

PASQUOTANK COUNTY INSPECTIONS DEPARTMENT
BUILDING PERMIT INFORMATION
SINGLE FAMILY RESIDENTIAL CONSTRUCTION

The following information is needed in order to secure a building permit for single-family residential construction in Pasquotank County. Single-family residential construction shall include, but not be limited to the following:

- ✓ Single-family dwellings
- ✓ Additions
- ✓ Attached/Detached carports
- ✓ Attached/Detached garages
- ✓ Utility rooms
- ✓ Porches
- ✓ Decks
- ✓ Swimming pools
- ✓ Improvements (improvements in excess of \$5,000 and/or any work classified as structural/load bearing or involving electrical, plumbing, mechanical, insulation, chimneys, and roofing - regardless of improvement cost)

The applicant shall submit the following information to the Inspection Department to secure the building permit:

1. Approval from the District Environmental Health Dept. (located at 110 Kitty Hawk Lane in Elizabeth City, phone (252) 338-4490) in one of the following forms:
 - a. A septic tank permit is required for single-family dwellings and/or improvements, which would increase sewage disposal.
 - b. In instances where an existing sewage disposal system exists, a letter from the District Health Dept. is required granting permission to use the system.
 - c. Replacement of a manufactured home with another one.
 - d. Letter from the District Health Dept. granting permission for location of garage, deck, etc. (Approval is to verify that proposed structure will not interfere with the existing sewage disposal system.)
2. Permit Application:
 - a. Floor Plan: show layout of proposed structure and the actual dimensions of all rooms.
 - b. Site Plan: show lot size/dimensions and show actual location of existing and proposed structures.
 - c. Flood Elevation Certificate: If your property is within a flood zone.
 - d. Complete the "Building Permit Application Worksheet".

- e. If your power company will be Dominion North Carolina power please provide a project number for the temporary power and the permanent power.
 - f. Zoning Certificate: No building or structure shall be erected or repaired until a zoning certificate/building permit has been issued by the Pasquotank County Inspections Department. Application for a zoning certificate will be made in conjunction with the application for a building permit. Applications shall be accompanied by a description of the proposed use of the property.
 - g. Contractor Information:

The applicant must provide the names, license numbers, and phone numbers of the contractors that will complete the proposed project. Those persons authorized to apply for the permit and complete the project are as follows:

 - i. The owner of the property may obtain a permit for work to be complete by the owner or an owner intending to act as a general contractor for the proposed project.
 - ii. A contractor holding the appropriate valid license from the State of North Carolina.
3. CAMA Permit (if applicable): If the proposed project is located on or near the sound, river, canal, or waterway the project may require a Minor Development Permit issued under the State of North Carolina's Coastal Area Management Act (CAMA). Additional information regarding the CAMA Permit Program in Pasquotank County may be obtained by contacting the NC Division of Coastal Management / 1367 US 17 South/ Elizabeth City, NC 27909/ phone number 252-264-3901.