

Town of Holly Ridge

Post Office Box 145

Holly Ridge, North Carolina 28445

Telephone (910) 329-7081 Fax (910) 329-1593



COMMUNITY DEVELOPMENT DEPARTMENT

ITEMS REQUIRED TO OBTAIN BUILDING PERMIT

- Building Permit application form, **signed by Owner and All Contractors** (unless contractor submits signed & notarized letter, noting state license number, authorizing owner/general contractor to pull permits on their behalf)
- Completed Zoning Permit application form
- Completed Temporary Power application form
- Completed General Contractor Workers' Comp form
- Lien Agent Agreement
- Cost of Construction
- Construction Authorization from Onslow County, if applicable
- Intent to provide sewer service paperwork from Pluris, if applicable
- Intent to provide sewer service paperwork from ONWASA, if applicable
- Well Permit from Onslow County for new well, if applicable
- Bacteriological test for potability for existing well, if applicable
- Plot Plan
- Construction Plans
- Floodplain Development Permit application, if applicable
- **Building Code Summary completed for all Commercial Projects**

Once all items are completed, email to planningadmin@hollyridgenc.org for review

ALL INSPECTIONS must be scheduled through the office M-F 8am through 3pm

Inspection requests can be emailed to planningadmin@hollyridgenc.org one day prior to requested inspection date – please provide permit number, address, and inspection requested

- All rough in trade inspections must be completed before framing rough in inspection
- All trade final inspections must be completed before Building Final Inspection
- **Do not call inspectors directly to schedule inspections**
- **Effective April 2018, Foundation Survey will be required before any construction after footer/foundation**
- **Effective April 2018, Final As-Built Survey required before Town will issue CO**
- **Final As-Built Survey for Manufactured Homes required before Tie-Down Inspection**