

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# _____

MODULAR HOME BUILDING PERMIT REQUIREMENTS

- Complete Residential Building Permit Application.
- Notarized Authorization Letter Required if you are not the license holder.
- Surety Bond if you do not have a General Contractors License
- Two sets of plans.
- Lien Agent Entry # _____ (receipt with barcode)
- Zoning Permit (Copy). Energov # _____
- Flood Permit # _____
- CAMA Permit # _____
- CAMA Exempt Letter.
- Notarized Authorization Letter (owner/general contractor/trade).
- 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.