



### Single Trade Permits:

Mechanical, gas, plumbing, and electrical contractors can complete our single trade application online. You may pay by credit card and skip the trip to our office saving both time and gas. (Call our office for the initial password setup.)

Go to [www.transylvaniacounty.org](http://www.transylvaniacounty.org)

Go to Departments, select **Building and Permitting**

Under Important Links, select **Online Single Trade Application**

Click on **Apply for Single Trade Permit**

Enter user name and password

Complete **Mechanical, Plumbing, Electrical Permit Application**

Upon completion click on **Submit**

Permit will be ready for pick up in our office with no waiting. Provide \$75 cash or check payable to Transylvania County.

Or →

### Pay by Credit Card:

Pay for your single trade permit or re-inspection and additional fees.

To pay for single trade permits click **Pay by Credit Card** at bottom of application.

To pay re-inspection and additional fees:

Go to [www.transylvaniacounty.org](http://www.transylvaniacounty.org)

Go to Departments, select **Building and Permitting**

Under Important Links, select **Pay Permit/ Inspection Fees**

Click on **Local Payments**

Enter your jurisdiction code: **4390**, Enter

**Payment Type** – select **Building Permit Application Fee or Building Re-inspection Fee**

Click on **Make a Payment**

Enter payment amount of \$75 per permit or the amount of re-inspection fees and additional fees

Click on **Continue**

Official Payments charges are as follows:

Permits: \$2 per permit

Re-inspection and additional fees:

\$2 (\$75), \$2 each additional \$75

**Thank you for  
visiting our website**

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**Transylvania County  
Building Permitting  
and  
Enforcement  
Department**

# Using our Website



**98 East Morgan Street  
Brevard, NC 28712**

**Phone: (828) 884-3209**

[www.transylvaniacounty.org](http://www.transylvaniacounty.org)

**It's Easy:** Let our website save you time and money. The following important information regarding your project is available with just a few clicks of your mouse.



### **View Permit Information:**

Go to [www.transylvaniacounty.org](http://www.transylvaniacounty.org)

Go to Departments, select **Building and Permitting**

Under Important Links, select **Permit Information**

Click on **View Permit Information**

Type permit number in box. Example: BNH16-1 (numbers and letters must flow together including dash with no spaces).

Click on **Search**

Click on the underlined permit number on the next screen. On the following screen click on each tab across the top to review permit information.

### **Request an Inspection:**

Licensed contractors must call our office for the initial password setup to utilize this system.

Go to [www.transylvaniacounty.org](http://www.transylvaniacounty.org)

Go to Departments, select **Building and Permitting**

Under Important Links, select **Request Inspection**

Click **Request Inspection**

Enter user name and password

Complete **Inspection Request Entry**

Click on **Submit**

### **View Status of Inspections:**

Go to [www.transylvaniacounty.org](http://www.transylvaniacounty.org)

Go to Departments, select **Building and Permitting**

Under Important Links, select **Inspection Status**

Click on **View Permit Information**

Type permit number in box. Example: BNH16-1 (numbers and letters must flow together including dash with no spaces)

Click on **Search**

Click on the underlined permit number on the next screen. On the following screen click on each tab across the top to review permit information.

Click on **Inspection Tab**

### **View Daily Schedule:**

Go to [www.transylvaniacounty.org](http://www.transylvaniacounty.org)

Go to Departments, select **Building and Permitting**

Under Important Links, select **Scheduled Inspections**

Click on **View Daily Schedule**



### **Download Forms:**

Go to [www.transylvaniacounty.org](http://www.transylvaniacounty.org)

Go to Departments, select **Building and Permitting**

Scroll down to find all our forms in the commercial and residential form catalogs. Click on each to view. Right click on each to print.