

City of Whiteville
Inspections & Planning Department
26 Hill Plaza
Whiteville, NC 28472
Phone (910) 640-1380
Fax (910) 642-4407

Building Permit Checklist

- 911 Address slip from Columbus County Addressing Center (910-640-1518)**
- Deed of Owner and Legal Description**
 - Site Control/Lease/Transfer of Ownership Documentation:** *If the individual involved with the zoning permit application is not the owner of the property, then a letter or note needs to be included that shows permission to proceed with the specific project.*
- Zoning Permit Application**
- Site Plan (2 sets)** – If applicable see Site Plan Submittal Checklist. *(Engineer site plan review fees must be paid before building permit will be issued.)*
- Building Permit Application**
 - Structural Plans** including footing, foundation, floor system, wall sections, and roof components. *(Reflecting all dimensions.)*
 - Sealed Drawings (2 sets):** *Required on institutional, industrial and commercial buildings over 2,500 square feet or \$90,000 in value (site plan always required)*
 - Copy of General Contractor's License:** *If project exceeds \$30,000.*
 - Lien Agent Form:** *If project exceeds \$30,000.*
 - Copy of Worker's Compensation**
 - Erosion Control Plan (N.C. Department of the Environment and Natural Resources):**
This is necessary if a commercial or industrial project disturbs one (1) or more acres. All commercial, industrial and institutional must provide calculations to hold a ten-year storm event.
- Change of Use/Ownership or Commercial Remodel**
 - Life safety plan including exits, emergency lighting, and travel distances.
 - Appendix B completed by engineer is required for all commercial projects (2 sets must be submitted).

PLEASE READ AND SIGN: *I have enclosed all of the required information and have read and understand this form in its entirety. I am aware this does not guarantee any approval for any permit and that I am solely responsible for providing information that is accurate. Furthermore, the City of Whiteville will not be liable for false information provided.*

Signature

Date

(Note: The building permit does NOT include all other trades: electrical, mechanical, plumbing, fuel gas, etc.)