: 828 586-7563
www.jacksonnc.org/code-enforcement.html

Checklist for Development in Jackson County



THE PLANNING STAGE

STEP ONE: DEED RESTRICTIONS AND COVENANTS

Contact your closing attorney or the Jackson County Register of Deeds office 828-586-7530, located in the Justice Center at 401 Grindstaff Cove Rd., to determine if there are any covenants or deed restrictions which may limit the development of the property. The county is not responsible for monitoring or enforcement of covenants or deed restrictions.

STEP TWO: LAND DEVELOPMENT REGULATIONS

Contact the Permitting & Code Enforcement Office to determine what land use regulations may apply to your property or development at 828-586-7560, located in the Justice Center at 401 Grindstaff Cove Road, Suite 145, or at our Cashiers Office at 357 Frank Allen Road.

► Information you should have

- Site Plan including building envelope
- Description of development plans
- Is the property located within a municipality or zoned district? If so, call the Planning Office at 828-631-2261.

STEP THREE: WATER AND SEWER/SEPTIC SERVICE

To determine water and sewer service availability call TWSA (Tuckasegee Water and Sewer Authority) at 828-586-5189.

► Questions to ask:

- Is public water and/or sewer service available for this property?

If public water/sewer service is not available:

- Plan to apply for a site evaluation from Jackson County Environmental Health; phone: 828-586-8994. You may apply for these permits in the Permit Center in Sylva, 828-586-7560 or in Cashiers, 828-745-6850.

STEP FOUR: ELECTRICAL SERVICE

► Information you should have:

- Structure's square footage.
- Primary heat source.
- Property Plat with structure's proposed location.
- For buried cable, contact 1-800-632-4949.

STEP FIVE: PHONE SERVICE

Frontier customers call 1-877-462-8188 for residential and 1-877-462-4008 for commercial. Bell South customers call 1-800-767-2355.

► Information you should have:

- A 911 Address.
- Provide phone number or tag ID of nearest neighbor.
- For buried cable, contact 1-800-632-4949.

Duke Energy	1-800-777-9898
WCU-Cullowhee	828-227-3111
Haywood EMC	1-800-951-6088
Progress Energy	1-800-452-2777
Highlands	828-526-2118



THE PERMITTING STAGE

PRIOR TO SECURING ANY DEVELOPMENT PERMITS YOU MUST HAVE A LAND DEVELOPMENT APPLICATION APPROVAL FROM THE PERMITTING & CODE ENFORCEMENT OFFICE!

STEP ONE: PERMITTING & CODE ENFORCEMENT OFFICE

Submit a Land Development Application to the Permitting & Code Enforcement Office at 828-586-7560, located in the Justice Center at 401 Grindstaff Cove Rd., Suite 145. You may, also, apply at the Cashiers Permitting & Code Enforcement Office located at 357 Frank Allen Rd., 828-745-6850. You will be advised of land development regulations pertaining to your property or development. Fees are applied.

► Information you should have

- Property Identification Number
- Site Plan including building envelope
- Description of development plans

STEP TWO: ENVIRONMENTAL HEALTH ON-SITE WASTE WATER (SEPTIC)

If public sewer is not available and the property has been determined suitable for a septic tank system:

- Apply for an improvement/authorization to construct permit at the Permitting & Code Enforcement Office at 828-586-7560, located in the Justice Center at 401 Grindstaff Cove Rd., Suite 145. You may, also, apply at the Cashiers Office located at 357 Frank Allen Rd., 828-745-6850. Fees are applied.

► Information you should have:

- A plat of the property which is available through land records.
- Number of bedrooms in the proposed home or the number of rest rooms and the intended use of the commercial project. (Commercial projects may require more information.)

► Request the following:

- Flags for identifying lot and house corners.

► Information you should have:

- Placement of 4 lot corners, 4 house corners, and property line flags.
- Knowledge of location of driveway.
- Knowledge of water source (Well or Public).

STEP THREE: WATER WELL

Contact a licensed water well drilling contractor. A permit is required from the Jackson County Environmental Health Department. A fee payment is required to locate both the well and septic tank.

STEP FOUR: EROSION CONTROL

You must apply for an erosion control permit if you are disturbing **1/2 acre** or more. Contact the Permitting & Code Enforcement Office, 828-586-7560, located at 401 Grindstaff Cove Road. In Cashiers, you may apply at our office on 357 Frank Allen Rd., 828-745-6850.

► Information you should have:

- Erosion control plan. Fees are applied.

STEP FIVE: STREAMS AND WETLANDS

If disturbing streams or wetlands:

- Contact the U.S. Army Corps of Engineers for information on relevant requirements at 828-271-7980. Planning Department will need proof of approval for the application process.

