

RESIDENTIAL AND COMMERCIAL

STEPS IN OBTAINING A CERTIFICATE OF ZONING/COMPLIANCE

Numbers 1-6 are to be completed at the Town of Belville.

Number 7 is to be completed at the North Brunswick Sanitary District.

Numbers 8-10 are to be completed at Central Permitting at Brunswick County Government Complex in Bolivia.

1. Complete the Certificate of Zoning Compliance. Make sure all information including the property location, subdivision, lot, block, section, or phase along with the parcel number, developer and proposed use is completed.
2. Complete the contractor's license number; insurance policy and expiration date unless the proposed structure is being built by the owner.
3. The Certificate of Zoning Compliance, amount paid and receipt number will be completed by the Town Clerk of person taking the Certificate of Zoning Compliance.
4. Read and initial the information regarding conforming provisions and false information warning.
5. Sign and date the Certificate of Zoning Compliance on the day the permit is obtained.
6. Brunswick County requires the Zoning Administrator, Code Enforcement Officer or Town Clerks' signature and the date the Certificate of Zoning Compliance was obtained.
7. Obtain water and sewer WQ (water quality) number from the North Brunswick Sanitary District located at 516 Village Road, Leland, NC 28451, telephone number is (910)371-9949.
8. Submit two sets of plans for the structure to the Building Inspections Department in Bolivia. The Building Inspector will approve the plans before you proceed any further at (910)253-2050.
9. Obtain permit from Central Permitting by completing their application, submitting a plot plan and a copy of all state/local/municipal, water and sewer permit and approvals. The contractor must provide a copy of the Workers Compensation Insurance and Certificate along with the Building Permit. The Planning and Development Department for Brunswick County is located in Bolivia. The telephone number for Central Permitting is (910)253-2025.