

Person County Building Permit Application Process

- 1) **Environmental Health Dept's (Well & Septic) Approval/Permit** (if applicable – please check with the environmental health department to determine necessity)
Kathy Comer: kcomer@personcountync.gov. The office number is: 336-597-1790
- 2) **Zoning's Approval/Permit** (if applicable – please check with the zoning department to determine necessity.)
If the property is located within the City Limits of Roxboro, then your contacts for The City of Roxboro Planning Dept are:
Lauren Johnson lwjohnson@cityofroxboro.com & Crystal Cole ccole@cityofroxboro.com.
The office number is: 336-599-3116.
If the property is located outside of the City Limits of Roxboro, but still in Person County- then your zoning contacts are:
Sarah Moore: smoore@personcountync.gov. Michie Brandon: bmbrandon@personcountync.gov
The office number is: 336-597-1750

Building Inspections will NOT issue a permit without approval from these departments!

Building Inspections Submittal Checklist:

Department email: inspections@personcountync.gov

The office number: 336-597-0750

- General Information Sheet (2022 version) _____
- Completed Building Permit Application _____

A completed building permit application includes ALL: (incomplete applications no longer accepted)

1. **ALL Contractors' Signatures:** (general contractor & all sub-contractors needed for that project)
2. **Duke Premise ID number:** (This is only required if your power company is Duke Progress Energy, you can call them at 1-800-452-2777 to get it. FYI: The Premise ID# is 10 numbers)
3. **Lien Agent Entry Number:** (Required for any project where the total job cost is over \$40,000.00. This is a NC Law, and permit applications will not be accepted without it. www.liensnc.com)

- Plans/ Drawings (if applicable) _____
- Scope of Work (if applicable) _____
- Owner's Affidavit (only for Owners doing their own work & has to be submitted to the State) _____