

## Homeowners Guide to Permitting

1. **Who Applies for the Permit?** The person who's doing the work is responsible for permitting and inspections
2. **Who can apply for the Permit?**
  - A. Homeowners who are doing their own work on their main residence.
  - B. Non-License Contractors IF the total cost of the job is \$40,000 (only building work – no trade work)
  - C. License Contractors
3. **When is ZONING Needed?** If your project is going to expand the footprint of the house (Room Additions, decks, porches) or if you're adding a new structure to your lot (Garages, Storages, Gazebos) a Zoning Use Permit needs to be obtain before submitting for a Building Permit. Please contact your local Zoning Dept for assistance:
  - Concord: 704-920-5152
  - Kannapolis: 704-920-4350
  - Cabarrus: 704-920-2147
  - Harrisburg: 704-455-0738
  - Midland: 704-888-2232
  - Locust: 704-888-5260
  - Mt Pleasant: 704-436-9803

### **5. Where to apply for the permit?**

Via Email: [inspections@cabarruscounty.us](mailto:inspections@cabarruscounty.us)

In Person: 65 Church ST S, Concord NC 28028

## Cabarrus County Construction Standards Code Enforcement

### Building and Trade Permit Application for Residential Accessory, Renovation, Addition, Pool, or Demolition

I hereby certify that all information in this application is correct, and all work will comply with the State Building Code and all other applicable State and local laws, ordinances, and regulations. The Cabarrus County Construction Standards Code Enforcement office must be notified of any changes to approved plans and specifications for the project permitted herein. **The Cabarrus County Construction Standards Code Enforcement Office may request contract validation at any time. I understand that I must provide the information and/or documents requested to avoid revocation of the permits. By signing the application, I am agreeing to comply. Per § 87-14. Regulations as to issue of building permits.**

**PERMIT TYPE: circle what applies**

#### Accessory Structure:

DETACHED GARAGE	SHED (less than 400 sq ft)	ACCESSORY DWELLING (not primary residence)	POOL: Inground Above
CARPORT	RETAINING WALL	ROOF OVER CONCRETE	OUTDOOR KITCHEN
GAZEBO	LEAN-TO	BARN	DECK
PATIO			

#### Renovation:

WHOLE HOUSE UPFIT	PARTIAL HOUSE UPFIT	STANDARD ROOM(S)	REPAIR
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#### Addition:

ATTACHED GARAGE	CARPORT	GAZEBO	DECK
LEAN TO	SUNROOM	SCREENED PORCH	STANDARD ROOM
COVERED PORCH	COVERED CONCRETE PATIO	ROOF OVER STRUCTURE	

#### Demolition:

#### Pool:

PARTIAL	COMPLETE	<input checked="" type="checkbox"/> IN GROUND	ABOVE GROUND
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**The applicant is the person responsible for the work being complete and all inspections.**

APPLICANT (PRINT CLEARLY): \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELL #: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ UNIT/SUITE/BLDG/LOT \_\_\_\_\_

#### BUILDING PERMIT

Signature of Building Applicant: \_\_\_\_\_

DETAILED SCOPE OF WORK: \_\_\_\_\_

SQUARE FT OF PROJECT AREA **ONLY**: HEATED \_\_\_\_\_ UNHEATED \_\_\_\_\_ TOTAL SQ FT: \_\_\_\_\_

LINERAR FT OF RETAINING WALL(S) \_\_\_\_\_ Retaining walls 48 inches or taller, within City of Concord zoning, MUST go through plan review.

Applicant is ☐ Homeowner

Form: ☐ Owner Affidavit owner MUST live in the home after work is complete

☐ NC GC License. # \_\_\_\_\_

Form: ☐ Lien ([www.liensnc.com](http://www.liensnc.com)) required for projects \$30,000 or more

☐ Non-Licensed GC

Form: ☐ Non-Lic GC Form notarized by both homeowner and contractor

☐ Signed contract between Non-Lic GC and Homeowner

☐ This property is on SEPTIC. Provide Cabarrus Health Alliance approval letter. ☐ **Required** for extending the existing footprint.

