

The seal of Onslow County, North Carolina, is circular with a blue border. The text "ONSLOW COUNTY" is at the top and "NORTH CAROLINA" is at the bottom. In the center is a coat of arms featuring a figure holding a staff and a shield, with the year "1734" below it.

# Central Permitting Policy Information

*Planning and Development Department  
Building Code Enforcement*

Please review the following policy information and the attached checklist concerning additional documents you may need to gather before you can submit a permit application.

- **Forms** need to be completed in **black ink** with all spaces completed or marked N.A.
- **Address/Phone Numbers**: Provide accurate address and phone numbers so we can contact you, the applicant and/or owner if necessary.
- **Zoning**: All of Onslow County is subject to zoning regulations. You need to find out how that might affect your proposed use.
- **Flood Zone**: Prior to purchase or construction, applicants should determine if the building site is in a regulated flood zone. If so, additional insurance and construction requirements may apply.
- **Lessee**: Electrical work must be performed by licensed professional GS 87- 43.1 (5) and (5a) rather than by lessee or owner.
- **Plans** must be submitted in a clear and legible format.
  - Do NOT ROLL plans, fold to 8 ½ x 11.
  - One copy of floor plan for each level, either 8 ½ x 11 or legal size.
  - Plans cannot be released from our office to make additional copies.
- **Review/Approval Cycle**: A Technician will call you when your permit is ready to be issued and provide the fee amount. The permit should be picked up within 30 days. After 60 days your permit will be voided.
- **Utility**: Utilities must be identified on the permit application if you are applying for Residential or Commercial- new construction, renovations that involve additional bedrooms, and any Home Occupation or Change of Occupancy.
  - **Wastewater: Proof of Septic Tank is required**: Environmental Health (EH) is located in the Planning and Development lobby across from Central Permitting.  
(910) 938-5851 office (910) 989-2341 fax  
EH reviews building permits if served by Septic Tank. They compare the number of bedrooms on the building permit to the septic permit. They ensure the septic system permitted is sized sufficient to handle your needs and that the drain lines and repair areas are not being built upon.
  - **Wastewater: Proof of Sewer Service is required**: your utility should provide

- **Job Box:** The building permit and approved building plan (stamped/dated), the zoning permit and approved plot plan must be available on job site in a protective container. Manufactured Homes may post building and zoning permits in the front window facing the access street.
- **Re-Inspection Fee** is applied if inspection **fails** or is **not ready**. One FREE re-inspect is provided per permit. The re-inspect fee must be paid before the next inspection can be scheduled.

#### **Permit Revision:**

- **Minor revisions** require necessary documentation to represent the change. Revision Fee is based on incremental change e.g. increase in square footage, baths.
  - Trade name changes qualify as a minor revision, but without a fee.
  - If your **Tradesmen change** from those listed on application, you should notify Central Permitting and process a revision. An incorrect trade name and license misrepresents responsibility, per GS 153A-359
- **Major Revisions:** A change in house plans prior to construction is subject to the refund policy and you will need to start over.
- **Code Enforcement Officers (INSPECTORS):** Inspectors are available for questions and guidance; however, they cannot design or engineer your job and cannot be used as quality control. The Code Enforcement Officer has the responsibility of enforcing the code as set forth by the State of North Carolina.
- **Scheduling Inspections:** Please have your permit number, construction address, phone number and type of inspection needed when you call to schedule your inspection.
- **Final Inspection:** Sewer Authorization to Connect or Septic (OP) is required before the final inspection or certificate of occupancy (C/O) inspection can be scheduled. EH confirms through the permitting system. Sewer documentation should be faxed to Central Permitting at (910) 989-2369.
- **Certificate of Occupancy (C/O) ready** after 10:00 the day after inspection passes.

