

Check List for Zoning and Building Permits

Robeson County Department of Building Safety and Code Enforcement

1. **Zoning Permit** “Issued by Robeson County Zoning Department”
 - a. Owner must provide a copy of the recorded property deed.
 - b. GIS / E-911 Address and Flood Plain Hazard Map issued by the Robeson County Mapping Department. (Located on the southwest corner of Walnut Street and East 5th Street)
 - c. Certification from the Robeson County Tax Office indicating all delinquent taxes are paid. *Please provide the GIS Map with E-911 Address and a copy of the recorded property deed to the Tax Office.
2. **Septic Tank Approval** “Issued by the Robeson County Environmental Health”
 1. Soil Evaluation “Perk Test”
 2. Permit to install or make improvements to existing septic system
 3. Approvals are required to authorize issuance of occupancy
3. **DOT Driveway Permit** “Issued by NC Department of Transportation”
Is required to obtain access to the property from a state maintained right of way.
G. S. 136-18(5) and 136-93
4. **Flood Elevation Preconstruction Certification** “If the home is located in the Special Flood Plain Hazard Area”
5. **Building Permits** “Issued by the Robeson County Inspection Department”

Two (2) complete sets of construction drawings is required prior to any permit to build will be issued. Listed below are the minimum required documents before a review is conducted:

- a. Detailed “drawn to scale” site plan for all commercial and residential new construction and/or additions to an existing building;
- b. Appendix B;
- c. Floor plan;
- d. Foundation, Pier and Footing, Floor, Wall, and Roof Details;
- e. Elevations of the Front, Rear, Sides and Roof Sections;
- f. Plumbing Drawings;
- g. Electrical Drawings;
- h. Mechanical Drawings;
- i. Life Safety

Permits required:

Note: The construction, reconstruction, alteration, repair, movement to another site, removal, or demolition of any building may be commenced or proceeded without first securing each permit required by the NC Building Code. G.S. 153A-357 and 160A-417

- a. Building
- b. Electrical
- c. Plumbing
- d. Mechanical
- e. Insulation

Permits required may be obtained by the owner, providing the owner qualifies and successfully executes the Owner’s Exception Form as required. If not issued to the owner, a state qualified licensed individual in their appurtenant trade must apply for the permits.