



COUNTY OF DUPLIN
BUILDING INSPECTIONS DEPARTMENT
PO BOX 950
KENANSVILLE, NC 28349
PHONE: (910) 296-2124 FAX: (910) 296-2166

OBTAINING A BUILDING PERMIT FOR A 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 Duplin County Environmental Health (910) 296-2126. 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 prior to permit issuance.

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.

Step 3 Zoning Permit and/ or Flood Hazard Areas (If Applicable)

If the area that the home is to be placed in is zoned it will require a zoning permit from the authority having jurisdiction.

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
- 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.

TYPICAL INSPECTIONS ON NEW CONSTRUCTION:

Footing Inspection - Footers must be inspected before pouring concrete

Temp. Pole - Electrical construction service must be installed according to National Electrical Code and utility company's requirements. Temp. pole 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 after 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 permit must be on file before any inspections

Plumbing Rough-in Inspections - Plumbing Contractors permit must be on file before any inspections. A DWV & water line test will be performed

Mechanical Rough-in Inspection - Mechanical contractors permit 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 re-inspection fees must be paid before a Certificate of Occupancy will be issued.