

# 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 COMMERCIAL 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
- Site Plan
- Construction Plans
- Building Code Summary
- Fire Inspection Information form

Once all items are completed, email to [planningadmin@hollyridgenc.org](mailto:planningadmin@hollyridgenc.org)

Once all required application forms and supporting documents are received, all information will be passed on to the TRC (State Agencies, Police, Fire, Utilities, etc) for review. Review timeframe for TRC is up to 15 days.

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

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

- **Do not call inspectors directly to schedule inspections**
- **Foundation Survey will be required before slab inspection**
- **Final As-Built Survey required before Town will issue CO**