

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.

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 Access (if required)

- 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

Step #3 - Addressing and Zoning Permit

- **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 (see step #2).
 4. Applicant must indicate what road the structure will face.
 5. **Please bring a copy of the deed or map for the property to be addressed, the letter of approval from the Health Department, and a copy of the site plan used in Step #1.**
 6. Documentation of the new address created and directions for posting the numbers will be provided to you 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 emailed, mailed, or picked up in their office.

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

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- If the site has an existing address and septic tank permit, you must obtain a **letter certifying the correct address** for the site from the County Planning Department.
- 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.

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

Town of Hookerton
100 Faith Hope Rd.
Hookerton, NC 28538
(252) 747-2071

Town of Snow Hill
2101 N. Greene St.
Snow Hill, NC 28580
(252) 747-3414

Town of Walstonburg
114 Railroad St. Ext.
Walstonburg, NC 27888
(252) 753-5667

Step #4 - Water and Sewer

- Contact the Greene County Water Department at the government complex to determine which water and sewer will serve the location of the new structure. If a new address was created, you will need to show the **Letter of Approved Address** to verify the address being created. **If the building site falls in an area that is not supplied by the Greene County Water Department, then they will direct you to the proper department to assist you with this.**

Greene County Water Department (Government Complex)
229 Kingold Blvd., Suite B
Snow Hill, NC 28580
(252) 747-2429

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Step #5 - 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.

Commercial Construction

For commercial construction, a copy of all permits already acquired (**Health Permit, Zoning Permit if required, and Letter of Approved Address**) and any additional jurisdiction requirements that may be needed. Building Inspections requires **3 sets of plans** for commercial construction. 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