



Onslow County Addition Permitting Information (Construction resulting in the change of the footprint)

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 8 1/2" x 11" 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.
- Please note any additions resulting in a new bedroom will require specific approval of waste water capacity.

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 8 1/2" x 11" 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 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

- A Certificate of Compliance will be issued after all required inspections have passed.
- All records may be accessed online by visiting:
<https://energovcitizenaccess.tylertech.com/OnslowCountyNC/SelfService#/home>

Be aware permitting documents are public information and viewable online.

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