

## Northampton County Code Enforcement

PO Box 97 Jackson, NC 27845

252-534-5171 office 252-534-1538 fax

### Requirements for Obtaining Residential Building Permit

The following is required to process your permit application for New Family Dwellings, Accessory Buildings (etc.), Demolitions, Additions, Alterations and Interior Repairs. **Incomplete applications will not be accepted.**

1. Authorization for a Septic System is required. Please contact the Northampton County Environmental Health Department at **252-534-5841**.
2. You will need a zoning authorization. Please contact the Northampton County Zoning Department at **252-534-1905** or [william.flynn@nhcnc.net](mailto:william.flynn@nhcnc.net) or [tim.lassiter1@nhcnc.net](mailto:tim.lassiter1@nhcnc.net) for properties located in the county's jurisdiction. **If construction is within the town limits** of Conway, Garysburg, Gaston, Jackson, Lasker, Rich Square, Seaboard, Severn, or Woodland, you must obtain a zoning authorization from that town before a building permit can be issued. Zoning authorizations must include the **Tax parcel number**. **This may be obtained from the tax office or Land Records.**
3. New construction or additions to or within an existing structure must be accompanied by two (2) sets of legible building plans (**drawn to scale-11 x 17 minimum size**). **Allow two (2) days minimum for plan review**. Plans must include the following:
  - a. Foundation plan (cross-section of footing and foundation).
  - b. Floor plan, fully dimensioned, with all rooms identified.
  - c. Wall cross-sections showing all framing details, insulation information, etc.
  - d. Framing plans, (floors & roof), including: fenestration calculations, roof & foundation ventilation calculations, and truss, LVL, and any other engineered components.
  - e. Building elevations (front view, rear view, left and right view)
  - f. All plans must be accompanied by the Residential Building Permit Application. Form is available at [www.northamptonnc.com](http://www.northamptonnc.com) under building inspections department.

**Any deviation from submitted plans will require additional review and an update of permit and fees.**

4. If cost of construction is \$30,000 or more, a North Carolina Licensed General Contractor is required and a **copy of the Appointment of Lien Agent**. See [www.liensnc.com](http://www.liensnc.com).

### **IMPORTANT:**

According to the North Carolina General Statutes 153A-358, permits expire six (6) months after the issue date if no inspections are requested. Permits also expire when work has started but discontinued for (12) months from the last inspection date.

**If a person commences any work on a building or service system before obtaining the necessary permits, they shall be subject to penalty as established by the local governing body [G.S. 153A-354, 160a-114]. The permit fees will be doubled if work has begun without permits.**

Permits are only issued to property owners or their authorized representative. Authorizations may include signed contracts or notarized letters of appointment.