

# How To Apply For Your Permit.

McDowell County Building Inspections

Sign into your portal; if you have not set up your portal, please see the prior presentation.

co-mcdowell-nc.smartgovcommunity.com/Public/Home?\_conv=1

Home | Cooper, DB ▾

 McDowell County NC

support: (828) 652-7030  
buildinginspections@mcdowellgov.com

**My Portal**  
View your applications and inspection results  
**GO »**

**Public Notices**  
Find and review public notice announcements  
**GO »**

**Parcel Search**  
Find and review parcel information  
**GO »**

**\*\*\*\*\* TIPS FOR ONLINE PORTAL USERS \*\*\*\*\***

- For first time use, you will have to click the blue sign up button and register with your email and create a password for your specific login. You will not see a confirmation email. The URL is <https://co-mcdowell-nc.smartgovcommunity.com/ApplicationPublic/ApplicationHome> and leaving this part blank is okay.

Click Apply  
under the  
Apply  
Online Tab.

The screenshot shows a web browser window with the URL [co-mcdowell-nc.smartgovcommunity.com/ApplicationPublic/ApplicationHome](https://co-mcdowell-nc.smartgovcommunity.com/ApplicationPublic/ApplicationHome). The page title is "Applications" and the user is logged in as [buildinginspections@mcdowellgov.com](mailto:buildinginspections@mcdowellgov.com). A search bar is present with the placeholder text "Enter a permit or license number, address, or name" and a "SEARCH" button. Below the search bar, there are four service tiles: "Apply Online" (purple icon), "Pay Online" (green dollar sign icon), "My Inspections" (orange icon), and "My Applications" (blue clipboard icon). Each tile has a description and a corresponding action button: "APPLY »", "PAY »", "REQUEST »", and "VIEW »". A blue arrow points from the bottom of the page to the "APPLY »" button. At the bottom of the page, there is a section for "Other services" with a link to <https://co-mcdowell-nc.smartgovcommunity.com/Application/CaseApplicationEntry>.

Select a category, either Building Department or Fire, whichever is appropriate.

co-mcdowell-nc.smartgovcommunity.com/Application/CaseApplicationEntry

Home | Cooper, DB

Relaunch to update

MCDOWELL COUNTY  
NORTH CAROLINA  
1942

What type of application do you need today?

Select a category to view your options

Select a category

Building Department

Fire

CANCEL NEXT

This will bring up a list of possible permits; please select the appropriate one and then click next.

The screenshot shows a web browser window with the URL `co-mcdowell-nc.smartgovcommunity.com/Application/CaseApplicationEntry`. The page title is "What type of application do you need today?". Below the title is a dropdown menu labeled "Select a category to view your options" with "Building Department" selected. Below the dropdown is a list of 20 radio button options arranged in two columns. At the bottom right of the form are two buttons: "CANCEL" and "NEXT".

What type of application do you need today?

Select a category to view your options

Building Department

- Accessory Residential Structure
- Boat Dock
- Cell Tower
- Conditional Power
- Electrical Permit
- Foundation Repair
- Generator
- Mechanical permit for commercial structures
- Plumbing Permit
- Residential Remodel
- Storage/Shed/Deck/Porch
- Adding attached addition structure
- Camper Application
- Commercial Application
- Demolition of structure
- Floodplain Development Permit Application
- Garage Permit
- Mechanical Permit
- Mobile Home Application
- Residential Application
- Solar
- Swimming Pools - above or in-ground

CANCEL NEXT

Our system does NOT recognize addresses; you must click “enter a parcel number” instead.  
If you don’t know your parcel number, please see our prior presentation on how to find it.

co-mcdowell-nc.smartgovcommunity.com/Permitting/PermitEntryContainer?\_portalWizardCaseTypeId=3... Relaunch to update

Home | Cooper, DB

McDOWELL COUNTY  
NORTH CAROLINA  
1842

Where is your object located?

I want to [enter a parcel #](#) instead.

