

# DAYCARE / FAMILY CARE PERMIT APPLICATION PORTAL INSTRUCTIONS

Submittal Requirements (will be needed before starting application on-line)

\* You will be prompted up load required documents \*

- Building Inspector Form provided by the State will need to be uploaded for us to review your application.

Start application on portal: <https://devsvcs.cityofgastonia.com/>

- Select Building from Application Type
- Categorize Nature of Work Being Done: Always NEW
- At “Please Describe the Work Being Done” describe type of Childcare, as certified by the State, number of children, name of business, the Zoning Certificate of Occupancy application number that you should have already applied for, etc.
- All other fields; complete as listed and must add an Estimated Cost to get this business started.

## Permit Application - Description and Type

Required information is indicated with an asterisk (\*).

Choose the application type:

Please categorize the nature of the work being done:

Please describe the work being done:

Limit 4000 characters

▼ **Application Details**

Building Use:

Number of Stories:

Number of Units:

▼ **Owner Builder**

Is the property owner doing work?:

▼ **Estimated Construction Cost**

Total Valuation:

- Do not select anything at this step. Click on NEXT STEP.

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### Permit Application - Select Permit Types

Required information is indicated with an asterisk (\*).

— ▼ Please choose as many Permits as are appropriate.

Search for permit types

- Building
- Electrical
- Foundation
- Mechanical
- Plumbing
- Zoning Compliance

Previous Step: Application Type
Next Step: Work Items
Save this Application for Later

- Select Daycare OR Family Care Home, whichever applies, then click on NEXT STEP

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### Permit Application - Work Items

Required information is indicated with an asterisk (\*).

— ▼ Building Permit

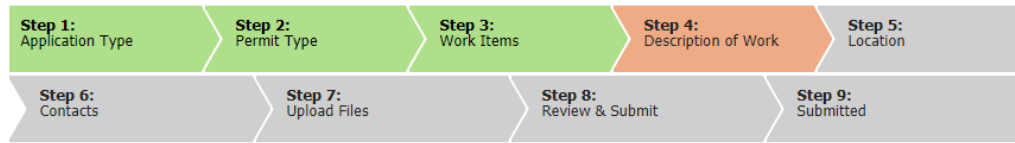
Please choose as many work items as are appropriate.

Search for work items

- Daycare - Class A
- Driveway Approach
- Family Care Home
- Fireplace
- Heated Space (Residential)
- New Multi-Family Dwelling
- Retaining Wall (Commercial)
- Retaining Wall (Residential)
- Sidewalk
- Special Driveway
- Unheated Space (Residential)

Previous Step: Permit Type
Next Step: Description of Work
Save this Application for Later

- Enter exactly as below, then click on NEXT STEP



### Permit Application - Description of Work

Required information is indicated with an asterisk (\*).

▼ Building Permit Work Items

Heated Space (Residential)

SQ FT: \*

Please enter the quantity for this work item in the units specified

Unheated Space (Residential)

SQ FT: \*

Please enter the quantity for this work item in the units specified

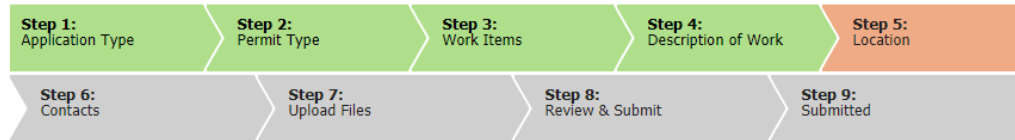
Daycare - Class A

N/A: \*

Please enter the quantity for this work item in the units specified

Powered by CityView

- Search for your address and select. Click on NEXT STEP.



### Permit Application - Location of Work Being Done

Required information is indicated with an asterisk (\*).

#####  
**NOTICE: Permit Applications should be within Gastonia city limits only!**  
 #####

[Find location in Map](#)

Use my location:

Search for address:

The location you have\* selected:

Powered by CityView

- You should be here as the applicant. Click on NEXT STEP.

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**Step 1:** Application Type   **Step 2:** Permit Type   **Step 3:** Work Items   **Step 4:** Description of Work   **Step 5:** Location  
**Step 6:** Contacts   **Step 7:** Upload Files   **Step 8:** Review & Submit   **Step 9:** Submitted

### Permit Application - Contacts

Required information is indicated with an asterisk (\*).

Type	Contact
Property Owner	BURKETT ROGER DALE, BURKETT ROBERTA A, Address:601 TRYON PL
Owner Builder	BURKETT ROGER DALE, BURKETT ROBERTA A, Address:601 TRYON PL
Applicant	ZZ Top Construction , Address:150 S YORK ST, Phone:(704) 866-6952

[Add Business From Address Book](#)

**NOTE: For permits with multiple contractors click on link above "add business from address book" to add all contractors related to the project. Also, add yourself as the contractor for your trade even if you are already listed as the applicant.**

Previous Step: Location   Next Step: Upload Files   Save this Application for Later

Powered by CityView

- Click on Browse and find Daycare or Family Care Document and upload here. Then click on NEXT STEP.

