



## Onslow County Residential Permitting Information New Single-Family Residential Dwellings

*A permit is required before you start work. Failure to obtain permits prior to construction will result in double permit fees and the possible removal of unauthorized work.*

### Requirements for application submittal

#### Application Package

- Application must be completely filled out, legible and signed.
- When the applicant is a General Contractor, licensed trade professional's information needs to be listed and signatures are required for each trade contractor.
- When an owner is acting as their own contractor, licensed trade professionals are required to sign in the corresponding signature block.
- One set of building plans no smaller than 11" x 17" in size shall accompany the application package or they may be submitted electronically in pdf format.
- One site plan illustrating the proposed location of all structures shall be submitted and demonstrate setback information for each property line. If not prepared by a licensed surveyor or engineer, the document must be signed and dated.
- Building plans shall include: two wall elevations, floor plan (with rooms labeled), foundation plan, wall section and footing detail.

#### Waste Water

- Properties serviced by public sewer will require a letter of intent from the appropriate provider.
- Properties serviced by septic systems will require a Construction Authorization (CA) or Operations Permit (OP) and plot plan from Environmental Health.

#### Lien Agent

- As of 4-1-2013 NC law requires the appointment of a lien agent. Contractors and subcontractors can then give notice they are working on the project. Appointments are not required for (1) improvements under \$30,000 or (2) to the owner's existing residence or (3) for public building projects. For further information, visit <http://www.liensnc.com/>

### Required Onsite Documentation

The following documents must be available onsite in a weatherproof container:

- Building permit
- Approved building plans that have been stamped, dated, and printed in **color** no smaller than 11" x 17" in size. You may obtain a complimentary copy from our office.
- CAMA permit, where applicable
- Flood plain development permit, where applicable

### Inspections

#### Scheduling Inspections

- We provide next business day inspections. When your project is ready, call 910-455-3661 and press 1 to schedule your inspection. Be prepared to provide your permit number, contact information, construction address and type of inspection required. Inspections must be requested by 4:00 pm.

### Re-inspections

- Each trade has a one-time re-inspection credit. Subsequent re-inspections will cost \$50.00 per site visit.
- Inspections that are not ready will fail and will be assessed the \$50.00 re-inspection fee.
- All re-inspection fees must be paid prior to rescheduling further inspections.

### Permit Revisions

- Any changes to approved documents requires re-submittal, including building plans. An updated building permit may be printed and may replace any previously issued permits.
- A significant change in house plans prior to construction may require that the original permit be voided and a new permit issued. The original fees paid may be transferred to cover the new permit. A significant change is determined by the Residential Code Enforcement Administrator and may result in additional processing time.
- A revised site plan is required when there are any changes to the building footprint.

### Consultations

- Inspectors are available for questions and guidance, however they are legally unable to design, draw or engineer your project.

### Closeout Steps & Final Inspections

- An Authorization to Connect letter from the wastewater provider or an Operations Permit for a septic tank from Environmental Health are required to be obtained prior to compliance inspections being scheduled.
- A Certificate of Occupancy will be issued after all required inspections have passed.
- All records may be accessed online by visiting:  
<https://energocitizenaccess.tylertech.com/OnslowCountyNC/SelfService#/home>

Be aware permitting documents are public information and viewable online.

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