



Planning/Zoning and Code Enforcement Department

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PROCESS FOR PERMITS IN WARREN COUNTY (NO SUBDIVISION – VACANT LAND/PROPERTY)

1. **Is the property assigned an address in the County's E-911 database?**
 - A. **Yes:** go to the County Environmental Health Department to obtain a perc test (soil test) for a septic system whether the site is for residential or commercial use.
 - B. **No:** apply for an address through the County Planning/Zoning and Code Enforcement Department then go to the County Environmental Health Department to obtain a perc test as noted above.
 - C. **NOTE: MOVING A MANUFACTURED HOME (MOBILE HOME) TO PROPERTY BEFORE HAVING AN ADDRESS ASSIGNED, HAVING THE PROPERTY TESTED FOR A SEPTIC SYSTEM, OBTAINING A ZONING/DEVELOPMENT PERMIT AND BUILDING PERMIT IS A VIOLATION OF COUNTY REGULATIONS.**
2. **Do I need water/sewer or well/septic?** If the property is within 500 feet of a County water line then the house/structure must be connected to the public water system. Otherwise, a well permit can be obtained through the County Department of Environmental Health – also where septic permits (perc tests) are obtained as noted above **(NOTE – approval for a septic system is not the final step before construction; applicants must obtain a zoning permit and a building permit).**
3. **Zoning permits?** No building, sign, structure or any part thereof, designed or intended to be used shall be erected or repaired until a zoning permit has been issued by the Zoning Administrator or his authorized representative. A fee shall be charged for the issuance of a zoning permit. **NOTE – Warrenton and Norlina have separate zoning authority for their corporate limits and one mile boundaries – Extraterritorial Jurisdictions – which require zoning permits for construction.**
4. **Building permit(s)?** **ANY** structure over 144 square feet (12' x 12') in size requires a building permit through the Planning/Zoning and Code Enforcement Department – the only exceptions are farm buildings as part of bona fide farms. Additional plan review may be required depending on the extent of the new construction. Sheds/accessory buildings under the noted 144 square feet (12' x 12') size do not require a building permit, but may require a zoning permit or electric permit if electric service is to be added.