☐ Approved Zoning Permit **Required** for any addition to existing structure footprint, an accessory building, pool, roof over porch, etc)

**BLDG ESTIMATED COST: \$** \_\_\_\_\_

## ELECTRIC PERMIT

Signature of Electrical Applicant: \_\_\_\_\_

Applicant (PRINT CLEARLY): \_\_\_\_\_ ☐ Applicant is Homeowner

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_ NC EL License. # \_\_\_\_\_

DETAILED SCOPE OF WORK: \_\_\_\_\_

UTILITY COMPANY (required) \_\_\_\_\_ ☐ NEW SERVICE ☐ CHANGE OF SERVICE amps \_\_\_\_\_

RECONNECT POWER ☐ Power has been off for a year or more. ☐ Power is off due to damage.

☐ SAW POLE SERVICE (temporary to power tools for construction) This service is included on the electric permit.

TEMPORARY POWER (temporary to check equipment, acclimate floors or cabinets, etc.) Additional permit and fee.

☐ Residential: \$61.71 at time of permitting \$131.69 standalone ☐ Commercial: \$123.42 time of permitting \$193.40 standalone

What is being powered? List unit or suite if applicable: \_\_\_\_\_

**ELECTRIC ESTIMATED COST: \$** \_\_\_\_\_

## MECHANICAL PERMIT

Signature of Mechanical Applicant: \_\_\_\_\_

Applicant (PRINT CLEARLY): \_\_\_\_\_ ☐ Applicant is Homeowner

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_ NC HE License. # \_\_\_\_\_

DETAILED SCOPE OF WORK: \_\_\_\_\_

GAS COMPANY (required) \_\_\_\_\_ TYPE OF HEAT: ☐ ELECTRIC ☐ GAS ☐ GAS CONNECTIONS #: \_\_\_\_\_

☐ NEW UNIT INSTALL ☐ CHANGE OUT--Electrician wiring reconnecting unit EL License #: \_\_\_\_\_

# OF UNITS: \_\_\_\_\_ SPLIT UNIT(S) \_\_\_\_\_ PACKAGE UNIT(S) \_\_\_\_\_ GAS PAC UNIT(S) \_\_\_\_\_ MINI SPLIT(S) ☐ DUCT WORK

☐ GAS \*WATERHEATER CHANGE OUT -- Plumbing and Electric permits are included PL Lic # \_\_\_\_\_ EL Lic # \_\_\_\_\_

\*Water heater install or replacement for **gas** requires a mechanical permit with plumbing and an electric at no cost and **electric** requires a plumbing permit with an electric permit at no cost.

**MECHANICAL ESTIMATED COST: \$** \_\_\_\_\_

**PLUMBING PERMIT**

**Signature of Plumbing Applicant:** \_\_\_\_\_

Applicant (PRINT CLEARLY): \_\_\_\_\_ ☐ Applicant is Homeowner

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_ NC PL License. # \_\_\_\_\_

DETAILED SCOPE OF WORK: \_\_\_\_\_

☐ NEW CONNECTION FROM STRUCTURE TO ROAD FOR ☐ CITY WATER ☐ CITY SEWER DOMESTIC WATER METER SIZE \_\_\_\_\_  
RECEIPT OF PAYMENT FOR TAPS FROM THE CITY AND A REQUIRED WSACC FEE WILL BE ADDED FOR SEWER CONNECTION. FEE IS DETERMINED BY WATER METER SIZE.

☐ WATER DISTRIBUTION (REPLACING PIPES UNDER STRUCTURE) UTILITY COMPANY(required) \_\_\_\_\_

“Like for Like” changeout does not require a permit. Like for Like means no changes in size, location, from electric to gas or gas to electric, tank to tankless, etc.

**NUMBER OF FIXTURES BEING INSTALLED**

___ WATER CLOSET toilets	___ SHOWER (only)	___ DISPOSAL
___ LAVATORY bath sinks	___ WASH. MACHINE	___ WATER/SEWER CONN
___ TUB OR TUB/SHOWER	___ DISHWASHER	___ *WATER HEATER <input type="checkbox"/> ELECTRIC

\*Water heater install or replacement for **gas** requires a mechanical permit with plumbing and an electric at no cost and **electric** requires a plumbing permit with an electric permit at no cost.

