

The following is a general outline and guide to obtaining permits needed to build and occupy a single family residence. All applicable permits may be applied for at the Central Permitting Office.

**ALL BUILDING, ELECTRICAL, PLUMBING, & MECHANICAL PERMITS MUST BE ISSUED TO A N. C. STATE LICENSED CONTRACTORS OR HOME OWNER.\***

The following permits and information is needed in order to process all permit applications:

### **BUILDING PERMIT**

#### **Fees:**

Fees are based on a combination of heated space, unheated space, and uncovered space.

(Refer to the Brunswick County Building Fee Schedule for pricing)

#### **Information Needed:**

- ✓ Home owner's name, address, telephone number
- ✓ Location of the property (Subdivision, Lot, Block)
- ✓ Property Address (obtain information at our GIS Department)
- ✓ Good directions to the property
- ✓ Tax parcel Number (can be found on deed or tax bill)
- ✓ Contractor's Name & NC State License Number
- ✓ Septic Permit or Sewer Certification
- ✓ Workman's Comp Certificate or Waiver
- ✓ Property Development Permit (Zoning)
- ✓ CAMA Permit (if applicable)
- ✓ FEMA Flood Certification (if applicable)
- ✓ WELL Permit or Water Certification
- ✓ Two Copies of Building Plans
- ✓ Storm Water Certification Form

### **ELECTRICAL PERMIT**

#### **Fees:**

Permit fees are \$30.00 per visit::

Temporary Service	\$30.00
Rough-In	\$30.00
Final	\$30.00

#### **Information Needed:**

- ✓ Building Permit Number

### **PLUMBING PERMIT**

#### **Fees:**

Basic fee	\$14.00
Tap fee	\$ 7.00
Per Tap	\$ 7.00
Per Water Heater	\$ 7.00

#### **Information Needed:**

- ✓ Building Permit Number
- ✓ Number of Traps/Fixtures

### **MECHANICAL PERMIT**

#### **Fees:**

New Installation	\$60.00
Replacement	\$30.00

#### **Information Needed:**

- ✓ Building Permit Number
- ✓ Replacements (Need: tax parcel number or physical address/owners name, phone number, & address/directions to the property)

**\* All home owners obtaining their own permits take full & complete responsibility for the work done & must reside at the premises for at least 1 year following the completion of the construction. Additionally, all dwellings must not be intended to be sold, rented or leased.**

**For Additional Information Contact the Brunswick County Central Permitting Office at (910)253-2055 or (800) 621-0609.**

### **COMPLETION**

In order to obtain final electrical power and certificate of compliance\ occupancy on a completed residence, there must be a completion of each phase of construction from the Building and Electrical Inspector and a certificate of completion on the septic system.

### **INSPECTIONS**

Code Enforcement Officials are to provide inspection services based upon the N. C. Building Code. Plans and Specifications are to be used as a guide, but the written text shall prevail.

Schedule an inspection the day before one is needed. To schedule an inspection contact the Building Inspection Department at the numbers below. No persons may occupy any dwelling until a Certificate of Occupancy has been issued.

**Inspections can be requested online at [www.brunasco.net](http://www.brunasco.net) or called in to the Building Inspection's Dept. at 910/253-2050 or 800/822-5986.**

**For inspections, building, plumbing, mechanical and/or electrical code questions please call the Building Inspection's Department at 910/253-2050 or 800/822-5986.**

**FREQUENTLY CALLED  
PHONE NUMBERS**

**Central Permitting:** (910) 253-2055  
(800) 621-0609  
Fax(910) 253-2024

**Planning** (910) 253-2025  
(800) 621-0609  
Fax(910) 253-2437

**Environmental Health:** (910) 253-2250  
(888) 428-4429

**Building Inspections:** (910) 253-2050  
(800) 822-5986

**Utilities-Customer Service:**  
(910) 253-2655  
(888) 428-4426

**Geographic Information Systems:**  
(910) 253-2390  
(800) 822-1526

**Engineering:** (910) 253-2500

**Tax Office:** (910) 253-2829  
(800) 527-9001

**Fire Marshal:** (910) 253-4376  
(800) 522-2565

**Register of Deeds:** (910) 253-2690  
(877) 625-9310

**N.C. Department of Transportation:**  
(910) 754-6527

**N.C. Department of Land Resources:**  
(910) 796-7215



**BRUNSWICK COUNTY  
CENTRAL PERMITTING HOURS:**

MONDAY	7:30-4:00
TUESDAY	7:30-4:00
WEDNESDAY	7:30-3:00
THURSDAY	7:30-4:00
FRIDAY	7:30-4:00

**BRUNSWICK COUNTY  
CENTRAL PERMITTING  
P.O. Box 249  
BOLIVIA, NC 28422  
(910) 253-2055  
(800) 621-0609  
FAX (910) 253-2024**

Last Revised: August 31, 2006

**OBTAINING  
PERMITS  
FOR  
SINGLE FAMILY  
RESIDENCES**

