

HERTFORD COUNTY INSPECTIONS DEPARTMENT

Items Needed to Obtain Building Permit

1. **Septic Tank improvement permits or septic tank construction permits from Health Department. (For new construction or bedroom additions)**
2. **Copy of completed Zoning permit from the Planning & Zoning Dept. (If new construction or addition is in) Murfreesboro, Winton or Cofield, a zoning permit is required from the town.**
3. **Projects over \$30,000.00 requires a Lien Agent**
4. **Two set of detailed building plans of the proposed structure (one for building permit file and one to be kept at the job site during construction).**
5. **All subcontractors must secure permits or sign blanket permit obtained by Contractor or Homeowner (should be NC licensed Contractors- electrical, plumbing and mechanical).**
6. **911 address from the Land Records GFI Addressing Department 252-358-7809**
7. **Suitable Temporary Toilet Facilities shall be provided and maintained in a sanitary condition during construction.**
8. ***Check Flood Maps for Flood Hazard Areas.***

Building Permit Fees - _____

This fee is calculated by several different methods depending upon the scope of work.

1. New Construction, Additions and Renovations -
heated/living areas _____ sf @ \$.25 per sq. foot = _____.
non-heated areas - total of all decks, porches, garage, storage, etc.
_____ sf @ \$.15 per sq. foot = _____ -
2. Commercial Construction, remodeling and alterations to existing structures where there is no additional square footage.
Estimated cost (_____ / 1,000) x \$4.00 _____

3. **Minimum Permit Fee \$ 40.00** applicable to Demolition, Electrical, Mechanical, Plumbing, etc.

Contractors Licensing Board Homeowners Recovery Fund Fee \$10.00

Applicable to all Single-Family Building Permits issued to Licensed General Contractors

Additional Fees _____

A fee of **\$ 100.00** shall be assessed for proceeding with work without a building permit *in addition to* the Building Permit Fee.

A building permit is required for modular homes

In accordance with G.S. 87-1 and G.S. 143-139.1, any person, firm or corporation that undertakes to erect a modular building must have either a valid **North Carolina General Contractors License or provide a five thousand dollar (\$5,000) surety bond** for each modular building to be erected.

The permit fee is for the modular setup (footing, foundation, and final). Additional building permits shall be obtained for porches, basements, garages, and additional structural alterations to the modular unit in accordance with the permit fee schedule. A separate permit is required for electrical, mechanical and plumbing permits.

Requirements for all other Permits: Electrical, Mechanical, Plumbing, Signs and Demolition

1. Customers name
2. Parcel ID #
3. Address for location where work is to be done