***A permit is required before you start work. If you start work without a permit, you will be subject to double fees and possible removal of the work that you started.***

**ONslow COUNTY**  
**BUILDING PERMIT APPLICATION**

Date Submitted: \_\_\_\_\_

Permit # \_\_\_\_\_

604 COLLEGE STREET • JACKSONVILLE NC 28540  
(910) 455-3661 • FAX (910) 989-2369

Parcel \_\_\_\_\_

Jurisdiction \_\_\_\_\_ Flood Zone \_\_\_\_\_

**RESIDENTIAL** Single Family  Townhouse  Two-Family  **RENTAL** Yes  No

**COMMERCIAL** Use \_\_\_\_\_ Business Name \_\_\_\_\_

Shell  Up fit

**Type of Work** New  Addition  Alteration/Repair  Accessory  Move  Modular

Description-Scope of Work (including Proposed Use) \_\_\_\_\_

Construction Address \_\_\_\_\_ City \_\_\_\_\_

Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot # \_\_\_\_\_

Directions to Construction Address \_\_\_\_\_

Applicant/Agent \_\_\_\_\_ Phone \_\_\_\_\_

Land Owner (if different) \_\_\_\_\_ Phone \_\_\_\_\_

EMAIL Contact \_\_\_\_\_ Supply email address if you would like inspection results emailed to you.

**Building Information**

|----- CENSUS Data -----|

Stories \_\_\_\_\_ Bldg Height \_\_\_\_\_ # Bedrooms \_\_\_\_\_ Construction Cost \_\_\_\_\_ #Units \_\_\_\_\_ #Buildings \_\_\_\_\_

Total SF or Linear Feet: \_\_\_\_\_ #Baths (Full / Partial) \_\_\_\_\_ Heated Sq. Ft (add-alt only) \_\_\_\_\_ # Fuel Piping Appliances \_\_\_\_\_

Type of Heat: Electric  Gas-Fuel Piping  Geo Thermal  Oil  Other \_\_\_\_\_

Floor System: Crawl Space  Monolithic Slab  Pilings  Raised 3-Piece

Framework: Wood  Block  Concrete  Steel  Other \_\_\_\_\_

Electrical Size \_\_\_\_\_ amps # Electrical Services \_\_\_\_\_

Lawn or Irrigation Sprinkler Yes  (Include Site Plan or Survey with Piping Sketch) No

**Specialty - Fire**

Commercial Kitchen Hood System: Yes  No  Commercial Kitchen Fuel Type: Electric  Gas  Other \_\_\_\_\_

FUEL Tank or Dispensing & Piping: Yes  No  # of Tanks \_\_\_\_\_ Tank Size \_\_\_\_\_gallons Refrigeration # BTU/TON \_\_\_\_\_

Fire Alarm: Yes  No  Fire Pump: Yes  No  Fire Sprinkler: Yes  (Include Site Plan or Survey with Piping Sketch) No

Solar: (Include data cut sheet) Photovoltaic  Thermal  Location: Ground  Rooftop

**Utilities**

Drinking Water: Private Well (New  Existing  Well Use: (Domestic  Ag  Water System \_\_\_\_\_

Wastewater: Septic Tanks (CA or appropriate Septic Permit) \_\_\_\_\_ Sewer System \_\_\_\_\_

Call EH 938-5851

(documentation required)

## Contractor / Worker Information

**General Contractor** Company Name/ DBA \_\_\_\_\_ Name \_\_\_\_\_

License # \_\_\_\_\_ Classification/Limitation \_\_\_\_\_ Expiration Date \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Electrical** Company Name/ DBA \_\_\_\_\_ Name \_\_\_\_\_

License # \_\_\_\_\_ Classification/Limitation \_\_\_\_\_ Expiration Date \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Plumbing** Company Name/ DBA \_\_\_\_\_ Name \_\_\_\_\_

License # \_\_\_\_\_ Classification/Limitation \_\_\_\_\_ Expiration Date \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Mechanical** Company Name/ DBA \_\_\_\_\_ Name \_\_\_\_\_

License # \_\_\_\_\_ Classification/Limitation \_\_\_\_\_ Expiration Date \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Other** Company Name/ DBA \_\_\_\_\_ Name \_\_\_\_\_

License # \_\_\_\_\_ Classification/Limitation \_\_\_\_\_ Expiration Date \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*(Circle one)*

**Unlicensed <\$30,000 Builder or Modular Installer - (attach Original Surety Bond)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby certify that:

- 1) All information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein.
- 2) **Permission to Enter on Land:** I furthermore certify that I am authorized to grant, and do in fact, grant permission to Onslow County Zoning officer and Code inspector and his agents, to enter on the property noted on the Onslow County Permit(s) for the purpose of this inspection.
- 3) I am the **Land Owner / Agent / Contract Purchaser / Lessee (Circle One)** and by signature authorize submittal of this application.

