

New

## Greene County Policy and Procedure for New Construction



The purpose of this policy is to establish procedures necessary for **new residential or commercial construction in Greene County**. This policy outlines the proper steps, directions, and required information for persons or entities looking to build or erect a structure in Greene County. This policy outlines all the necessary permits and applications needed for this process. The intent of this policy is to make the procedure more efficient and to benefit persons or entities looking to develop in Greene County.

**Complete each step and acquire proper documentation before proceeding to next step.**

**This policy is only for new construction within the jurisdiction of Greene County and not for individual municipalities. Municipalities may have additional requirements.**

### Step #1 - Site Evaluation

- Contact the **Greene County Health Department** at the government complex to schedule a site evaluation. The site evaluation determines if the lot size and soil evaluation meet the requirements for an on-site septic system. The Health Department requires the following:

Applicant shall submit the following for an improvements permit:

1. Owner's name, mailing address and phone number
2. Location of property
3. Description of proposed facility (number of bedrooms, persons served or other factors required to determine wastewater design flow)
4. Type of water supply (well or public water)

Applicant shall submit a plot plan with the following information:

1. Plot plan of property with exact home dimension and required setbacks from property lines drawn to scale 1in=60ft or less
2. Location of Driveway must be indicated
3. Well and other utilities
4. Appurtenances shown (utilities easement, water easements, right of ways, etc.)
5. **If you are applying for commercial construction, this requires a site plan prepared by a licensed surveyor or engineer.**

Applicants **must** have the lot cleared or mowed. Corners of lot, location of proposed structure, and location of proposed driveway must be flagged or marked clearly on lot.

**Construction that varies from the approved plan will result in the following:**

1. **Denial of an operations permit and;**
2. **An additional lot evaluation and fee to determine if the unapproved construction meets applicable rules.**

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- If the evaluation of the site passes, you will receive a **Letter of Approval** from the Health Department. The **Letter of Approval** will be needed in order to have an address assigned to your structure. The final approved permit will be issued once the address has been assigned in **Step #3**.

**Cost is \$50.00 for existing and \$200.00 for a new septic tank permit.**

Greene County Health Department (Government Complex)  
227 Kingold Blvd., Suite B  
Snow Hill, NC 28580  
(252) 747-8183

### **Step #2 - Site Plan, Zoning Approval, and E-911 Addressing**

#### Site Plan Approval

- Determine which jurisdiction the building site is located. It will be in one of the following: Greene County, Town of Snow Hill, Town of Hookerton, or Town of Walstonburg. **An approved zoning permit needs to be obtained from the appropriate jurisdiction.** Please contact the corresponding jurisdiction for requirements needed. **This policy relates to projects located in the County, individual jurisdictions may have additional requirements.**
- Contact the Greene County Planning Department. Per Greene County Zoning Ordinance, **Site Plans showing proposed improvements will be required for all new Residential and Commercial Property** and performed, signed and sealed by a Licensed Surveyor or Engineer in the State of North Carolina. **Site plans must be to scale (1" = 60" or less, may be larger if deemed necessary by the Planning Office) and should include but are not limited to:** location of boundary lines and should be accurately represented with all bearings and distances shown; location of proposed improvements (house, buildings, drive, parking lots, etc.); all minimum building setbacks; location of any buffers, easements or right of ways that affect proposed property; if the property is located within a flood hazard area, the site plan will require a flood statement; a statement will be required stating if there is a swine farm within 1500 feet of construction; and any other information that may be needed to adequately determine approval by the Greene County Planner, Building Inspector, or Health Department. **Accessory Buildings and Additions to existing structures will not need a site plan unless determined necessary by the above departments.** If there are any questions or concerns about any requirements or if a site plan is required, please contact the Greene County Planner.

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### E-911 Addressing

- All new construction will need to obtain an **E911 address** from the **Greene County Planning Department** by filling out an **Address Request Application** at their office. Before acquiring an address, the owner or builder needs to have:
  1. **Letter of Approval from the Health Department (see step #1)**
  2. Marked or flagged location of structure on site
  3. Marked or flagged driveway location on site if new driveway is to be installed. **Please see statement below in obtaining a driveway permit.**
  4. Applicant must indicate what road the structure will face.
  5. Completed Address Request Application.
- All new building sites must have an approved access (driveway) location. If any private access (driveway) connects to a public or state maintained road, then the access must be approved by the NCDOT. In this case, a driveway permit will have to be obtained from the Greene County NCDOT.

Greene County NCDOT  
(252) 747-3933

*Note: Greene County does not address vacant lots. Only lots that are in the process of building or creating a structure can be addressed, per Greene County Addressing Ordinance.*

- Documentation of the new address created and directions for posting the numbers will be provided after it has been created. The documentation of the new address will be needed as verification of the correct address for the property. Once it has been assigned these documents can be mailed, emailed, or picked up in their office.
- If the site has an existing address and septic tank permit, you must obtain a **Letter Certifying Current Address** for the site from the County Planning Department.

Greene County Planning (Government Complex)  
229 Kingold Blvd., Suite B  
Snow Hill, NC 28580  
(252) 747-4398

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## Step #3 - Building Inspections

- After completion of the above steps in order, and any additional jurisdiction requirements, continue to the Greene County Building Inspections Office.

### Residential Construction

For residential construction, a copy of all permits already acquired (**Health Permit, Zoning Permit if required, and Letter of Approved Address or Letter Certifying Current Address**) and any additional jurisdiction requirements that may be needed. Building Inspections requires **2 sets of plans for residential construction and a copy of the approved Site Plan from Step #2.**

### Commercial Construction

For commercial construction, a copy of all permits already acquired (**Health Permit, Zoning Permit if required, and Letter of Approved Address or Letter Certifying Current Address**) and any additional jurisdiction requirements that may be needed. Building Inspections requires **3 sets of plans for commercial construction and a copy of the approved Site Plan from Step #2.** The Building Inspections Office will deliver one set to the Fire Marshal for his approval. Upon the Fire Marshall's approval, Building Inspections will assist in completing their inspection and process.

Greene County Building Inspections  
104 Hines St.  
Snow Hill, NC 28580  
(252) 747-4019