**PLUMBING ESTIMATED COST: \$** \_\_\_\_\_

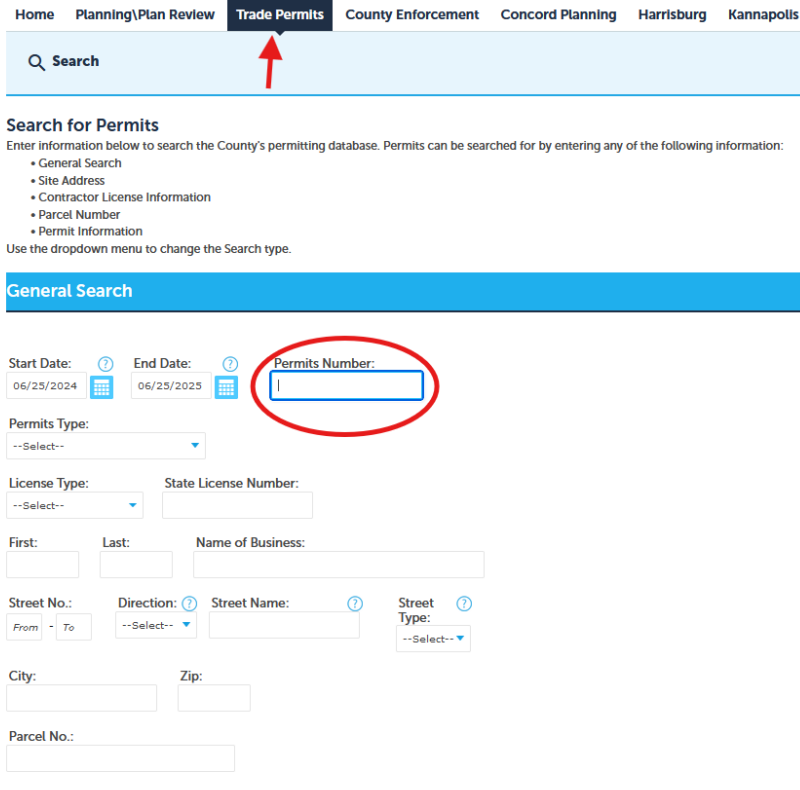
**TOTAL ESTIMATED COST FOR THIS PROJECT \$** \_\_\_\_\_  
(INCLUDING MATERIALS AND LABOR)

## Homeowners Guide to Inspections

- 1. Who can request the inspection?** Homeowners can only request inspections for permits that are on their name. If the permit is in the name of a license Sub-Contractor, they will need to call their inspection since their trade license was used.
- 2. How to schedule an inspection?**
  - A) Via Text (instructions included)
  - B) Email: [inspections@cabarruscounty.us](mailto:inspections@cabarruscounty.us) with permit number, type of inspection and date.
  - C) Calling 704-920-2128 – Leave a VM with your permit number, type of inspection and date.
- 3. How to check Inspection Results online?**

**Visit:** <https://aca-prod.accela.com/CABARRUS/Default.aspx>

Click on **“Trade Permits”** – check the dates – type in your permit number



Home Planning\Plan Review **Trade Permits** County Enforcement Concord Planning Harrisburg Kannapolis

Q Search

**Search for Permits**  
Enter information below to search the County's permitting database. Permits can be searched for by entering any of the following information:

- General Search
- Site Address
- Contractor License Information
- Parcel Number
- Permit Information

Use the dropdown menu to change the Search type.

**General Search**

Start Date: 06/25/2024 End Date: 06/25/2025 **Permits Number:**

Permits Type: --Select--

License Type: --Select-- State License Number:

First:  Last:  Name of Business:

Street No.:  Direction: --Select-- Street Name:  Street Type: --Select--

City:  Zip:

Parcel No.:

Click on **“Record Info”** then **“Inspections”** to see your inspection history.  
You can click on **“View Details”** then **“View Results”** to see the inspectors notes.

Home Planning\Plan Review **Trade Permits** County Enforcement Concord Planning Harrisburg

Search

Permits PL2025

-Permits/Trade/Plumbing/na

Record Status: Issued

Record Info Payments Custom Component

Permits Details

Processing Status

Related Permits

Inspections

TRY OUR MOBILE AP use your phone browser and log in to <https://Citizen/>

**Upcoming**

You have not added any inspections.

