



# Building a House in Pamlico County CHECKLIST

Building a new house is exciting but can also be a little nerve wrecking. Especially for someone that has never built a house before, there are many parts of the process that you could be aware of. We are here to help make things a little easier for you.

## PAPERWORK

- Two sets of plans. Does not have to be engineered drawing, just make sure to include dimensions and if possible, a list of possible materials you plan to use. Include a plot plan that shows where the structure will be placed and how many feet it will be away from the property lines.
- Either a septic permit from Pamlico Co. Environmental Health OR a sewer permit from Bay River Sewer.
- A town zoning permit if required by your town.
- CAMA exemption or CAMA minor permit if you are building on waterfront property.
- A completed Building Application. Located on the website or in the office.

## FLOOD ZONE?

- If you are in a flood zone, you must have a Benchmark from the surveyor.
- Elevation Certificate is required
- Storage buildings must have flood vents.
- If you are ½ in or ½ out, you will need a site plan to provide the location of the home.

## LIEN AGENT

- Construction above \$30,000.00 requires a lien agent form.
- Construction below \$30,000.00 requires a lien exemption form.

## WHAT ABOUT A MOBILE HOME?

Single and Double wides have some prerequisites as well, but not as extensive.

- If you are moving the Mobile Home, you must provide the TAX moving permit.
- Two sets of plans, including plot plan.
- A septic or sewer permit, as listed in Paperwork.
- A town zoning permit if required.
- A completed Building application

## NEED HELP?

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