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| Renovation (House With Sparkles) outline | Residential Accessory Building / Structure Permit (Zoning Permit)Checklist  |
| **\*\*\*\*\*\*\*\*\*\*\*If the project is going to be LESS than 400 sqft or LESS than 12ft in any direction\*\*\*\*\*\*\*\*\*** |
| REquired Documentation  |  | other permits/documents |
|  | **Site Plan/Plot Plan**This document may be hand-drawn, but must adhere to an engineering scale of 1:20, 1:30, 1:40, 1:50, 1:60, etc. It should clearly depict the placement of the home on the lot, as well as its distances from all property lines and from any existing structures on the property. Should there be a septic system or well present, the plan must be stamped as “approved” by the Environmental Health Department located at 130 Gillespie Street in the basement of the Historic Courthouse. You may reach their office at 910-433-3660 |  |  | **Department of Environmental Quality (If applicable)**If a parcel is 1 acre or larger, please see the attached document (memorandum by county insert) for what we can accept for permitting purposes: <https://www.deq.nc.gov/about/divisions/energy-mineral-and-land-resources/erosion-and-sediment-control> If a parcel is smaller than 1 acre, no DEQ approval is necessary prior to permit issuance. |
|  | **Building Plans /Engineered Sealed Truss plans*** Building plans /brochure from company/picture

**OR*** Stick built will require scope of work / detailed plans on how being built if stick built to include foundation plans

**Environmental Health approval if Septic/Well on property**For approval of plot plans and possible relevant permits, please contact Environmental Health at 910.433.3660. Approved well and septic permits are to be obtained from the Environmental Health Department, located in the basement of 130 Gillespie Street, Fayetteville NC 28301. Historic Courthouse. |  |   | **Affidavit from parcel owner**Property owner affidavit if different from the owner of the building being placed on property. **Watershed (if applicable)**If located in the Cumberland County Water Supply Watershed area, please contact the Current Planning Office for the application process. You can reach them by phone at 910-678-7627or in person at 130 Gillespie St. Fayetteville NC 28301 Historic Courthouse in Room 103. |
|  | **Contacts/Contractors/Trade Contractors** **(all that are applicable)**All contractors: electrical, plumbing, building contractor, and HVAC/mechanical contractor. will need to be listed. Required details include the company name, contact name, contact number, and license number. If homeowner is to act as setup contractor, please see requirements below. |  |  | **Owner Affidavit (if applicable)** The affidavit must be completed in full and notarized. Must reside in the home as primary residence for one year after Certificate of Occupancy is issued. See the link to the Owner Exemption Affidavit under G.S. 87-14. **\*If property owner is different than owner of the home then a property owner affidavit will be required for buildings being placed on property.**  |
|  |  |  | If any questions please reach out toCumberland County Planning and inspections office at910-321-6636  |