

# REQUEST FOR CERTIFICATE OF OCCUPANCY



## PROJECT INFORMATION

Property Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_  
 Property Owner: \_\_\_\_\_ Owner Phone: \_\_\_\_\_  
 Contractor Name: \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

## CERTIFICATE OF OCCUPANCY REQUIREMENTS

In addition to all North Carolina Building Codes, Avery or Watauga County Health Department regulations, and other applicable regulatory requirements, new construction and significant renovations shall meet zoning ordinances as specified by the Town of Beech Mountain Code of Ordinances prior to issuance of the Certificate of Occupancy. The following list is derived from the Code of Ordinances. Note that additional items not listed herein may still be required.

## ZONING COMPLIANCE REQUIREMENTS

- ☐ **Usage (Sec. 154.091):** The property must be used in a manner permitted by the zoning district in which it resides.
- ☐ **Fuel Tank Screening (Sec. 154.142):** Above ground fuel tanks must be screened with a wood fence and, if terrain permits, shrubbery.
- ☐ **Garbage Bins (Sec. 50.10):** Garbage bins must be constructed and conform to standards. If house is to be used as short-term rental, garbage bins must be metal bear proof bins to Town standards.
- ☐ **911 address numbers (Sec. 91.22):** 911 address numbers must be posted and visible from both travel directions in the road and be at least 4" in height, contrasting to the background.
- ☐ **Building Height (Sec. 154.140):** Structure may not be more than 35 feet high as measured from the highest point of the original natural grade of the land on which the building sits.
- ☐ **Survey (Sec. 154.150):** A final as-built survey is required. All construction must be within required setbacks.
- ☐ **Trees (Sec. 154.360):** Trees removed for a temporary construction service route and not meeting the criteria for new construction clearing shall be replaced on a one-for-one basis or follow a pre-approved landscaping plan.
- ☐ **Driveways (Sec. 91.04):** All driveway connections shall be constructed in accordance with the town manual on driveway entrance regulations
- ☐ **Parking (Sec. 154.132):** Off street parking shall be adequately provided. For residential uses, this means two spaces for the first three bedrooms and one additional space for every additional bedroom. Also, turn around space may be required.
- ☐ **No exposed utilities (154.146):** All cable lines must be buried underground.
- ☐ **Signs (Sec. 154.270-287):** Any signs must comply with applicable regulations and have valid permit.

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- ☐ **Accessory Structures (Sec. 154.137):** Any accessory structures must be built after completion of primary structure. Must conform in style and design with main building. Must use same water and sewer utilities.
- ☐ **Fencing (Sec. 154.139):** Any fencing must be split rail, rock wall, or ornamental hedge. For containment purposes, the above mentioned fences may be backed by welded wire. A fence permit must be obtained.
- ☐ **Buffer Areas (Sec. 154.165):** A minimum 30 ft. vegetative buffer is required adjacent to all watercourses.
- ☐ **Modular Homes (154.149):** Foundations must be completely constructed prior to the remainder of the building being placed on the lot. Permits must be obtained for moving.
- ☐ **Visibility at Intersections (Sec. 154.135):** Nothing may be erected on corner lots that impedes the required sight distance as required for secondary roads by the NCDOT.
- ☐ **Landscaping (Sec. 154.166):** Commercial lots require 10% of the lot to be landscaped in accordance with 154.166.
- ☐ **Construction Progress (Sec. 154.025):** For a permit to remain valid, progress must be made at most every 6 months as evidenced by an inspection. New exterior construction shall be completed within two years to maintain "curb appeal".
- ☐ **North Carolina Energy Code Compliance Certificate:** Will be required before issuance of a CO.
- ☐ **Compliance with Zoning, Special Use, or Variance Permit/Orders:** Any prior order issued by the Town shall be followed as stated in the order.

*I, the undersigned, have read and understand the above Town of Beech Mountain Code of Ordinances requirements listed above. I understand that failure to meet any required state, county, and/or town codes will prevent issuance of a Certificate of Occupancy for my property until the violation is resolved.*

Owner's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NOTARY SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

Notary Public: \_\_\_\_\_ Signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

NOTARY  
STAMP HERE

DATE RECEIVED	PERMIT NUMBER	APPROVAL INITIAL	COMMENTS/CONDITIONS
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