

COLUMBUS COUNTY INSPECTIONS DEPARTMENT
Check List for Building Permit / Modular

1. **GIS/E-911 Address** issued by the Columbus County Addressing Department.
2. If located within an area that is zoned you must obtain a copy of the approved **zoning permit** issued by that jurisdiction.
3. If located within a flood zone an **elevation certificate** will be required prior to a permit being issued. Note also a finished construction elevation certificate will need to be supplied to our office before a certificate of occupancy can be issued.
4. PLEASE NOTE: ANY COMMERCIAL WORK OR ANY NEW RESIDENCE 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> (If any problems cal 1-888-690-7384)
5. **Septic Tank Approval Permit or Building Permit Impact Statement**. **Note:** Our office has to have a copy of the OPERATION PERMIT and WELL Permit from the Environmental office before we can do a final inspection.
6. **Construction Drawings** If hand drawn must be on paper no smaller than 8 1/2 x 11 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."
7. For Modular-Must have **complete set of plans** (Wind zone 120 MHP or greater), surety bond, or General Contractors name/license number.
8. **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. If you are doing the work yourself on house/additions with construction cost exceeding \$30,000 a three (3)part Owner/Builder form needs to be completed and notarized. (Obtain from building inspections office)
9. 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.
9. You will need to go by the tax office located at 125A Washington Street and see either Brinkley Carroll, 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.

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