

Pender County Inspections & Permitting Department

Burgaw Administration Building

805 S. Walker Street
PO Box 1519
Burgaw, NC 28425
Phone: 910-259-1263



Hampstead Annex

15060 US HWY 17
Hampstead, NC 28443
Phone: 910-270-5161

PERMIT # _____

BIN # _____

COMMERCIAL BUILDING PERMIT REQUIREMENTS

- Complete Commercial Building Permit Application.
- Lien Agent Entry # _____ (receipt with barcode).
- 4 sets of plans.
- Appendix B.
- Construction Trailer Permit Application.
- Planning Zoning Permit (Copy). Energov # _____
- Flood Permit # _____
- CAMA Permit # _____
- CAMA Exempt Letter
- EH-Kitchen approval letter.
- Sign Permit Application.
- Notarized Authorization Letter (owner/general contractor/trade) if applicable.
- Water Source
 - ___ PCU- Determination of Potable Water and Waste Service Letter.
 - ___ PCU- Capacity Fee Receipt/ Permit # _____
 - ___ PCU Exempt Letter (if Well will be water source).
 - ___ EH- Existing Well.
 - ___ EH-Well Permit # _____
 - ___ Pluris- Intention to Provide Utility Service Letter.
 - ___ Pluris- Water Service Permit.
 - ___ Old North State Water Co. - Intention to Provide Utility Service / Water Service Permit.
 - ___ Aqua- Intention to Provide Utility Service Letter/ Water Service Permit.
 - ___ Utilities Inc. - Intention to Provide Utility Service Letter/ Water Service Permit.
 - ___ Carolina Water Service.
- Sewer Source
 - ___ EH-Existing Septic Approval # _____
 - ___ EH-Construction Authorization (CA) # _____
 - ___ EH- EOP# _____
 - ___ Pluris- Intention to Provide Utility Service Letter.
 - ___ Pluris- Sewer Service Permit # _____
 - ___ Old North State Water Co. - Intention to Provide Utility Service / Sewer Service Permit.
 - ___ Aqua- Intention to Provide Utility Service Letter/Sewer Service Perm.
 - ___ Utilities Inc. - Intention to Provide Utility Service Letter/ Sewer Service Permit.
 - ___ Carolina Water Service.

SUBMIT COMPLETE PACKET TO permit@pendercountync.gov.