CITY OF BELMONT
PLANNING & ZONING

NEW CONSTRUCTION: SINGLE FAMILY RESIDENTIAL

Complete Permit Application
Include site plan, floor plans, and elevations

Development Portal

Receive Invoice
Check Email

AND

Make Payment
Development Portal

Submit Payment

Or Check via Mail

Request Pre Construction Inspection
Mark the following items: Lot #, house corners, utility locations (not in driveway), water/sewer cleanouts
(Re-Inspect Fee=$50 min.)

Development Portal

Request An Inspection

Receive Zoning Permit
(City of Belmont may request additional info as needed prior to approval)

Check Email

Obtain Building Permit from Gaston County
Applicant to provide a copy of Belmont Zoning Permit

Request Meter Set
curb stop to be exposed, service line must be 16 - 18"deep @curb stop, hole for meter box sized to allow the box and meter to be placed at grade level
(Additional Trips = $75 min.)

Development Portal

Request An Inspection

Upload Foundation Survey
Prior to Framing Inspection

Development Portal

Upload

Receive Authorization to Proceed
Applicant to Upload to Gaston County Building Permit

Check Email

Request Zoning Compliance Inspection
Ensure compliance with the following:
Required yard and street trees planted, Construction matches site plan, Address displayed properly, Driveway apron in good condition, Streets and Sidewalks in good condition, Water meter box at grade (not damaged, riser in center), Sewer clean out or low pressure force main box (at grade not damaged), Landscape complete / Lot stabilized, Site lighting in compliance, Required buffer installed, Trash and debris removed from site, Lot graded according to construction plan (check drainage)
(Re-Inspect Fee=$50 min.)

Development Portal

Request An Inspection

Receive Certificate of Zoning Compliance
Applicant to confirm Gaston County Building Inspections Dept. received a copy and provide if needed.

Check Email