

Columbus County Inspections Dept  
Check List for Building / Modular Permit

- GIS/E-911 address issued by the Columbus County Addressing Dept 910-640-1518
- If located within an area that zoned you must obtain a copy of the approved zoning permit issued by that Jurisdiction.
- If located within a flood zone you will need a flood plain permit and a pre-elevation certificate. Call Planning at 910-640-2851. Note also finished construction elevation will need to be supplied before CO.
- Please Note: Any Commercial or New Construction in which the Work or Value of the project exceeds \$ 30,000 are required to go to the following website and purchase Title Lien Insurance [Http://liensnc.com](http://liensnc.com) (if any problems call 1-888-690-7384)
- Septic Tank Approval Permit or Building Impact Statement  
Note our office has to have a copy of the Operation Permit and Well Permit from Environmental office 910-640-6617 before a final inspection.
- Construction Drawings if hand drawn must be on paper no smaller than 8 ½ with exact dimensions  
Needs to include: Footing, Foundation, Floor System, Wall-Section, & Roof Detail.  
Some types of Construction “may require a seal from a NC registered design professional.”  
Commercial drawings require an Appendix B
- For Modular –Must have complete set of plans (Wind zone 140 MHP or greater) surety bond or General Contractors name/ license number.
- Contractor information: An application for each trade must be filled out. Permits required may be obtained by the owner if being occupied by the same for at least one year and not leased to any other individual and the owner is performing the work. If not issued to the owner a state qualified licensed individual in their trade must apply for the permits. (Dealers obtaining permits for their sub-contractors will need to provide our office with a notarized letter stating they have their permission to pick them up. These will be kept on file in the office.)
- 8. Need the name of the Power Company servicing your site. If Progress Energy you will need to supply us with the eight (8) digit premise number.
- You will need to go by the tax office located at 125A Washington Street and see either Marjorie S, Coley Kinlaw, or Randy Greene and obtain a PIN (property Identification Number) card for the construction site. This card will need to be signed by one of the above individuals. If purchasing from an individual the tax office will need to know the current or previous owner of the home. If the home is located in another county you will need to bring to the Tax Office proof of the taxes being paid in that county. A moving permit will also need to be obtained from the Tax Office if being moved by someone other than a dealer.

**BRING ALL INFORMATION / PAPERWORK WITH YOU WHEN YOU  
COME TO APPLY FOR THE PERMITS**