



## When is a Building Permit Required?

A Building Permit shall be obtained before beginning construction, alteration or repairs, other than ordinary repairs, using the application forms provided by the Building Inspections Department.

*Exceptions:* Permits shall not be required for any work costing less than five thousand dollars (\$5,000) or less unless the works involves:

- The addition, repair or replacement of load bearing structures
- The addition or change in design of a plumbing system
- The addition, replacement or change in the design of a heating or air conditioning system
- The addition, replacement or change in design of an electrical system
- The use of materials not permitted by NC Building Code
- The addition of roofing, excluding replacement of like grade of fire resistance.



**CASWELL COUNTY  
BUILDING INSPECTIONS**  
144 Main Street  
Yanceyville, NC 27379

## Who We Are

### About Us

The Caswell County Building Inspections, Environmental Health and Planning Departments are all centrally located at 144 Main Street, Yanceyville (next to the Post Office).

### Contact Us

Phone: 336-694-9731

Fax: 336-694-5547

Mailing Address: P.O. Box 1406,  
Yanceyville, NC 27379

Email: [ktolles@caswellcountync.gov](mailto:ktolles@caswellcountync.gov)

Web: [www.caswellcountync.gov](http://www.caswellcountync.gov)

### Hours

Office Hours:

8:00 am – 5:00 pm, Monday-Friday

Building Inspector Office Hours:

8:00 am – 9:00 am

Environmental Health Office Hours:

8:00 am – 10:00 am

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*No new permits will be issued after 4:30 pm.*

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# CASWELL COUNTY RESIDENTIAL BUILDING PERMITS

*What's Required to Obtain One*



## Planning Department Permits

*Before a Building Permit is issued, the Planning Department will need to ensure compliance with several County ordinances. This may require additional permits to be applied for. The following is a summary of some of the reviews that the Planning Department may have to make on your proposed development.*

**Is the property in a water supply watershed?**

**Is the property within or near a Special Flood Hazard Area?**

**Is the property located within the Hyco Lake Zoning Area?**

**Does the property meet the County Subdivision regulations?**

**What development is already on the property (including number of mobile homes)?**

## Building Inspections Process

### Before You Apply

Your proposed development will need to be approved by Environmental Health and Planning Departments.

If your property is within the Town of Yanceyville or Town of Milton, zoning approval from the Town will need to be provided.

### Information You'll Need to Apply

#### Plan Review

Two (2) complete sets of building plans shall be drawn to scale and shall be sufficient clarity to indicate the nature and extent of the work proposed and in conformance with provisions of this code. A copy of the plans as approved shall be kept at the building site and available for scheduled inspections.

#### Inspections Required

The following is a list of commonly required inspections, depending on your project there may be more or less required inspections.

- Temporary Power Pole ("Saw Service")
  - All receptacles GFI protected. Grounding electrode driven. Pole braced in two directions.
  - Typically combined with another inspection to save additional trip fee.
- Footing Inspection
  - Shall be made after trenches are excavated, all grade stakes are installed, all reinforcing steel and supports are in place and appropriately tied, all necessary forms are in place and braced before any concrete is in place.
  - Footing shall be clear of water, debris, roots and loose soil. All corners/sides shall be square. Bottom of footings relatively flat and level.
- Under-slab Inspection
  - Shall be made after all materials and equipment to be concealed by the concrete slab are completed.
- Foundation Inspections, Crawl Space
  - Shall be made after all foundation supports are installed. This inspection is to check foundation supports, crawl space leveling, ground clearances and positive drainage when required.
- Rough-In Inspection
  - Shall be made when all building framing and parts of the electrical, plumbing, fire protection, HVAC system that will be hidden from view in the finished building have been placed before the wall, ceiling finish or building insulation is installed.
  - All trades inspected at the same time.
- Building Framing Inspection
  - All trades are inspected at the same time.
- Insulation Inspection
  - Floors - R19; Walls - R13; Ceiling - R38, blown insulation in attic requires depth markers
- Final Inspection
  - All trades are inspected at the same time.
  - All Environmental Health and Planning final approvals must be issued before Final Inspection is performed.

## Environmental Health Permits

*Before a building permit is issued, Caswell County Environmental Health will need to ensure compliance with local and state regulations.*

**If there is an existing well or septic system on the property...**

Complete application for an Existing System Check.

**If a new well and/or septic system are needed...**

Complete application for a new Improvement Permit. Environmental Health will not be able to come evaluation until a site plan, completed application and applicable fees are submitted.

**If the proposed development is within the Towns of Yanceyville or Milton...**

Contact the Town of Yanceyville (336-694-5431) or Town of Milton (336-234-8980) to find out how to connect to municipal water and sewer systems.

