

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 # _____

RESIDENTIAL BUILDING PERMIT REQUIREMENTS

- **Complete Residential Building Permit Application.**
- **Lien Agent Entry # _____ (receipt with barcode)**
- **2 sets of plans.**
- **Zoning Permit (Copy). Energov # _____**
- **Flood Permit # _____ (if applicable)**
- **CAMA Permit # _____ (if applicable)**
- **CAMA Exempt Letter. (if applicable)**
- **Moving Permit (only applies to relocated structure)**
- **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.

(NOTE-plans cannot be larger than 11x17, a \$.25 per copy will be added to building permit total)