Address:

City:

State Site Zip

AL

CANCEL NEXT

Enter your Parcel Number, and DO NOT hit enter. Once you enter the parcel number, a box will appear below it. When you move your mouse over this box, it will turn blue. Click on the blue box.

co-mcdowell-nc.smartgovcommunity.com/Permitting/PermitEntryContainer?\_portalWizardCaseTypeId=3... DB Relaunch to update

Home Cooper, DB

MCDOWELL COUNTY  
NORTH CAROLINA

Where is your project located?

I want to [enter an address](#) instead.

Parcel Number:

170117012374

170117012374  
MCDOWELL COUNTY  
000408 SPAULDING RD NO SITUS CITY, NC 00000  
Primary: Yes Begins: 11/26/2019

CANCEL NEXT

Click on the blue box, and when it asks,  
“Where is your project located?” click  
save and continue.

Depending on which permit you want to pull, the information the system asks for will vary. The following slides are just an example.

At the top of your application, there is now an assigned permit number. (EX: 23-949) Remember this number: if you ever need to call Building Inspections, we will need your permit number to pull you up in our system.

The screenshot shows a web browser window with the URL [co-mcdowell-nc.smartgovcommunity.com/Permitting/PermitLandingPage/Index/3d9d28aa-a15d-4372-9f...](https://co-mcdowell-nc.smartgovcommunity.com/Permitting/PermitLandingPage/Index/3d9d28aa-a15d-4372-9f...). The page header includes the McDowell County logo and navigation links for 'Home' and 'Cooper, DB'. The main content area displays 'Accessory Residential Structure' under the 'Building Department'. A permit number '23-949' is shown in a blue box, with a 'Not Submitted' status next to it. To the right, a box indicates 'Estimated Fees \$0<sup>00</sup>' and 'Additional fees may be required'. Below this, a message says 'Please complete the following information to submit your permit application.' A section titled 'My Project' is marked as 'Not Complete' with a red information icon. At the bottom, there are links for 'View Applications' and a 'SUBMIT APPLICATION' button.

Enter the  
Project Name  
and  
Description,  
then click  
save:

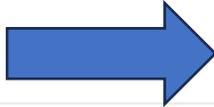
co-mcdowell-nc.smartgovcommunity.com/Permitting/PermitLandingPage/Index/3d9d28aa-a15d-4372-9f... Relaunch to update

<b>Location</b>	<b>Parcel</b>	<b>Created</b>	11/6/2023
000408 SPAULDING RD		<b>Approved</b>	--
NO SITUS CITY, NC 00000	170117012374	<b>Issued</b>	--
		<b>Closed</b>	--
		<b>Application Expires</b>	2/4/2024

[Change Location](#)

**Give your project a name \***

**Describe the purpose of the permit \***



[View Applications](#)

Check that the contact information  
for your permit is correct.

Add your licensed contractors who will be doing the work on your project. If they are already a part of our system, you will be able to add them yourself. If they are not in our system, then the contractor themselves will have to email [Lashay.Bumgarner@mcdowellgov.com](mailto:Lashay.Bumgarner@mcdowellgov.com) and request to be added to your permit by your permit number (##-####), and they must include their license number.

Under Permit Details, you can continue to add contractors by trade, such as electrical, plumbing, mechanical, and insulation contractors. If you are unsure who will be doing the work on your project, put N/A in the appropriate spaces. Once you have entered the relevant information, click save.

The screenshot shows a web browser window with the URL `co-mcdowell-nc.smartgovcommunity.com/Permitting/PermitLandingPage/Index/3d9d28aa-a15d-4372-9f...`. At the top, there is a checkbox labeled "We have not hired a contractor for this project" which is checked. Below this is a section titled "Permit Details" with a "Not Complete" status indicator. The form contains four input fields, each with a red asterisk indicating a required field:

- Electrical Contractor (N/A if not applicable) \*
- Plumbing Contractor (N/A if not applicable) \*
- Mechanical/HVAC Contractor (N/A if not applicable) \*
- Insulation Contractor \*

Each field is currently empty. A blue arrow points to a "SAVE" button located below the "Insulation Contractor" field. At the bottom of the page, there are two buttons: "View Applications" and "SUBMIT APPLICATION".