Printed Name \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Code Officer / Issued By SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

To help create your **SITE PLAN** you can locate and print your property parcel from the following: <http://maps.onslowcountync.gov/> (do not type www) and click TRY IT NOW option.

If you have difficulty, call Patricia Pike at 989-2210.

After using the Quick Search tool to located property, check the following map layers:

**Annotations**

Dimensions, road name

**Boundary**

Parcel

**Infrastructure**

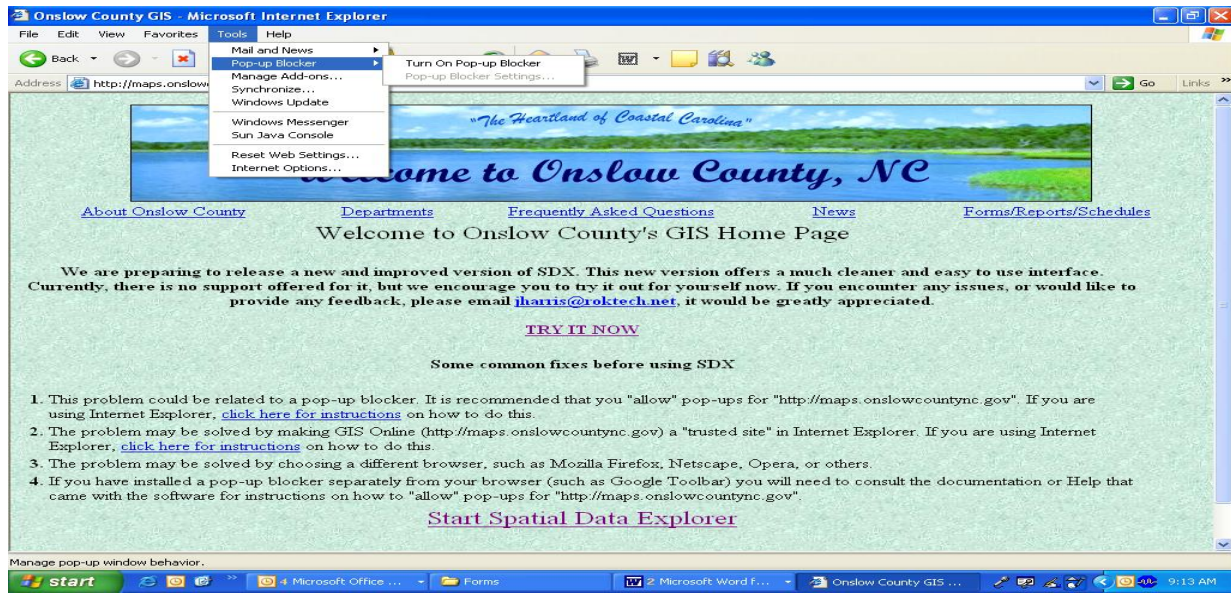
Street center line

**Physical**

Streams

To Print: Choose **Tools**

Print PDF – then customize print as needed.



**Please draw in the other attributes requested below.**

**SITE PLAN EXAMPLE**

The items listed below should be included on your site plan.

Incomplete site plans can cause a delay in your review and approval.

