

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

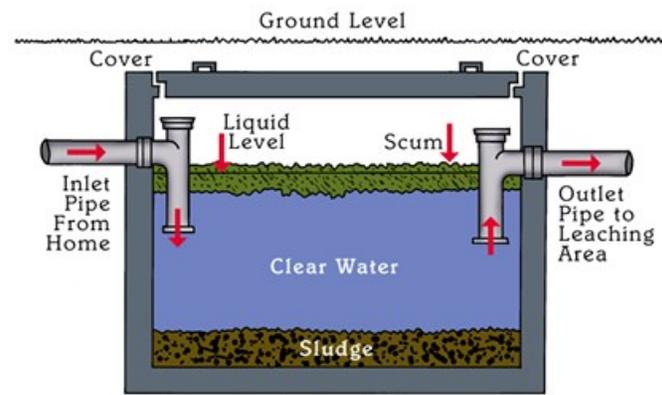
Other/Administrative

- Demolition permit \$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
Single Family Residence/
Accessory Structure



Permit Process for New Single Family Residence/Accessory Structure

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 extraterritorial jurisdiction (ETJ).
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	Plumbing Under Slab Inspection (if necessary)
3	Slab Inspection/Mono Slab Inspection (if necessary)
4	Sub-Floor Inspection
5	Sheathing Inspection
6	Rough Frame Inspection
	Rough Electrical Inspection
	Rough Mechanical Inspection
	Rough Plumbing Inspection
6	Rough Gas Piping Inspection
	Insulation Inspection
7	Insulation Inspection
8	Obtain Environmental Health Operation Permit, if septic system is installed
9	Obtain Septic Tank Pump Control Panel Permit (if necessary)
10	Final Building Inspection
	Final Electrical Inspection
	Final Mechanical Inspection
	Final Plumbing Inspection
	Final Gas Piping Inspection
11	Final Septic Tank Pump Control Panel Inspection (if necessary)
12	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. 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

