



## GASTON COUNTY BUILDING INSPECTIONS

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### Memorandum

To: Contractors Performing Work in Gaston County

From: Gaston County Building Inspections

Date: March 1, 2018

Subject: Permitting System Updates\_v2

As previously made aware, Gaston County Building Inspections is working towards updating its permitting software system. The original intent was to have this system operating as of January 1<sup>st</sup>; however the anticipated launch has now been projected to be **Spring/Summer 2018**. Please know that more tangible information will be provided as the aforementioned launch date is approached.

Please know that the Gaston County Building Inspections office will **not** be operating the week of **March 23<sup>rd</sup> – March 30<sup>th</sup>**. During this time **no** permit applications will be processed and **no** inspections will occur as staff will use this time to transfer current permit and inspections data from the existing system to the new system. In addition to the data transfer, Inspections staff will be using this time for training and continuing education.

As of April 2<sup>nd</sup> the Building Inspections office is expected to be operating on a normal schedule.

During the interim the following changes can be expected:

- **Effective March 12, 2018 Building permit applications will no longer be accepted via fax**
- **Single Trade permit applications should be emailed to [buildinginspections@gastongov.com](mailto:buildinginspections@gastongov.com) and must be PDF format**
- **Updated Building Inspection Permit applications can be found on our website at the following:  
[http://www.gastongov.com/government/departments/building\\_inspections/PermitApplications.php](http://www.gastongov.com/government/departments/building_inspections/PermitApplications.php)**
- **Effective March 22, 2018 all permits must be paid for at the time the permit is issued; Contractors will no longer be allowed to have permit and inspection fees sent to an account**
- **All Companies and Contractors with accounts aging greater than 30-days have until April 2, 2018 to pay for all past-due amounts; any Company and/or Contractor not meeting this deadline will be placed on hold after the aforementioned date and will not be issued further permits until payment is received**

Please frequently check the website listed below for further information regarding registration for the new permitting system so delays in projects are not experienced:

[http://www.gastongov.com/government/departments/building\\_inspections/news\\_and\\_updates.php](http://www.gastongov.com/government/departments/building_inspections/news_and_updates.php)