

## Residential Permit Fees

- Site-Built Home <=2,500 sqft\* \$600.00
- Site-Built Home >2,500 sqft\* \$750.00
- Accessory Structure <=400 sqft \$200.00
- Accessory Structure >400 sqft \$300.00
- Addition to Primary Structure\* \$600.00
- Renovation\*# \$500.00

## Modular Home\* \$500.00

- Single-Wide Manufactured Home\* \$300.00
- Double-Wide Manufactured Home\* \$400.00
- Miscellaneous+ \$100.00
- Courtesy/Change of Occupancy \$100.00
- Housing Moving + \$100.00
- Re-Inspection \$ 75.00
- Work w/o Permit Double Permit Fee

## Electrical Permits

- Stand-alone permit \$100.00
- Temporary Power/Temporary Occupancy \$100.00
- Pole Service \$100.00
- Solar Equipment \$100.00+\$0.50/panel
- Temporary Service Pole \$ 50.00
- Miscellaneous+ \$100.00

## Mechanical Permits

- Stand-alone permit \$100.00
- Miscellaneous+ \$100.00
- Gas Piping Permit \$100.00
- HVAC Change out\* (includes Mech & Elec permits) \$100.00

## Plumbing Permits

- Stand-alone permit \$100.00
- Miscellaneous+ (e.g., irrigation system) \$100.00

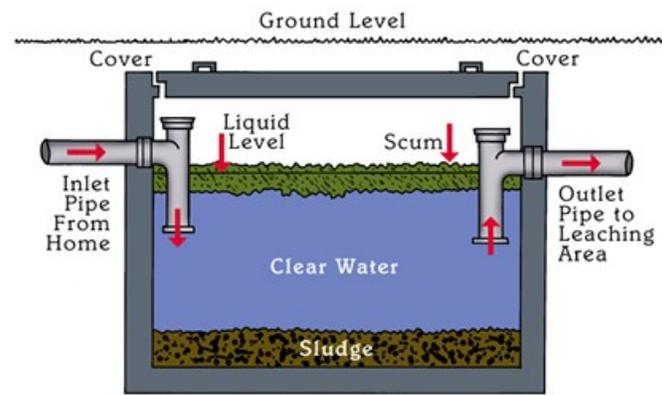
## Other/Administrative

- Demolition permits \$100.00
- Permit Modification/Change of Contractor \$50.00

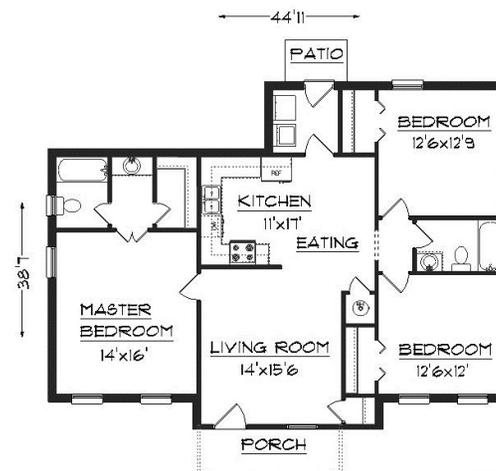
\*All Permits Included

+Additional fees apply as needed for additional Inspections

#Minor renovations consisting of 3 or fewer trade permits will be charged \$100/permit



### Septic Tank



Development Services Building  
1717 West 5th Street  
Greenville, NC 27834

Phone: (252) 902-3150  
Fax: (252) 830-4974

## Pitt County Permitting & Inspections



### Permit Process for New Modular Residence



# Permit Process for New Modular Residence

## Submittal/Application Phase

Step	Action Item
1	Obtain Improvement Permit and Authorization to Construct from Environmental Health, if property is, or will be, served by a septic system.
2	Submit 2 sets of plans, Application, Lien agent document (if project exceeds \$30,000), and Environmental Health paperwork (see step 1). Submit Municipal Zoning Compliance Permit, if property is located in a town or its extrajurisdictional jurisdiction (ETJ). A Moving Bond is required if mover is not a licensed general contractor.
3	Once a complete application package is submitted, plans will be reviewed for zoning compliance, building code regulations, and floodplain compliance.
4	The Building Permit will be issued upon favorable plan review and once the fees have been paid. The Building, Electrical, Mechanical, Plumbing, and Gas permits must be issued to the contractor performing that work, unless the owner obtains the permits and does the work himself (requires owner affidavit).



## Inspection Phase

Step	Action Item
1	Footing Inspection
2	Off-Frame Modular Foundation Wall Inspection
3	Marriage Wall Inspection & Anchors to Foundation Sill Plate (for off-frame modular) Plumbing Test
4	Rough Electrical Inspection (if rooms are added and wired) Rough Mechanical Inspection (if rooms are added) Rough Plumbing Inspection Rough Gas Piping Inspection
5	Under Home Inspection
6	Obtain Environmental Health Operation Permit
7	Obtain Septic Tank Pump Control Panel Permit (if necessary)
8	Final Building Inspection Final Electrical Inspection Final Mechanical Inspection Final Plumbing Inspection Final Gas Piping Inspection
9	Final Septic Tank Pump Control Panel Inspection (if necessary)
10	Issue Certificate of Occupancy

**Notes:** Holders of individual trade permits (building, electrical, mechanical, etc.) are responsible for requesting inspections. Inspections will be scheduled once all applicable permit holders request a rough-in or final inspection. The Marriage Wall Inspection and Plumbing Test must be performed at the same time. Depending on the project, all steps/items may not be required.

Environmental Health Division activities are shaded in Gray.

### Important Phone #'s:

Permitting Center (252)902-3150 (24 Hour Hotline)

Permitting Center Fax (252)830-4974

Planning Department (252)902-3250

Building Inspections (252)902-3150

Environmental Health (252)902-3200

Pitt County Tax Administration (252)902-3400