Application Type   Permit Type   Work Items   Description of Work   Location  
**Step 6:** Contacts   **Step 7:** Upload Files   **Step 8:** Review & Submit   **Step 9:** Submitted

### Permit Application - Upload Documents

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

**Guidelines For Electronically Submitting Documents:**

- Submitted documents should be under 60MB in size.
- Accepted file extensions:
  - pdf, dwg, cad, jpg, png, tif, docx, xlsx
- All plans shall be to scale.
- Recommended naming conventions:
  - Keep filename consistent.
  - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
  - Avoid inappropriate language in filenames.
- Submitted documents will be stamped at the conclusion of the review.
  - The stamp will be placed in the upper right hand corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.

**Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.**

**Current Submittal**

**Submittal #1) Permit Application Submittal (11/24/2020)** [Print Requirement Items](#)

Type	Status	Date Verified
Daycare Form	Pending	

Select a new document for this requirement:

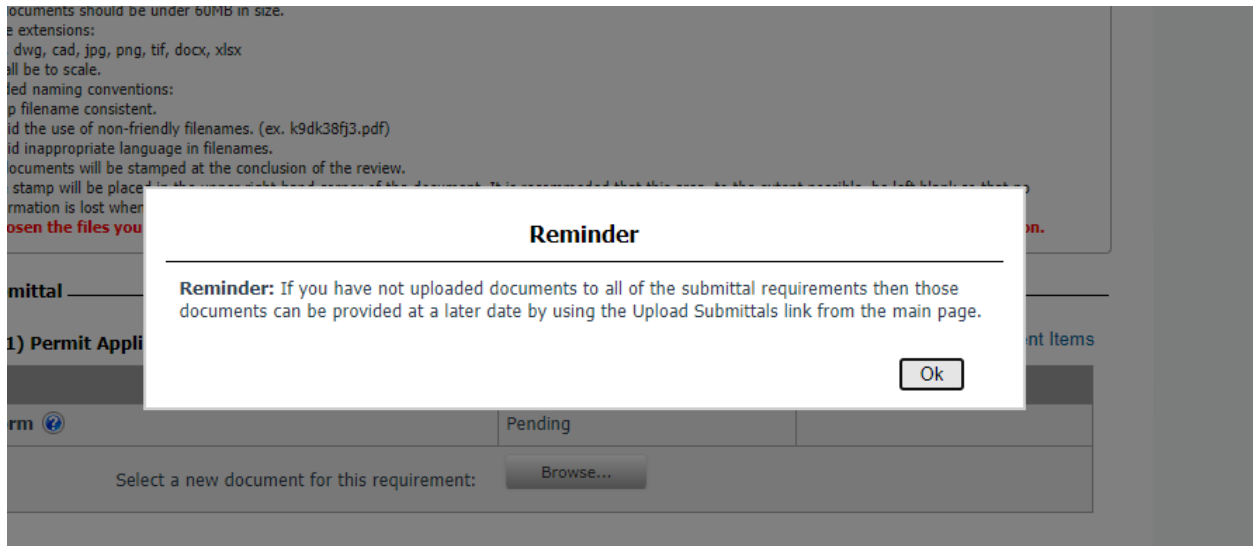
**Upload Additional Documents**

Select any documents you wish to provide:

Provide a short description of this set of documents:

Previous Step: Contacts   Next Step: Review & Submit   Save this Application for Later

- Click OK here. This is just giving you an opportunity to upload the document if forgotten to do so.



- Review your information and click box at “DO YOU AGREE” and then click on SUMBIT APPLICATION.

### Permit Application - Review & Submit

Please review the information below and if it is correct, press the submit application button to submit your application.

**▼ Permit Information**

Permit Type: Building  
 Category of Work: New  
 Description of Work: Daycare Test  
 Locations: Address  
 256 DIXON CIR, GASTONIA, NC 28054  
 Property  
 113138  
 Contacts: Property Owner  
 BURKETT ROGER DALE, BURKETT ROBERTA A, Address:601 TRYON PL  
 Owner Builder  
 BURKETT ROGER DALE, BURKETT ROBERTA A, Address:601 TRYON PL  
 Applicant  
 ZZ Top Construction , Address:150 S YORK ST, Phone:(704) 866-6952

**▼ Application Details**

Building Use: Residential  
 Number of Stories:  
 Number of Units:

**▼ Owner Builder**

Is the property owner doing work?: Yes

**▼ Estimated Construction Cost**

Total Valuation: \$500.00

**▼ Permit: Building**

Work Item Description	Units	Quantity
Heated Space (Residential)	SQ FT	0
Unheated Space (Residential)	SQ FT	0
Daycare - Class A	N/A	1

— ▼ Application Details

Building Use: Residential  
Number of Stories:  
Number of Units:

— ▼ Owner Builder

Is the property owner doing work?: Yes

— ▼ Estimated Construction Cost

Total Valuation: \$500.00

— ▼ Permit: Building

Work Item Description	Units	Quantity
Heated Space (Residential)	SQ FT	0
Unheated Space (Residential)	SQ FT	0
Daycare - Class A	N/A	1

By submitting this form you hereby certify that you have read and examined this permit and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume or give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Do you agree?: \*

Previous Step: Upload Files

Submit Application

Save this Application for Later

Cancel Application