

Caswell County Online Permit Application

Permits may be applied for with our new online application. You will find the information on the Caswell County Website.

Go to the website www.caswellcountync.gov

Select Departments/Building Inspections.

If you would like to submit a permit application online or check on an existing permit please click the link <https://caswellcounty.portal.iworq.net/portalhome/caswellcounty> on the website.

If you click on Permit Application this will provide a form for paper submission, you must use the link provided to submit online.

The search feature is used to look at existing permits or to schedule an inspection. Scroll down the page to the "Apply" section. Please print the Affidavit of Worker's Compensation Coverage, as this will be required when submitting online.

Click on Apply and complete the fields with the requested information. You can search Property Information by the owner's name, address, or parcel number. If your property was recently purchased or sub-divided you may find the old info. Use this info to continue. Parcel number is the best if you have that. It typically is 4 digits a space and then three digits. ie: (0000 111)

For Contractor(s) information you can search by using the company or contractors' name. When you type the Company name in, a drop down box should appear with your Company if you have previously taken permits in Caswell County. Click on your Company and it will save it to the application. Then you can select all your other contractors here if they are in our system. Simply enter their name and click on it when it appears in the drop down box. Don't delete the previously selected, just continue until all are listed. If they don't appear please use the section at the end of this application to give us the contractors information.

All fields need to be complete. If it asks for a number that does not apply to your application, enter a zero (0). If it asks for a written answer that does not apply, type N/A in the field.

Please include a valid email address so we can contact you as needed.

Under Contractor Information, please include any contractor that you didn't find in our system.

Upload Files: You must include an attachment to submit the application. For Building, permits please attach a copy of the plans and the Affidavit of Worker's Compensation Coverage. For Trade permits and individuals please attach the Affidavit of Worker's Compensation Coverage (includes waiver) and any other information such as Engineered details or plans for the project.

Sign the form by typing your name.

Submit the application.

We will review the application and determine the permit fees. When that is complete, we will email you the pending permit showing fees that are due.

We currently accept cash or checks only. If paying at our office, please come in between 8:00 to 10:00 AM. If by mail, please send to:
Caswell County Building Inspections
PO Box 1406
Yanceyville NC 27379

If you have any questions, please call between 8-10 am if possible.