



## ***SINGLE FAMILY RESIDENTIAL PERMIT APPLICATION CHECKLIST***

- \_\_\_\_\_ Zoning Permit – Construction Application Form  
**Must include all proposed setbacks & TOTAL lot coverage %.**  
**Must include survey/plot plan with property lines and structures on site.**
  
- \_\_\_\_\_ Erosion & Sedimentation Control Agreement
  
- \_\_\_\_\_ Building Permit Application Form
  
- \_\_\_\_\_ Plumbing Permit Application Form
  
- \_\_\_\_\_ Mechanical Permit Application Form  
**(Gas Logs-Require an additional Mech. Permit)**
  
- \_\_\_\_\_ Electrical Permit Application Form  
**(Low Voltage-Requires an additional Elec. Permit)**
  
- \_\_\_\_\_ 1 Complete Set of Construction Plans **(Electronic Plans Only)**
  
- \_\_\_\_\_ Lien Agent (<https://apps.liensnc.com/scr/login.html>)
  
- \_\_\_\_\_ Verification from Union County Public Works that all water and sewer system development fees have been paid. (If Applicable).
  
- \_\_\_\_\_ Septic System – Approved Construction Authorization from Union County Environmental Health. (If Applicable).
  
- \_\_\_\_\_ Water Well-Approved. Well Permit from Union County Environmental Health. (If Applicable).

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**Submit all documentation to: [inspections@waxhaw.com](mailto:inspections@waxhaw.com) for processing. Please allow 3-5 business days.**

*Inspection requests can be scheduled by e-mail at [inspections@waxhaw.com](mailto:inspections@waxhaw.com) or by telephone 704.843.2195 every day before 4pm; if after 4pm; your request will be scheduled for the next business day. If an inspection should fail, there is a re-inspection fee of \$100.00 that will need to be paid before rescheduling.*