Under Permit Fixtures, enter the project's square footage and click save.

co-mcdowell-nc.smartgovcommunity.com/Permitting/PermitLandingPage/Index/3d9d28aa-a15d-4372-9f... DB Relaunch to update

N/A

SAVE

▲ Permit Fixtures ✔ Done

▲ Square Footage

	Enter Quantity	Value Per Unit	Value
Square Footage - Addition or Renovation	<input type="text" value="Qty"/>	\$0.30 Each	\$0.00
Square Footage - New Construction	<input type="text" value="Qty"/>	\$0.50 Each	\$0.00
Unfinished Area of Structure	<input type="text" value="Qty"/>	\$0.30 Each	\$0.00

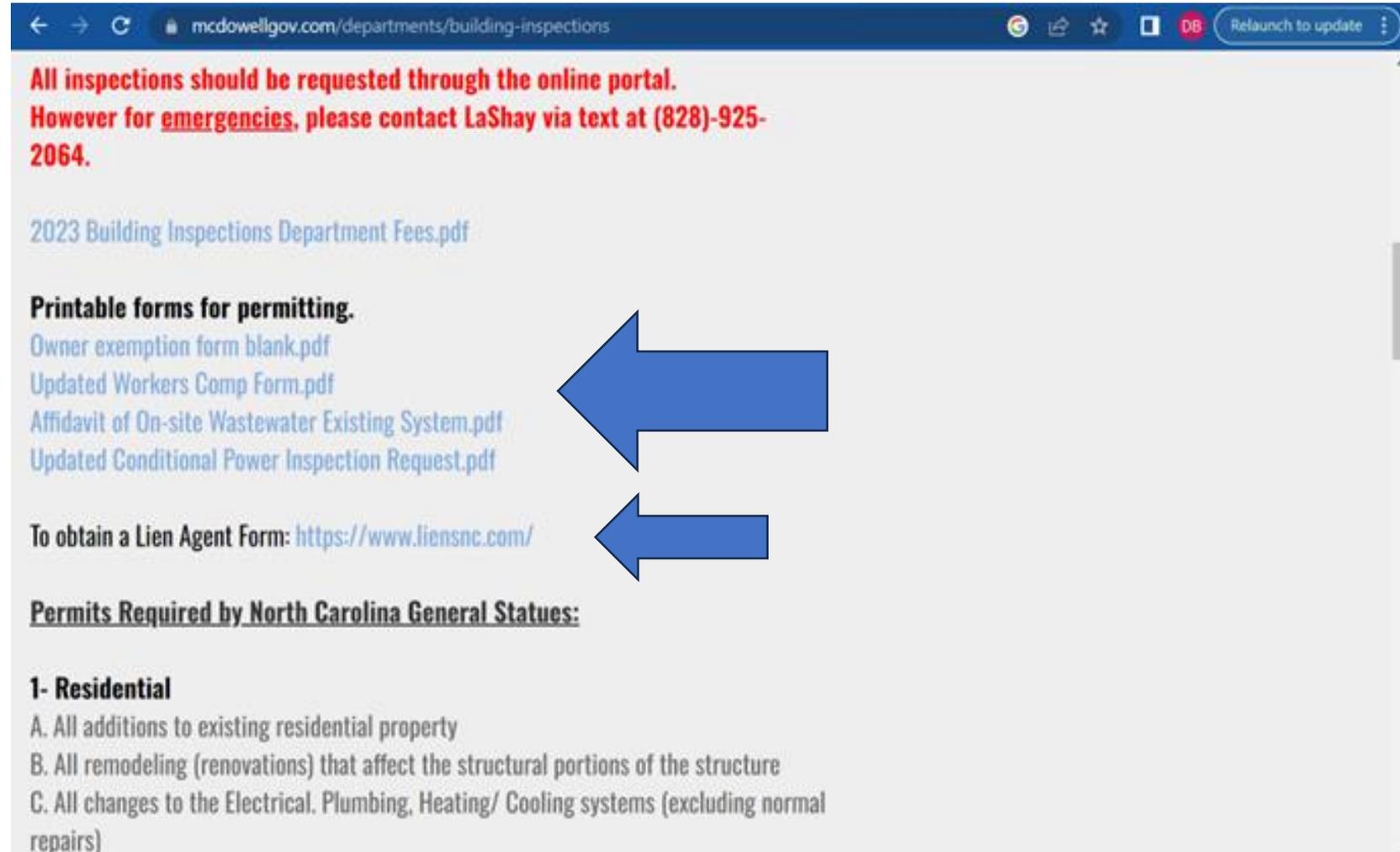
SAVE

← View Applications

SUBMIT APPLICATION

Under Permit Valuations enter the project cost  
and click save

Under Permit Submittals upload the required documents. You can find printable versions or links to these documents on our web page.



The screenshot shows a web browser window with the URL [mcdowellgov.com/departments/building-inspections](https://mcdowellgov.com/departments/building-inspections). The page content includes:

- A red notice: **All inspections should be requested through the online portal. However for emergencies, please contact LaShay via text at (828)-925-2064.**
- A link: [2023 Building Inspections Department Fees.pdf](#)
- A section titled **Printable forms for permitting.** with the following links:
  - [Owner exemption form blank.pdf](#)
  - [Updated Workers Comp Form.pdf](#)
  - [Affidavit of On-site Wastewater Existing System.pdf](#)
  - [Updated Conditional Power Inspection Request.pdf](#)
- A note: **To obtain a Lien Agent Form:** <https://www.liensnc.com/>
- A section titled **Permits Required by North Carolina General Statues:**
- A sub-section titled **1- Residential** with the following list:
  - A. All additions to existing residential property
  - B. All remodeling (renovations) that affect the structural portions of the structure
  - C. All changes to the Electrical, Plumbing, Heating/ Cooling systems (excluding normal repairs)

Two blue arrows point from the right side of the page towards the 'Printable forms for permitting' section and the 'To obtain a Lien Agent Form' link.

Upload  
each form  
the system  
asks for.

co-mcdowell-nc.smartgovcommunity.com/Permitting/PermitLandingPage/Index/3d9d28aa-a15d-4372-9f... DB Relaunch to

### ▲ Permit Submittals

At least 1 file must be uploaded for each submittal requirement **Not Complete**

