

The following is a general outline and guide to obtaining approval and permits needed to erect or construct a commercial structure. All applicable permits may be applied for at the Central Permitting Office.

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

## Zoning Compliance

Applicants are encouraged to contact the Planning Department to determine the zoning designation of the proposed location to ensure that the proposed use is permitted in that zoning district.

**NOTE:** It shall be unlawful to begin the excavation, construction, moving, alteration, or repair, except ordinary repairs, of any building or other structure, including an accessory structure prior to obtaining a Zoning Compliance Permit.

**NOTE:** It shall also be unlawful to change the type of use of land, or type of occupancy of any building, or to extend any use on any lot on which there is a nonconforming structure until an application has been made and Zoning Administrator has issued a Zoning Compliance Permit.

### COMMERCIAL SITE PLAN REVIEW

A detailed site plan in accordance with a Commercial Development Site Specific Checklist should be submitted to the Planning Department for approval. This plan will be reviewed and approved by the Zoning Administrator or other staff member for consistency with all applicable development requirements and ordinances.

#### Information Needed:

- **Lot Information:**  
*The shape, location, and dimensions of the lot. If the lot is not a lot of record, sufficient data to locate the lot on the ground. Also include the Tax Parcel ID Number.*
- **Building Information:**  
*The shape, size and location of all buildings, or other structures, to be erected, altered, or moved, and of any other buildings, or other structures already on the lot.*
- **Land Use:**  
*Existing and intended use of the lot and of all structures on it.*

### ZONING COMPLIANCE PERMIT

Upon approval of the Commercial Site Plan, the Zoning Administrator will issue the Zoning Compliance Permit. *Contact the Planning Department at 910/253-2025 for more information.*

## Storm Water

All new development that disturbs (by grading, removing stumps, filling or excavating) an acre or more must obtain a Sediment and Erosion Control Permit from the North Carolina Department of Land Resources, Division of Land Quality. All commercial development requires a County Stormwater Permit. *Contact the Engineering Department at 910/253-2500 and the North Carolina Department of Land Resources, Division of Land Quality at (910)796-7215.*

#### Information Needed:

- ✓ Detailed site plan
- ✓ Completed storm water application

## Environmental Health

If the commercial structure will have an on-site septic tank, an environmental suitability test should be conducted and permit applied for in Central Permitting. A proposed Detailed Site Plan should accompany the Environmental Health Application.

### PLAN REVIEW & APPROVAL

The following establishments are required to have plan review and approval by Brunswick County Environmental Health Department prior to the issuance of a building permit: restaurants and other food handling establishments, meat markets, schools (public & private), lodging, bed & breakfast Inns & homes, summer camps, childcare facilities, residential care (group homes, therapeutic homes), hospitals & nursing homes, jails, public swimming pools, and tattoo parlors. *Contact the Environmental Health Department at 910/253-2250 for more information.*

## Utilities

Approval for Water & Sewer must be acquired from the Brunswick County Utility Department and/or water/sewer provider prior to obtaining a Septic Permit and/or a Building Permit. *Contact Brunswick County Utilities at 910/253-4376 for more information.*

## Fire Marshal Review

Two (2) copies of the Building Plan Blueprint or comparable plan (drawn to scale) that includes detailed handicapped facilities should be submitted to the Fire Marshal for review. *Contact the Brunswick County Fire Marshal Division at 910 253-4376 for more information.*

## Building Inspections

### BUILDING PLANS REVIEW

#### Fees:

- **Building Plan Review:**  
\$.10 per sq ft of covered area

#### Information Needed:

- ✓ Two (2) copies of Building Plan Blueprints or comparable plans (drawn to scale) that include detailed handicapped facilities should be submitted to Building Inspections for review. *On smaller buildings, owner may draw his/her own plans (also drawn to scale)*

- **Commercial Metal Buildings Review:**

\$.10 per sq ft of covered area

#### Information Needed:

- ✓ Two (2) copies of Building Plan Blueprints or comparable plans (drawn to scale) that include detailed handicapped facilities should be submitted to Building Inspections for review. *On smaller buildings, owner may draw his/her own plans (also drawn to scale)*
- ✓ Foundation Plan
- ✓ Anchor Bolt Layout and Size
- ✓ Roof Load
- ✓ Engineer Certification of Required Wind Zone

