

**DID YOU KNOW...**

*...North Carolina State Law requires a building permit to be issued before any structural work begins?*

**DID YOU KNOW...**

*...you must have a building permit for any non-structural work that costs \$20,000 or more?*

**DID YOU KNOW...**

*...a building permit is required by the State of North Carolina to be issued for any structure that is 12 feet by 12 feet or larger, even pre-built storage buildings?*

**DID YOU KNOW...**

*...any new structures that are located in Floodplain must have a Flood Development Permit, even if it doesn't require a building permit?*

**DID YOU KNOW...**

*Bertie County is considered a coastal county which means that any development within 75 feet of a navigable waterway must have a special permit, called a "CAMA Permit"? CAMA Permits are issued by the Division of Coastal Management office in Elizabeth City. Reach them by calling 252-264-3901.*

**BERTIE COUNTY  
PLANNING & INSPECTIONS**

106 DUNDEE STREET  
PO Box 530  
WINDSOR, NC 27983

PHONE: 252-794-5336

WWW.CO.BERTIE.NC.US



# Did you know?

*What you need to know before you build*



BERTIE COUNTY  
PLANNING & INSPECTIONS



## WHAT YOU NEED TO KNOW ABOUT BUILDING AND PERMITTING

Bertie County Planning & Inspections Department is committed to assisting the citizens of Bertie County with their plans for building and developing. Please feel free to contact our office with specific questions or if you need assistance with online applications. We will help you navigate County and State codes for subdivisions, new construction, residential and commercial development, and flood damage prevention.

Now you can apply and pay for permits online! Visit us at [www.co.bertie.nc.us/departments/pi/pi.html](http://www.co.bertie.nc.us/departments/pi/pi.html) to apply or search for a permit and find other important information, such as Bertie County ordinances, a guide to restoring power, information regarding floodplains, and more.

### FIRST THINGS FIRST!

**SEWAGE DISPOSAL – WE ALL HAVE IT AND IT’S GOT TO GO SOMEWHERE! *But where?***



Approval must be granted for onsite sewage disposal (septic system) by Albemarle Regional Health Services, Environmental Health Division before a building permit or manufactured/mobile home permit may be issued. ARHS may be reached at 252-794-5322. If the site is located within a town that provides sewer service, a written confirmation from that town must be submitted.

### MANUFACTURED/MOBILE HOMES



- ⇒ A permit is required before a manufactured home may be set up. This type of building permit is referred to as a *set-up permit*.
- ⇒ A previously owned manufactured/mobile home must have a moving permit from the Tax Office of the county the home is being moved **from** before you can get a set-up permit.
- ⇒ The permit fee for a set-up permit includes all the trade permit fees for that home.



### NEW CONSTRUCTION

The following inspections are required for any newly constructed or remodeled structure in the State of North Carolina:

- ◆ A footing inspection of ditches must be done prior to cement being poured. All footings must be dug below the frost line and not less than 12 inches from existing ground surface (not fill dirt) but to the bottom of ditch.
- ◆ After concrete has been poured, the foundation can be placed on footing. All soil under the building must be leveled out 4 inches above outside level and all debris removed.
- ◆ The following rough-in inspections must be done in sequence prior to the drywall being installed: 1) Framing; 2) Electrical, Plumbing, Mechanical; and 3) Insulation.
- ◆ Once rough-in inspections have passed, work resumes to get the structure ready for final inspection
- ◆ A final inspection is done after construction or remodeling is completed. The 911 address must be displayed on the building before final inspection can be completed.

### HOMEOWNERS RECOVERY FUND

A fee of \$10 will be collected in addition to the permit fee for residential construction being completed by a Licensed General Contractor. Please check our department page for more information about the Homeowners Recovery Fund.