

When are Permits Required?

Single family residential – Any new, added, renovated, or altered work or any work classified as structural or load bearing performed on any single family residence or any work involving plumbing, heating and/or air conditioning, or electrical including accessory buildings and barns, carports and garages – attached or detached, decks, porches, swimming pools in excess of \$1000.00 (this is not all inclusive)

Duplexes, multi-family, commercial industrial, hotels/motels and churches – any new, added, renovated or altered work of any kind in excess of \$100.00 (this is not all inclusive)

Roofing – All structures regardless of the project cost

Any electrical, gas, mechanical and/or plumbing work.

Please obtain all permits before starting any work as there penalties for performing work without a permit.

Who May Perform the Work?

The owner of the property may obtain permits for the project. ***If the owner purchases the permit the owner must perform the work.***

A contractor holding the proper license(s) including a valid business license.

Initial Contact Person

The building inspector coordinates the “One Stop Review Center” which is located at 2936 Church Street in Winterville. Permit applications are accepted between 8:30 am and 4:30 pm, Monday through Friday except Town holidays.



CONTACT INFORMATION

Post Office Box 1459
Winterville, NC 28590

Operation Center
2936 Church St.
Winterville, NC 28590

Phone: 252-215-2419

Fax: 252-756-6647

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Town of Winterville Building Permit Process



This process has been developed to help the local homeowners, architects, engineers, developers and other interested parties to understand and appreciate all phases of the building permit process in the Town of Winterville. Our staff is aware that not everyone is familiar with the numerous codes, policies and procedures involved in securing a building permit or any other permit. Therefore this guide is designed to help make the permit process more easily understandable while providing our staff adequate opportunity to insure compliance with applicable regulations.

To help provide the best customer service for our community we have provided a “One Stop Shop” whereby the public and construction industry have one location to obtain information and guidance on submitting plans for approval.

Inspections

After a permit has been obtained you may start work on the project. There are different stages in which inspections must be performed by the building inspector. A list of the different inspections is located in our lobby at the Operations Center at 2936 Church St., Winterville. When the project is ready for an inspection it is the permit holder responsibility to call the inspections office and request the particular inspection. Usually any inspection call in before midnight will be performed the next day between 9:30 am and 4 pm. Once all inspections have been performed a Certificate of Occupancy will be issued to the owner.

Required Reviews

Plan review is broken down into two categories, residential and commercial. Both review areas require that building plans be submitted along with the building application. Plans should be as detailed as possible in order to save time and confusion during field inspections. Plans should have all dimensions and at least a floor plan and a wall detail. Plan review time varies depending upon the size of the project but most run from five (5) to seven (7) days. Once the plans have been approved by all departments a permit can be issued. Most of the time electrical, mechanical and plumbing permits do not require a plan review unless this is for a particular item. It is always best that if you are unsure to check with the

building inspector before starting any work to see if a permit is required.



Permit Expiration and Renewal

All permits expire 180 days after purchase if no activity has been displayed on the permit. If activity has been displayed but the project lies dormant for more than one (1) year then the permit will expire. Once the permit has expired it will have to be renewed through the permit office.

Approvals Required

Along with the Town of Winterville Inspections Department approval of plans, it is also our responsibility to obtain approvals from other agencies before a building permit application is processed or occupancy permitted. Depending upon the location, type of construction, occupancy or proposed construction, review and approval may be required from the following agencies:

1. Town of Winterville Planning Department (Zoning, Subdivision, Map Amendments)

2. Town of Winterville Fire-Rescue Department (Fire Protection Facilities)
3. Town of Winterville Public Works (Storm Drainage, Sanitary Sewer, Water, Garbage/Trash Collection)
4. Town of Winterville Parks and Recreation Department (Recreation Areas/Facilities)
5. Town of Winterville Electric Utilities (Electric Power)
6. Town of Winterville Planning Board
7. Town of Winterville Board of Adjustments (Zoning Ordinance Interpretations, Variances and Special Use Permits)
8. Greenville Utilities Commission (Water, Sanitary Sewer, Electrical Power)
9. Pitt County Environmental Health Department (Septic Tank Systems, Restaurant Equipment Approval)
10. Pitt County Flood Management (Requirements for Flood Plains)
11. NC Department of Insurance (Construction Plans when applicable)
12. NC Department of Labor (Boilers, Elevators)
13. NC Department of Environmental Protection (Storage of hazardous Materials)
14. NC Department of Health and Human Services (Restaurant or Food Prep Areas of certain facilities, Daycares)
15. Various other local, state and federal agencies