



Cabarrus County Building and Inspections Department

Physical Address: 65 Church Street South, Concord, NC 28025

Mailing Address: PO Box 707, Concord, NC 28026

Phone: (704) 920-2128

Email: inspections@cabarruscounty.us

Residential Permit Application Requirements: New Home and ADU

The steps listed below should be used as a general guideline when submitting a permit request for a residential new single-family dwelling, modular home, duplex, townhome or accessory dwelling (ADU) at the project site. Please know that additional documents **may be** required depending upon the project being completed. Should the requirements listed below not be met upon applying for the building permit there may be delays experienced with the processing of the permit. After reviewing this document and you are ready to submit you may do so at [Accela Citizen Access \(cabarruscounty.us\)](https://www.accela.com/CitizenAccess/cabarruscounty.us) using the Planning\Plan Review option. For questions, concerns, or assistance, please call our office (704) 920-2128. **As of July 1, 2025, we no longer provide a choice for plans to be submitted as "Repeat" plans.**

Requirements prior to plan review and permit submittal:

- Written Approval from Health Department *if project will have well and/or septic system on site.*
 - If project is for a new home that will have a well and/or septic system installed, a copy of the well and/or septic permit must be provided with the plan review.
 - Cabarrus County Health Department can be contacted at 704-920-1207.
- Zoning Permit
 - If the property is within Midland, Locust, Mt. Pleasant, Harrisburg or Cabarrus County zoning jurisdictions, you must reach out to their office to obtain the approved zoning permit.
 - If the property is within Concord or Kannapolis zoning jurisdiction, the required documents must be provided with the plan review.
 - Zoning application
 - Plot plan showing location of home on site.
 - Driveway application
- Lien Agent: www.liensnc.com
 - required **for all new homes** where the estimated project cost is **\$40,000** or greater.
 - please print off the summary screen from the liens NC website if your project is for a new home.
- Appendix D / Affidavit of Workers Compensation: [APPENDIX D AFFIDAVIT OF WORKERS COMPENSATION COVERAGE N C G S SS87 14 - 2018 NORTH CAROLINA STATE BUILDING CODE: ADMINISTRATIVE CODE AND POLICIES \(iccsafe.org\)](#)
- Appendix F / Owner Exemption Affidavit: [APPENDIX F OWNER EXEMPTION AFFIDAVIT - 2018 NORTH CAROLINA STATE BUILDING CODE: ADMINISTRATIVE CODE AND POLICIES \(iccsafe.org\)](#)
- Plans for project
 - Minimum information needing to be shown on the plans is as follows:
 - Footing, foundation & framing details; floor plan clearly labeled for each room (no bonus rooms) including the measurements; location and size of windows; elevation views for project; engineered plans unconventional builds.

When submitting the plan review request online you will need to provide information surrounding who is performing the work associated with the project, square footage of the structure and any other information surrounding the project by filling out the Cabarrus County Building and Inspections Department application.



Cabarrus County Building and Inspections Department

Physical Address: 65 Church Street South, Concord, NC 28025

Mailing Address: PO Box 707, Concord, NC 28026

Phone: (704) 920-2128

Email: inspections@cabarruscounty.us

Residential Building Permit Application: New Homes

Address of Project: _____ Lot #: _____ Date: _____

Owner's Name: _____ Owner's Cell Number: _____

Contact Name: _____ Contact Email: _____

GC Company's name: _____ **General Contractor's Signature:** _____

GC's Name (as listed on NCGC website): _____ **State License Number:** _____

GC's Email: _____ Phone Number: _____

Superintendent/Field Contact's Name: _____ Phone Number: _____

*Cell phone numbers and emails are used for notifications and texting inspections using SelecTXT services. Make sure to provide the information on plan review and application to insure accessibility.

☐ New Home ☐ Duplex ☐ Modular ☐ Townhome ☐ Accessory Dwelling Unit (Tiny Home / In-Law Suite)

Type of Heat ☐ Electric ☐ Gas ☐ Electric and Gas _____ # of Fireplaces ☐ Prefab ☐ Masonry

Sq Footage: _____ Heated _____ Unheated _____ Total Square Feet ☐ Basement ☐ Fin. ☐ Unfin.

____ Stories _____ Habitable Rooms _____ Bedrooms _____ Bath _____ 1/2 Bath

Basement: ☐ Finished _____ Unfinished _____

Utilities: ☐ City Water ☐ Private Well

☐ City Sewer ☐ Private Sewer

Are the utilities ☐ New **or** ☐ Existing

Additional Permits: ☐ Temporary Power ☐ Low Voltage ☐ Residential Fire Sprinklers

Building Cost (Total Project Cost minus trade costs): _____ **TOTAL PROJECT COST:** _____

Electrical Contractor Name and Company: _____

Address: _____ City/State: _____

Electrician's Email: _____ Electrician's Cell Number: _____

State License Number: _____ **Electrician's Signature:** _____

☐ Connecting ADU to existing home for power service Service Amperage: _____

Utility Company: ☐ Duke ☐ Concord ☐ Kannapolis ☐ Union ☐ Landis ☐ Energy United

☐ Temporary Power Additional permit and fee are required. \$157.23 at the time of permitting or \$232.23 after permits have been issued.

Electrical Cost: _____

Electrical LV Contractor Name and Company: _____

Address: _____ City/State: _____

Electrician's Email: _____ Electrician's Cell Number: _____

State License Number: _____ **LV Electrician's Signature:** _____

Installing: ☐ Security ☐ Internet ☐ TV ☐ Telephone ☐ HVAC ☐ Other **Low Voltage Cost:** _____

Mechanical Contractor Name and Company: _____

Address: _____ City/State: _____

Mechanical's Email: _____ Mechanical's Cell Number: _____

State License Number: _____ **Mechanical's Signature:** _____

Type of Heat: ☐ Electric ☐ Gas ☐ Both Elec/Gas Gas Company: ☐ Enbridge ☐ PSNC ☐ Piedmont Natural

of Gas Connections: _____ # of units _____ Split _____ Package _____ Gas Pac _____ Mini Split

Mechanical Cost: _____

Plumbing Contractor Name and Company: _____

Address: _____ City/State: _____

Plumber's Email: _____ Plumber's Cell Number: _____

State License Number: _____ **Plumber's Signature:** _____

☐ City Water Water Company: ☐ Concord ☐ Kannapolis ☐ Mt. Pleasant ☐ Harrisburg

☐ City Sewer ☐ Connecting ADU to existing home for **water** service ☐ Connecting ADU to existing home for **sewer** service

☐ Private Well, Permit Number: _____ ☐ Private Sewer, Permit Number: _____

☐ Community Sewer ☐ Community Water **Provide documentation**

Number of each fixture being installed:

_____ Water Closet (toilets)

_____ Shower

_____ Dishwasher

_____ Lavatory (bathroom sinks)

_____ Sink (kitchen, mop, bar, etc.)

_____ Disposal

_____ Tub or Tub/Shower Combo

_____ Washing Machine Hook Up

1 Water/Sewer Connection

Plumbing Cost: _____

Fire Sprinkler Contractor Name and Company: _____

Address: _____ City/State: _____

Fire Contractor's Email: _____ Fire Contractor's Cell Number: _____

State License Number: _____ **Fire Sprinkler Contractor's Signature:** _____

Fire Sprinkler Cost: _____

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.**

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 and ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

I hereby certify that the signatures on this application are valid and represent either digital or wet (handwritten) signatures for the contractors listed herein.

Printed name of Person Completing Application

Signature of Person Completing Application

Date