Additional documentation is needed for your application. At least one document must be uploaded for each requirement for this section to be considered complete. Please check to ensure you have included all the information requested.

- Required for Application
- Required before permit can be closed

Submittal Name	Received	Version	Status	
Affidavit of on-site wastewater existing system. *	--	1	Pending	 Upload
Please draw your property, and label your septic tank, well, and septic repair field. Please state in drawing how far away the new structure you are building will be from each of these 3 items. Then sign and date the bottom of the paper. If you do not know where these are located, please contact Environmental health. *	--	1	Pending	 Upload
Lien Agent Form *	--	1	Pending	 Upload

▼ Permit Parcels Done

[← View Applications](#) SUBMIT APPLICATION



Once you have entered all the required information, the button to submit your application will turn blue. Submit your application to complete this process.

The screenshot shows a web browser window with the URL `co-mcdowell-nc.smartgovcommunity.com/Permitting/PermitLandingPage/Index/3d9d28aa-a15d-43...`. The page displays a checklist of permit requirements:

- Permit Parcels**: Status: ✔ Done
- Permit Fees**: Estimated Fees \$0.00
- Permit Inspections**: There are 10 required inspections for this permit
- Permit Approval Steps**: Follow the approval process

A large blue arrow points from the bottom of the checklist area down to the **SUBMIT APPLICATION** button. At the bottom of the page, there is a navigation bar with the following elements:

- [← View Applications](#)
- ✔ Your application is complete. Please submit for review.
- SUBMIT APPLICATION

Once you have submitted your application, it goes into our system and enters the line to be processed. We process permits in the order that we receive them. Processing permits takes time and is NOT an immediate thing. It generally takes a week for your permit to be processed. You will not be able to pay for your permit until after it has been processed. Once your permit is processed, the system will email you and tell you it is ready for payment. You will make your payment online through your portal. Please see the presentation on how to pay for your permit if you need assistance.