### BUILDING PERMIT

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

#### Information Needed:

- ✓ Tax Parcel ID Number
- ✓ Septic Permit *(if applicable)*
- ✓ Building Owner's Name, Address, & Phone Number
- ✓ Contractor's Name, Address, Phone Number, N.C. License Number\*
- ✓ Directions to the property
- ✓ CAMA/FEMA/STATE PERMITS *(if applicable)*
- ✓ Detailed Site Plan Approved by Zoning Administrator
- ✓ Copy of Building Plan Blueprint or comparable Plan Approved by Building Inspections
- ✓ Water & Sewer Certification *(if applicable)*
- ✓ Storm Water Approval
- ✓ Fire Marshal Approval
- ✓ Workman's Comp Certificate
- ✓ Municipal Approval *(if applicable)*

### ELECTRICAL PERMIT

Fees: *(Based on the number of circuits)*

- 1-3.....\$100.00
- 4-25... \$150.00
- 26-50 .. \$200.00

#### Electrical Permit Fees, continued.

Over 50 . . . \$200 + \$2.00 for each additional circuit.  
Temporary Saw Service: \$40.00

#### Information Needed:

- ✓ Building Permit Number
- ✓ Amperage Load
- ✓ Number of Circuits

### MECHANICAL PERMIT

#### Fees:

*(Based on tonnage or BTU's of the unit to be installed)*  
Commercial Draft Hood .....\$40.00  
LP Gas Piping.....\$40.00  
Flammable/combustible liquids/tank/storage above or below ground fee.....\$40.00

### PLUMBING PERMIT

#### Fees:

Base fee	\$15.00
Tap fee	\$8.00
Trap or Fixture fee	\$8.00
Per Water Heater	\$8.00
Per Sprinkler System	\$150.00

#### Information Needed:

- ✓ Building Permit Number
- ✓ Number of trap/fixtures

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

\* Permits *must be signed by qualifier or authorized agent of qualifier.* Authorized agent must have a notarized letter from qualifier.

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

\*\*\*Effective 4/1/13 NC law requires that an owner, or contractor on their behalf, must appoint a lien agent when they first contract for improvements to real property with a value of \$30,000 or more. A lien agent is a title insurer or agent also registered as a lien agent with the NC Department of Insurance. Go to [www.liensnc.com](http://www.liensnc.com) to download a form to be printed and submitted with the permit application to satisfy these requirements.

## BRUNSWICK COUNTY CENTRAL PERMITTING

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

### BRUNSWICK COUNTY CENTRAL PERMITTING HOURS:

MONDAY	7:30-5:00
TUESDAY	7:30-5:00
WEDNESDAY	7:30-5:00
THURSDAY	7:30-5:00
FRIDAY	7:30-5:00



### COMPLETION

In order to obtain final electrical power and certificate of occupancy (CO) on a completed project, all required inspections must be completed for each phase of construction by a Building and Electrical Inspector. In addition, the project must also have a certificate of completion on the septic system and sign-off by Storm Water, the Fire Marshal and Zoning.

### **CERTIFICATE OF OCCUPANCY (CO)**

- Zoning Compliance Inspection
- On-site septic inspection *(if applicable)*
- Sewer Certification *(if applicable)*
- Final Building Inspection
- Fire Marshal Inspection
- FEMA/CAMA Certification *(if applicable)*
- Storm Water *(must be approved by Engineering)*

### INSPECTIONS

Building Inspectors 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.

Please schedule an inspection **the day before one is needed.** To schedule an inspection contact Building Inspection, 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.brunsko.net](http://www.brunsko.net) or call Building Inspections at 910/253-2050 or 800/822-5986.**

***For inspections, building, plumbing, mechanical and/or electrical code questions please call Building Inspections 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

**REQUESTING  
A PERMIT  
FOR A**

**COMMERCIAL  
STRUCTURE**



A Guide to Commercial Development