**Completed (2)**

Partial Pass - 1; Pass - 1

Pass Plum Ground Plbg (1484101)  
Result by: Bryce Lowery on 06/12/2025 at 11:10 AM

Partial Pass Plum Rough In (1483257)  
Result by: Bryce Lowery on 06/12/2025 at 11:11 AM

**View Details**

**View Details**

# Send Express Commands

to schedule even quicker with a single message

To **SCHEDULE** an inspection:

S	Permit number	Inspection code	Preferred date (mm/dd)
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example: "S 1817077600 100 06/07"

will schedule a new 100 inspection for permit  
1817077600 on June 7th

To **CANCEL** an inspection:

C	Permit number	Inspection code
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example: "C 1817077600 100"

will cancel the previously scheduled 100 inspection for  
permit 1817077600.

To **RESCHEDULE** an inspection:

RESCHED	Permit number	Inspection code	Preferred date (mm/dd)
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example: "RESCHED 1817077600 100 06/07"

will reschedule the existing 100 inspection for permit  
1817077600 to June 7th.

To **CHECK RESULTS** for an inspection:

R	Permit number	Inspection code
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example: "R 1817077600 100"

will show the results on the completed 100 inspection  
for permit 1817077600.

Need further assistance?

Call (704) 920-2128 or

email [construction2222@cabarruscounty.us](mailto:construction2222@cabarruscounty.us)



Cabarrus County North Carolina  
65 Church St. S  
Concord, NC 28025



## Inspection Scheduling Instructions

Schedule | Cancel | Reschedule | Check Results

Includes Complete List of Inspection Codes



To schedule by text message,  
send "SCHEDULE" to

**888-365-1710**





# Schedule by Text

via the Relay SelectTXT system

- 1 Enter one of the following into your text messaging app

**“SCHEDULE”**  
to schedule an inspection

**“CANCEL”**  
to cancel an inspection

**“RESCHEDULE”**  
to reschedule an inspection

**“RESULTS”**  
to obtain inspection results

**“LOOKUP”**  
to access permit info by address

- 2 Send it to **888-365-1710**
- 3 Follow the interactive prompts for entering your permit number, inspection code, and other details.



## INSPECTION CODES

### COMMERCIAL BUILDING INSPECTIONS

Above Ceiling .....	101
Courtesy (Please Specify in Request Notes) .....	102
Conference .....	105
Final .....	106
Final / Temp CO .....	107
Fire Protection .....	108
Footing .....	112
Foundation (Slab, Mono, Stem Wall, CMU, Poured Wall, Water Proofing, Pier and Curtain, etc.) .....	113
Framing (Sheathing, Exterior, Interior, Floors, Ceilings, etc.) ..	114
Insulation .....	116
Marriage Wall.....	127
Mobile Home Tie Down.....	128
Pre-Construction Meeting .....	129
Rough Ins (Chimney, Pre-Fab Fireplace, Shower Pan).....	202

### RESIDENTIAL BUILDING INSPECTIONS

Courtesy (Please Specify in Request Notes) .....	102
Conference .....	105
Final .....	106
Footing .....	112
Foundation (Slab, Mono, Stem Wall, CMU, Poured Wall, Water Proofing, Pier and Curtain, etc.) .....	113
Framing (Sheathing, Exterior, Interior, Floors, Ceilings, etc.) ..	114
Insulation .....	116
Rough Ins (Chimney, Pre-Fab Fireplace, Shower Pan).....	202

### ELECTRICAL PERMIT INSPECTIONS

Courtesy (Please Specify in Request Notes) .....	102
Elec Above Ceiling .....	301
Elec Burned House- FireRepair .....	302
Elec Cell Towers .....	303
Elec Change of Service .....	304
Elec Conference .....	305
Elec Daycare (conversion) .....	306
Elec Final .....	307
Elec Grounding .....	308
Elec Heat and AC Wiring .....	309
Elec Pool bonding/ underground .....	310
Elec Pool Final .....	311
Elec Pool/bonding grid .....	312
Elec Pool/Light Potting .....	313
Elec Rough-In .....	314
Elec Safety Inspection .....	315
Elec Saw Service .....	316
Elec School Inspection .....	317
Elec Septic Pump .....	318
Elec Sign .....	319
Elec Slab .....	320
Elec Solar Final .....	321
Elec Solar Rough-In .....	322
Elec Underground .....	323

Elec Water Heater .....	324
Elec Well Service .....	325
Elect. Pre-Construction .....	326

