



Central Permitting Policy Information

234 Northwest Corridor Blvd. Jacksonville, North Carolina 28540
Phone: (910) 455-3661 Fax: (910) 989-3195
permitting@onslowcountync.gov

Required documents for application submission

- **Application**
 - Application will be completely filled out and legible.
 - Application must be signed by the applicant in order for the application to be processed.
 - If the applicant is not a General Contractor and licensed professionals are listed on the application. Each licensed professional will be required to sign the application by their respective information confirming their completing work associated to the application.
- **Plans**
 - 2 sets of plans are required and will be **no smaller than 11" X 17" in size.**
 - Hand drawn plans are required to be to scale.
- **Site Plan or Survey**
 - 2 sets per section 202.2 of Onslow County Zoning Ordinance **drawn to scale.**
 - Signed and dated if **not** completed by a licensed surveyor or engineer.
- **Utility**
 - **Wastewater: Proof of Septic Tank is required:** Environmental Health (EH) is located directly across from the Planning and Development Department.
(910) 938-5851 office (910) 989-2341 fax
 - **Wastewater: Proof of Sewer Service is required:** your utility company is the point of contact to provide this information.
- **Lien Agent Designation (Effective April 1, 2013)**
 - North Carolina law requires 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. Our office will require the lien agent designation before a permit will be released for commencement of construction, including stand alone permits. You may visit the website LiensNC.com for additional information and a step-by-step guide to completing the designation process online.
- **Permits/Plans Required to have on site**
 - The building and zoning permit. If applicable, Flood Plain Development permit.
 - Approved building plans will be stamped, dated and printed in color. They will be no smaller than 11" X 17" in size. It is the responsibility of the applicant to provide these approved building plans at the job site.
 - Approved site and plot plan to verify setbacks.
 - Manufactured Homes may post building and zoning permits in the front window facing the access street.

Inspections

- **Re-Inspection Fees**
 - Each permit has a onetime credit for an assessed re-inspection fee.
 - Any inspection resulted as **fail** or is **not ready** will be assessed a re-inspect fee.
 - Any assessed re-inspection fees will be paid prior to scheduling any other inspections.
- **Scheduling Inspections**: Please call 910-455-3661 ext. 1 and provide permit number, construction address, contact name and contact number and type of inspection needed.
- **Final Inspection**:
 - A Sewer Authorization to Connect or Septic (OP) is required before the Compliance-Plumbing and Compliance-Building inspections are able to be scheduled.
 - Environmental Health (EH) confirms through the permitting system. Sewer documentation should be faxed to Central Permitting at (910) 989-3195.

Certificate of Occupancy (CO)

- A CO is issued after all required inspections have passed.
- A CO is not issued for mobile home setups.

Permit Revision

- **Minor Revisions Require**
 - Trade name changes qualify as a minor revision without a fee. It is required to submit these changes to the Permitting office in order to update the building permit. A new building permit will be printed and will replace any previous building permits.
 - An incorrect trade name and license misrepresents responsibility, per GS 153A-359.
- **Major Revisions**
 - A **change in house plans** prior to the beginning of construction requires the issued permit be voided and new application be submitted
 - Monies already collected will be transferred to the new issued permit. If the transferred money doesn't cover the new assessed fees the difference will be collected. Any money to be credited will be processed as a refund to the applicant.
 - The Permitting process will start over with a new package with the updated building plans and other required information.

Code Enforcement Officials

- Inspectors are available for questions and guidance
- However, they are unable design, draw or engineer your job and not used as quality control.
- The Code Enforcement Official has the responsibility of enforcing the minimum building code as set forth by the State of North Carolina.

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.