



RICHMOND COUNTY
BUILDING INSPECTIONS
221 South Hancock Street
Rockingham, NC 28379
910.997.8204

**THE FOLLOWING ITEMS MUST BE PROVIDED PRIOR TO SUBMITTING AN APPLICATION TO
THE BUILDING INSPECTION DEPARTMENT FOR:**

Building Permit
Mobile Home Permit
Pool Permit

- **Plan/Drawing of project** (*consult with Building Inspector to see if needed*)
-Provide all pages to the Richmond County Building Inspections Department
- **Zoning Approval from Appropriate Jurisdiction**
-Richmond County, Hamlet, Ellerbe, Hoffman, Norman, or Dobbins Heights
RICHMOND COUNTY ZONING APPLICATION AVAILABLE BY CALLING (910) 417-4904 or ONLINE
<https://www.richmondnc.com/175/Planning-Zoning>.
- **Septic/Well Permit Approval**
**RICHMOND COUNTY ENVIRONMENTAL HEALTH SEPTIC/WELL APPLICATION AVAILABLE BY
CALLING (910) 997-8320: OFFICE- 127 Caroline Street Rockingham NC 28379 or ONLINE**
<https://www.richmondnc.com/166/Environmental-Health>.
- **Proof of sewer/water**
-If no septic/well permit

**SUBMIT ALL BUILDING PERMIT APPLICATIONS, COMPLETED IN
ENTIRETY, TO THE BUILDING INSPECTION OFFICE**

RICHMOND COUNTY BUILDING APPLICATIONS AVAILABLE BY CALLING (910) 997-8204 or ONLINE
<https://www.richmondnc.com/157/Building-Inspections>.

PROJECTS TOTALING \$30,000 OR MORE:

****In addition to items listed above****

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- Lien Agent
 - Affidavit of Workers' Compensation with Certificate of Insurance
 - Owner exemption affidavit (*If Applicable*)