- 1.The dimensions of the property/parcel.
- 2.The location of **ALL existing structures** (e.g. outbuildings, wells, water lines, pools).  
The dimensions of all structures along with the distances (setbacks) **from the front, rear and side** property lines to all structures. If you are unsure as to the structure size, please show the dimensions of the **MAXIMUM** area of the lot that you anticipate the structure will cover.
- 3.The location of your **septic system**, including distance from structures and drain lines.
- 4.The preferred or existing **driveway** location with distance to property line.
- 5.The proposed or existing **well/water** line location.
6. A north arrow or other sufficient **directional indicator** i.e. street/road names.
- 7.The **desired location of proposed structures** or improvements to the property such as garages, workshops, pools, etc. **If there are none, circle "N/A"**
- 8.The location of any easements or rights of way on the property.  
**If there are none, circle "N/A"**
- 9.The location of any designated **wetlands** on the property. **If there are none, circle "N/A"**  
**If any development activity is located within a 100 year floodplain, a site plan will need to include, in addition to the above: fill material, grading/pavement areas, drainage facilities boundary of the special flood hazard area delineated, or a statement that the entire lot is within the Special Flood Hazard Area, boundary of the floodway or non-encroachment area, base flood elevation, watercourse alteration and CBRS/OPA areas as indicated on the Flood Insurance Rate Map (FIRM). A surveyor can best provide this information.**

**Licensure/Exemption and Insurance Coverage Certifications**

Chapter 87, Article 1 of the N.C. General Statutes prohibits the County from issuing a building permit unless and until the applicant has complied with the general contractor licensing and insurance coverage requirements in that article (see attached copies of Sections 87-1 and 87-14). To ensure such compliance, the County requires that the applicant make the following certifications.

The undersigned applicant for a building permit certifies that the person, firm, or corporation performing, superintending, or managing the proposed construction or alteration, whether the applicant or another person, firm, or corporation contracted to do so, either:

- Is duly licensed as a **general contractor** under Chapter 87, Article 1 of the N.C. General Statutes and maintains that license in good standing.

Licensee name: \_\_\_\_\_ License number: \_\_\_\_\_

**OR**

- Is **exempt from the statutory licensing requirements for general contractors** because:
  - the cost of the proposed construction is less than \$30,000;
  - the building being constructed or altered is located on **land owned by the applicant** and is intended solely for occupancy by the applicant (and family, if a person) for at least 12 months after its completion (i.e., the project is not a "speculation" project); or
  - I am the **owner** of the proposed building. It is my intention to act as my own general contractor, and I understand that the problems which may arise, such as inaccurate or insufficient construction will be solely my responsibility, and I will be left with no resource and must assume total liability for correction of the problems. I personally have a thorough knowledge of all of the NC State construction codes.
  - the applicant is engaged in the business of farming, owns the land containing the constructed or altered building, and intends to use the building for the business of farming after its completion;

**OR**

**Modular Installation Contractor**

- I am providing to Onslow County Code Enforcement Department a \$5,000.00 surety bond in accordance with **N.C.G.S. § 143-139.1**

**AND**

**Insurance Coverage:** The undersigned applicant also certifies that the person, firm, or corporation performing, superintending, or managing the proposed construction or alteration, as well as any subcontractor doing so:

- Carries workers' compensation insurance for employees as required by Chapter 97 of the N.C. General Statutes and will maintain that coverage for the duration of the permit construction or alteration; and
- Will provide certificates of insurance if requested by the Planning and Development Department before issuance of the permit or any time during the permitted construction or alteration.
- N/A Owner assumes insurance liability.

The undersigned applicant further acknowledges that, pursuant to Chapter 87, Article 1A of the N.C. General Statutes, the County will collect a \$10.00 fee with applications for construction or alteration of a single-family dwelling unit and forward \$9.00 of the fee to the N.C. Licensing Board for General Contractors, which will deposit it into the Homeowners Recovery Fund for subsequent use in reimbursing homeowners' losses for construction by general contractors.

Applicant's Name: \_\_\_\_\_

Signer's Name and Title (if firm or corporation): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Chapter 87.**

**Contractors.**

Article 1.

General Contractors.

