



Brunswick County, North Carolina
Code Administration
75 Government Center Drive Building I
(910) 253-2021
Fax: (910) 253-2024

Residential Permit Application Guide

This guide does not attempt to answer all questions that may arise in the permitting process but is intended to provide help to typical questions and/or issues that applicants may have. If this guide does not answer a question you may have, we ask that you contact us.

Quick Links:

- [Online Applications](#)
- [North Carolina State Building Code](#)
- [Brunswick County Permit Portal](#)

Why do I need a building permit?

The intent of building permits is to ensure that safety standards are met in accordance with current building codes and amendments. Even the best contractors and builders can make mistakes. The building inspector is there to catch any mistakes that affect the safety of your project and ensure that the current safety standards are met on your behalf.

All permits must be submitted [online](#) (*email address is required*). If you are not comfortable with the online process you can come in and use one of our lobby computers and a permitting technician can assist you if needed.

A building permit **is** required if an individual or corporation is doing any one of the following:

- Locating
- Erecting
- Constructing
- Enlarging
- Altering
- Repairing
- Demolishing
- Relocating
- Changing occupancy of a structure.

A building permit is **not** required for:

- Nonstructural work where the cost is less than \$15,000 in any single-family residence
- Farm building outside the jurisdiction or municipality
- Residential building structures where no dimension exceeds 12 feet
- The replacement of windows, doors, and exterior siding in residential structures
- The replacement of pickets, railings, stair treads, and Odecking of residential porches and exterior decks

An Electrical Permit **is** required if installation, extension, alteration, or general repair of any electrical wiring, devices, appliances, or equipment is performed.

An Electrical Permits **is not** required if any one- or two-family dwelling units need repair or replacement of electrical lighting fixtures or devices (example: receptacles and light switches) having the same voltage and the same or less amperage if the work is performed by a person licensed under [G.S. 87-43](#).

A Plumbing Permit **is** required for the installation, extension, relocation, replacement, or general repair of any plumbing system.

A Plumbing Permit **is not** required for minor repairs or replacement of plumbing fixtures provided such repairs or replacements do not disrupt the original water supply, the waste or ventilation system.

Mechanical/HVAC Permit **is** required for the installation, extension, relocation, replacement, and general repair of any heating, air-conditioning or venting system.

Water Heaters: No permit shall be required for replacement of water heaters in one- or two-family dwellings provided:

- The energy use rate or thermal input is not greater than that of the water heater which is being replaced
- There is no change in fuel, energy source, location, routing or sizing of venting and piping.
- The work is performed by a licensed plumbing contractor and installed in accordance with the current edition of the [North Carolina State Building Code](#).

Do I need to use a licensed contractor?

A general contractor licensed in North Carolina must perform all work where the construction cost is in excess of \$30,000. Any person who is paid to manage a project where the construction cost is in excess of \$30,000 must be a licensed General Contractor.

An unlicensed contractor may perform work where the cost is \$30,000 or less. Any person may act as their own general contractor for construction of a home, addition, or accessory structure if they own the land and will personally occupy the structure for 12 months after completion.

A licensed contractor is required to alter, replace, or relocate plumbing or heating and air conditioning. Homeowners may perform their own plumbing or heating work if they own the land and will personally occupy the structure.

A licensed electrical contractor is required for all installation, construction, maintenance, or repair of electrical wiring, devices, appliances, or equipment. Homeowners may perform their own electrical work if they own the land and will personally occupy the structure.

****Licensed and unlicensed contractors are equally responsible for knowing and following the North Carolina building codes.***

*****Be aware that if a code administration official determines that you are working without a permit you will receive a Stop Work Order and have to pay 2x permit fee (\$200 minimum) when applying for the missing permit.***

Required Documentation for the Residential Building Application

Be prepared to provide the following information for a Residential Building Permit:

1. Site plan
2. Site Survey if required by the Planning Department
3. [Lien agent](#) (receipt with q-code)
4. Complete set of building plans
5. Water and Sewer utility providers (if other than County)
6. Zoning approval from the corresponding Jurisdiction.

If project is near water or in a flood zone, you must include the following additional information:

7. [Appendix F](#)
8. [Appendix D](#)
9. [Temporary electrical power application](#) (*if power will be needed prior to building final request*)

Where do I apply for my permit?

All building permits are submitted online. Our [Property Permit Applications](#) webpage contains the links to our applications. If you need help with the application process you can use one of our lobby computers and a permitting technician can assist you if needed.

What do I do after I receive my permit?

Once your application is approved you will be issued a permit. Permits will expire in 6 months from the date of issuance if an inspection is not performed. Once an inspection is performed, the permit will expire in 1 year without an inspection.

If you do not already have an account set up in the [Brunswick County Permit Portal](#) you will be sent the information by email that you need to set up an account. Once your account is set up you will be able to schedule inspections through the portal. All inspections are scheduled through the permit portal.

Our contact information:
Mon-Fri 8:30 am – 5:00 pm
75 Government Center Drive Building I
910-253-2021

<https://www.brunswickcountync.gov/code-administration/>