



OBTAINING A BUILDING PERMIT FOR NEW HOME

Step 1 Septic/Sewer System (New or Existing)

Septic system applications must be obtained for new septic system installations before a building permit can be issued. If the septic system exists on the lot, it must be approved before a building permit can be issued. Applications, permits and approval of existing septic systems can be obtained from Warren County Environmental Health (252) 257-1538. If the home requires connection to a public sewer system a copy of the application or a receipt for connection to the public sewer system must be submitted at the time the set up permit is issued.

Step 2 E911 Addressing

Prior to obtaining a building permit for your home you need to have your current E911 address. A building permit will not be issued without E911 address. If there was an existing home you should have received your new address already. If the home is to go on an undeveloped lot you need to contact the Tax Assessors Office to apply for your address. (252) 257-4158

Step 3 Zoning Permit (If Applicable)

If the area that the home is to be placed in is zoned it will require a zoning permit from Warren County Planning/Zoning Department or other authority having jurisdiction. (252) 257-7027

If a zoning permit is required, the following must be provided in order to obtain the permit:

- Site plan showing all existing structures on the property with square footage and setback distances included
- New FEMA Elevation Certificate for lots in designated Special Flood Hazard Areas
- Scaled drawing showing the placement of the new dwelling with setback distances shown

**You are now ready to apply for your Building Permit.
Bring all the information from above, a set of plans.**

If using a contractor, he/she must apply and pick up the permit.

TYPICAL INSPECTIONS ON A NEW CONSTRUCTION:

Footing Inspection – Footers must be inspected before pouring concrete

Saw Service – Electrical construction service must be installed according to National Electrical Code and utility company's requirements. Saw service will not be provided without a building permit.

Foundation Inspection – Perimeter foundation and piers must be completed before inspection. Sill plate, floor joist, girders, lintels and headers must be installed before inspection (no subfloors).

Concrete Floor Inspection (Slab on Grade) – Any plumbing to be installed under slab must be installed and inspected prior to covering with any material.

Framing Inspections – Must be performed before installing any wiring, plumbing, heating or air systems. Framing inspections consists of sub-floor inspection, all load bearing and non-load bearing walls, roof truss or rafter system, roof decking, all headers and girders (load bearing/non-load bearing walls) and framing for masonry fireplaces or prefab fireplaces

Electrical Rough-in Inspections – Electrical Contractors application must be on file before any inspections

Plumbing Rough-in Inspections - Plumbing Contractors application must be on file before any inspections. A DWV test will be performed

Heating/Air Conditioning Rough-in Inspection – Mechanical contractors application must be on file before any inspections.

Insulation – Insulation certification card must be placed in a conspicuous location.

Temporary to Main Power (Energizing of House Panel) - Temporary to Main Power form application is filled in completely and submitted to the Code Enforcement Office prior to inspection request

Final Inspection – Entire structures covered by the permit must be complete with the exception of floor, wall and ceiling finishes. All decks, porches, and steps including

handrails shall be complete. All inspections fees must be paid before a Certificate of Occupancy will be issued. We do not bill for fees owed – payment is required when obtaining the required permit(s).

Call our office at 252-257-1305 if you require further assistance.