**§ 87-1. "General contractor" defined; exceptions.**

For the purpose of this Article any person or firm or corporation who for a fixed price, commission, fee, or wage, undertakes to bid upon or to construct or who undertakes to superintend or manage, on his own behalf or for any person, firm, or corporation that is not licensed as a general contractor pursuant to this Article, the construction of any building, highway, public utilities, grading or any improvement or structure where the cost of the undertaking is thirty thousand dollars (\$30,000) or more, or undertakes to erect a North Carolina labeled manufactured modular building meeting the North Carolina State Building Code, shall be deemed to be a "general contractor" engaged in the business of general contracting in the State of North Carolina.

This section shall not apply to persons or firms or corporations furnishing or erecting industrial equipment, power plan equipment, radial brick chimneys, and monuments.

This section shall not apply to any person or firm or corporation who constructs or alters a building on land owned by that person, firm or corporation provided such building is intended solely for occupancy by that person and his family, firm, or corporation after completion; and provided further that, if such building is not occupied solely by such person and his family, firm, or corporation for at least 12 months following completion, it shall be presumed that the person, firm, or corporation did not intend such building solely for occupancy by that person and his family, firm, or corporation.

This section shall not apply to any person engaged in the business of farming who constructs or alters a building on land owned by that person and used in the business of farming, when such building is intended for use by that person after completion. (1925, c. 318, s. 1; 1931, c. 62, s. 1; 1937, c. 429, s. 1; 1949, c. 936; 1953, c. 810; 1971, c. 246, s. 1; 1975, c. 279, s. 1; 1981, c. 783, s. 1; 1989, c. 109, s. 1; c. 653, s. 1; 1991 (Reg. Sess., 1992), c. 840, s. 1.)

**§ 87-14. Regulations as to issue of building permits.**

Any person, firm or corporation, upon making application to the building inspector or such other authority of any incorporated city, town or county in North Carolina charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, grading or any improvement or structure where the cost thereof is to be thirty thousand dollars (\$30,000) or more, shall, before he be entitled to the issuance of such permit, furnish satisfactory proof to such inspector or authority that he or another person contracting to superintend or manage the construction is duly licensed under the terms of this Article to carry out or superintend the same, and that he has paid the license tax required by the Revenue Act of the State of North Carolina then in force so as to be qualified to bid upon or contract for the work for which the permit has been applied, and that he has in effect Workers' Compensation insurance as required by Chapter 97 of the General Statutes; and it shall be unlawful for such building inspector or other authority to issue or allow the issuance of such building permit unless and until the applicant has furnished evidence that he is either exempt from the provisions of this Article or is duly licensed under this Article to carry out or superintend the work for which permit has been applied; and further, that the applicant has paid the license tax required by the State Revenue Act then in force so as to be qualified to bid upon or contract for the work covered by the permit; and further, that the applicant has in effect Workers' Compensation insurance as required by Chapter 97 of the General Statutes. Any building inspector or other such authority who is subject to and violates the terms of this section shall be guilty of a Class 3 misdemeanor and subject only to a fine of not more than fifty dollars (\$50.00). (1925, c. 318, s. 13; 1931, c. 62, s. 4; 1937, c. 429, s. 7; 1949, c. 934; 1953, c. 809; 1969, c. 1063, s. 6; 1971, c. 246, s. 4; 1981, c. 783, s. 2; 1989, c. 109, s. 2; 1991 (Reg. Sess., 1992), c. 840, s. 2; 1993, c. 539, s. 603; 1994, Ex. Sess., c. 24, s. 14(c).)

### Compliance with the State Sedimentation Pollution Control Act

State law prohibits issuance of a building permit for any development requiring an erosion and sedimentation control plan under the North Carolina Sedimentation Pollution Control Act of 1973 (G.S. § 113A-50 et seq.) unless and until such plan has been approved by the appropriate State agency. Within Onslow County, that agency is the Wilmington regional office of the State Department of Environment and Natural Resources (DENR), Division of Land Resources, Land Quality Section).

The Act requires approval of an erosion and sedimentation control plan whenever land-disturbing activity on a tract would uncover more than one acre of land. The Land Quality Section has interpreted this one-acre threshold as applicable not just to individual lots or parcels for which a building permit is sought, but to any combination of lots within a subdivision that are owned and being developed by a single developer or builder - whether or not the lots are contiguous.

