



Montgomery County Central Permitting *Planning and Zoning Department*

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Residential Zoning Permit Checklist

All structures within the jurisdiction of the Montgomery County Zoning Ordinance require application and approval of a zoning permit unless otherwise exempt under state law. This includes, but is not limited to: commercial or industrial structures, homes (modular, stick built, or manufactured), swimming pools, decks, storage buildings of any size, greenhouses, pole barns, or any other accessory structure. In addition, zoning permits are required to commence any use of an existing structure or structures, regardless of previous use.

In order to issue a residential zoning permit, the Planning & Zoning Department will need the following information:

RESIDENTIAL

- Environmental Health Permit or proof of sewer availability from the Handy Sanitary District.
 - **Environmental Health Permit** - Construction Authorization must be signed by the Environmental Health Department. This signature line is found at the bottom of the Environmental Health permit. Signature of the Improvement Permit line is not sufficient. **OR;**
 - **Handy Sanitary District** – Proof of available connection to Handy Sanitary System. **OR;**
 - **Sewer Connection Authorization from Appropriate Municipality** – For properties connected to any other municipal sewer system.
- Assigned 911 Address (if applicable).
 - All new homes in the County require a new 911 address to be assigned.
 - Contact 911 Addressing Coordinator, Kyle Morris, at (910) 576-0608 or by email at kyle.morris@montgomerycountync.com.
- NC Division of Environmental and Natural Resources (NCDENR) soil erosion permit if 1 acre or more is disturbed (if applicable).
- Copy of house plans, detailed drawing to scale and elevation plans.
- Licensed site survey or sketch (see below):
 - **For lots 1 acre in size or smaller**, a site plan drafted by a licensed surveyor in the State of North Carolina must be submitted. This plan must detail all existing and proposed structures in reference to their distances to property lines. Setback measurements are taken from eaves, overhangs, decks, or any other protrusion of the building. Site plans must note where the measurements are taken from.
 - **For lots larger than 1 acre**, a site plan or sketch must be submitted showing proposed and existing structures in reference to their distances to property lines. Setback measurements are taken from eaves, overhangs, decks or any other protrusion of the building. Site plans must note where the measurements are taken from.
 - **Setback Distances**, refer to “Lot Size & Setback Distance Checklist” for setback information.
 - Accessory Buildings – Prior to construction of an accessory building, a primary structure must be located on the lot. Primary structures in residential zoning districts include but are not limited to: stick built or modular homes and singlewide or doublewide manufactured homes, if allowed by the zoning ordinance.
- In some situations, lots may need to be recombined. Structures are not allowed to cross property lines, even in cases where the lots are owned by the individual. Accessory structures are not permitted on lots without a primary structure.
 - Note that property maps created by a surveyor, commonly referred to as a “plat” are not sufficient to recombine lots. A deed of recombination must also be registered.