### ELECTRICAL TEMP POWER INSPECTIONS

Elec Final .....	307
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### MECHANICAL INSPECTIONS

Courtesy (Please Specify in Request Notes) .....	102
Mech Above Ceiling .....	401
Mech Changeout .....	402
Mech Conference .....	403
Mech Final .....	404
Mech Gas Logs .....	405
Mech Gas Test .....	406
Mech Kitchen Hood .....	407
Mech Pre-Fab Fireplace .....	408
Mech Refrigeration .....	409
Mech Rough In .....	410

### PLUMBING INSPECTIONS

Courtesy (Please Specify in Request Notes) .....	102
Plum Above Ceiling .....	501
Plum Backflow .....	502
Plum Conference .....	503
Plum Final .....	504
Plum Grease Interceptor .....	505
Plum Ground Plbg .....	506
Plum Irrigation .....	507
Plum Oil Separator .....	508
Plum Roof Leaders .....	509
Plum Rough In .....	510
Plum Sewer .....	511
Plum Sewer Ejectors .....	512
Plum Shower Pan .....	513
Plum Water .....	514
Plum Water / Sewer .....	515
Plum Water Heater .....	516
Plum Water Softener .....	517

### SPECIAL INSPECTIONS

Conference .....	105
Bldg ABC .....	604
Bldg Daycare .....	606
Elec Daycare .....	607
Mech Daycare .....	608
Plum Daycare .....	609
Elec Foster .....	611
Mech Foster .....	612
Plum Foster .....	613
Bldg Foster .....	614
Elec Group Home .....	616
Mech Group Home .....	617
Plum Group Home .....	618
Bldg Group Home .....	619

### WATER HEATER INSPECTIONS

Elec WH Replacement .....	701
Gas WH Replacement .....	702

# General Guide

## Order of Inspections

**Please note that every structure is different!!**

1. Footing/Mono Slab: This is inspected when the footings are dug and **BEFORE** the concrete is poured.
2. Foundation: Done for Crawl Space, Basement, Stem Wall, Piers, Etc...once completed and before backfill. \*Pier and curtain wall foundation shall be minimum double band on exterior as per code. If this inspection is not completed, it could cause a delay in final inspections.
3. Slab: Done for the slab location before pouring.  
\*Garage Slab must be inspected as well\*
4. Trade Rough-Ins: Trades including plumbing, electrical and mechanical will need to be installed in a fully framed residence, addition, covered porch etc. HVAC will also require a Gas Test if gas is installed.

**\*All rough-in inspections are to be performed before covering with insulation, drywall, and exterior coverings and without fill in trenches.\***

**\*Fire sprinklers should be inspected with other rough in inspections per the Design Professionals installation instructions.\***

5. Framing, Floor Joist and Girders: All exterior sheathing must be protected from weather exposure as required by code. (This inspection can be done at the same time as the rough-ins)
6. Firewall: All Condominiums and apartments must have Firewall inspection before covering.
7. All Exterior openings in frame wall shall have a strip of waterproof paper or saturated asphalt felt installed behind the exterior trim.
8. Insulation: Need solid air barriers behind shower, tubs and fireplace

**\*\*Continued on back side\*\***

9. Temporary Power (Separate Permit Needed): **\*\*DO NOT PULL THIS PERMIT ONLINE\*\*** If Desired or needed, this permit is offered on Commercial (Fire inspection needed before issuance of permit) or Residential (No fire inspection needed.). This inspection will be to Power the *Meter, Panel, GFCI Outlet, Piece of equipment or HVAC* for the building once erected, Building will need to be lockable.
10. Final inspections: On Building, Plumbing, Mechanical and Electrical – once project is completed and ready to be occupied.

\*Inspect waterproofing and drainage system on crawlspaces with 12" of backfill and all basements.

\*Inspect vented Pre-Fab Fireplaces.

\*Courtesy Inspections Include: Sheathing, PreBat (Which is Insulation behind Tubs, Showers and Fireplaces). Floor Joists and Girders.

\*Conference Inspections can be scheduled at anytime for a Q&A with the inspector.

\*Temporary Power inspection requirements are listed on the Temp Power Agreement Form (which is required for permitting). You May call us to get a copy of that form. (704)920-2128

**\*\*The information listed is to be used as a reference for residential projects and is not job specific. Please Contact your inspector for specifics if needed.\*\***