If you propose development that might disturb more than one acre - either on the lot or parcel for which you seek a building permit, or cumulatively on all lots within a subdivision for which you have or will seek building permits - we recommend that you contact the regional office of the Land Quality Section (see contact information below) before submitting a building permit application and confirm whether or not approval of an erosion and sedimentation control plan is required.

Check one of the following boxes and sign below.

I certify that the land-disturbing activity proposed by this application (whether by itself or combined with that being undertaken or proposed to be undertaken under my control elsewhere in the same subdivision)

- complies with an erosion and sedimentation control plan approved by the regional office of the NC Land Quality Section under the State Sedimentation Pollution Control Act of 1973. **Attach a copy of a Letter of Approval with Modifications and Performance Reservations from the regional office of the NC Land Quality Section applicable to the subject site.**
- does not require approval of an erosion and sedimentation control plan under the State Sedimentation Pollution Control Act of 1973. **Be aware that if the NC Land Quality Section subsequently issues a Notice of Violation stating that such approval is required, we will, pursuant to G.S. 153A-361-363, issue a stop work order and withhold any certificate of occupancy until the Land Quality Section approves a plan, and revoke the building permit if no plan is submitted to the Section by its deadline.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

For more information about the State erosion and sedimentation control regulations, contact:

Dan Sams  
Regional Engineer  
NCDENR  
Division of Land Resources  
Land Quality Section  
127 Cardinal Drive Extension  
Wilmington, NC 28405  
Phone: 910-796-7215  
FAX: 910-350-2004  
e-mail: dan.sams@ncmail.net

### Connection of Service Utility

ADDRESS \_\_\_\_\_

The responsible agent shall be the entity(s) who, in fulfillment of contractual obligation or otherwise, is empowered to control and supervise all construction activities. The suitability of the agent shall be at the sole discretion of the authority having jurisdiction.

PROPOSED USE \_\_\_\_\_

Utilization of portions of the permanent wiring system to facilitate construction shall be permitted and limited to those instances in which the use is deemed to be of reasonable necessity. Reasonable necessity shall include any of the following.

1. The utilization of permanently installed HVAC equipment to maintain environmental conditions necessary to facilitate the installation of environmentally sensitive materials, or finishes in accordance with the manufacture's instructions.
2. Where the distance between the construction site electrical service and any interior point at floor level is not in excess of 200 feet following the most direct route that an extension cord could reasonably be routed;
3. Testing of building service systems; or
4. Other situations as allowed by special permission.

Utilization of portions of the permanent wiring system during construction for any purpose other than testing and verification shall not be permitted where the use is solely for convenience. In no case shall any portions of the permanent wiring be energized for construction purposes until the portions have been inspected and released by the electrical code enforcement official.

The responsible agent shall maintain the energized electrical system or that portion of the building containing the system in a secured and locked manner to exclude unauthorized personnel. The responsibility agent shall assume the responsibility to alert personnel working in the vicinity of the energized electrical system to its presence.

Adequate inspections, as deemed necessary, by the code enforcement official shall be made prior to energizing to assure it complies with the requirements of Sec 308 (NC Administration and Enforcement Requirements Code).

**Consent of Responsible Agent**

The responsible agent shall consent to all provisions of Sec 308 (NC Administration and Enforcement Requirements Code). Additional, consent shall be extended to remove all power supplied to a building or structure under these provisions when in the sole discretion on the code enforcement official, such service is no longer consistent with the provisions of this section. The responsible agents signature shall be deemed to consent to this section.

Unauthorized energizing or use of the permanent wiring system or any portion thereof shall be prima facia evidence of a hazard, which at the sole discretion of the code enforcement official may result in disconnection of power as prescribed in Sec. 308.4 (NC Administration and Enforcement Requirements Code).

I am the *Land Owner / Agent / Contract Purchaser / Lessee* (Circle One) and by signature authorize submittal of this application.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**UNDER NO CIRCUMSTANCES SHALL A STRUCTURE BE OCCUPIED WITHOUT A CERTIFICATE OF OCCUPANCY.**