

**Columbus County
Single Family Home
Information Packet**

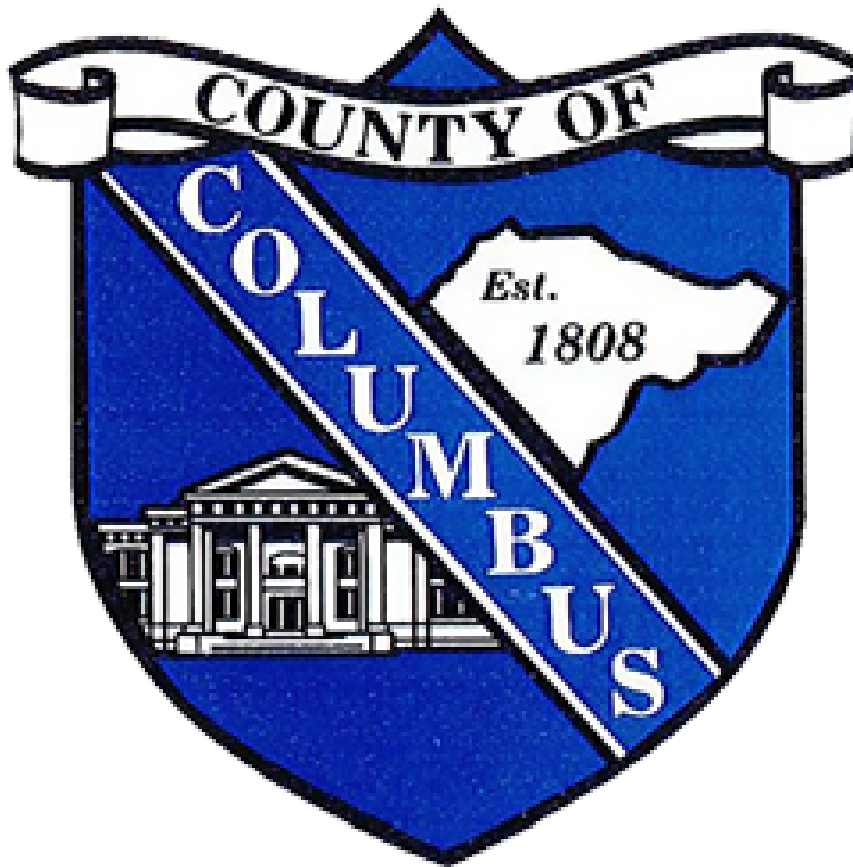


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Columbus County Contacts and Department Addresses

Addressing/GIS Department

127 W. Webster St.
Whiteville, NC 28472 (B-Building, 2nd Floor)
Phone: (910) 640-1518
tsimmons@columbusco.org
bward@columbusco.org

Building Inspections

127 W. Webster St.
Whiteville, NC 28472 (B-Building, 1st Floor)
Phone: (910) 640-6619
inspections@columbusco.org

Collections Center

306 S Madison St.
Whiteville, NC 28472 (A-Building, 1st Floor)
Phone: (910) 642-5257

Environmental Health

127 W. Webster St.
Whiteville, NC 28472 (B-Building, 1st Floor)
Phone: (910) 640-6617

Planning and Zoning Department:

306 Madison St.
Whiteville, NC 28472 (A-Building, 2nd Floor)
Phone: (910) 640-6608
glanier@columbusco.org
bridgette.spann@columbusco.org

Public Utilities (County Water and Sewer)

205 Lee Ave
Whiteville, NC 28472
Phone: (910) 642-2828
hnobles@columbusco.org
cnobles@columbusco.org

Tax Office

127 W. Webster St.
Whiteville, NC 28472 (B-Building, 2nd Floor)
Phone: (910) 640-6635
nhughes@columbusco.org

Overall Timeline - Single Family Home

1. Tax Office Department Visit

- a. Bring address and/or parcel number.
- b. Obtain copies of tax card, tax deed, and signed/stamped payment history.

2. Addressing/GIS Department Visit

- a. Provide driveway location to obtain 911 address.
 - i. For non-subdivided land, the whole lot is addressed as one.
 - ii. For subdivided land, addresses are assigned upon plat finalization.
- b. GIS will determine jurisdiction, address flood areas, and identify water district.

3. Planning and Zoning Department Visit

- a. Provide copy of 911 address.
 - i. If in a zoned area, obtain Zoning Permit from the respective jurisdiction.
 - ii. If in a flood area, obtain flood plain permit and pre-evaluation certificate.

Choose ONE of the following:

Well Water and Septic Tank:

4. Environmental Health Visit

- a. For septic tank:
 - i. Apply for percolation test.
 - ii. Obtain septic tank approval.

County Water and Sewer:

5. Public Utilities Visit

- a. For county water connection:
 - i. Verification test of water line.

6. Building Inspections Department Visit

- a. Bring all relevant paperwork (addressing sheets, zoning permit, flood plain permit, pre-evaluation certificate, septic tank approval, operation permit/well permit).
- b. Include:
 - i. Construction drawings (including General Contractor's name).
 - ii. Building permit applications for each trade.
 - iii. Power company service name (Progress Energy needs 8-digit premise #).
 - iv. PIN CARD for construction site.
 - v. NC LIEN for properties worth >\$40,000.
- c. Pay the building permit fee to authorize building permits.

7. Collections Department Visit

- a. Bring property ownership papers or lease agreement, picture ID/driver's license, and Social Security card.
- b. Apply for water service (if applicable).
- c. Pay all applicable fees.

**Schedule and fees are subject to change*

Single Family Home
Documentation Needed

1. **Tax Office**
 - a. Address OR Parcel Number
2. **Addressing/GIS**
 - a. Driveway location
 - b. Signed/Stamped payment history (obtained at Tax Office)
3. **Planning and Zoning**
 - a. 911 address (obtained at Addressing/GIS)
4. **Environmental Health**
 - a. Owner/agent Information
 - b. 911 address (obtained at Addressing/GIS)
 - c. Zoning Approval Letter (obtained at jurisdiction IF applicable)
 - d. Site Plan Drawing with dimensions
 - e. Letter from municipality or County water department stating the address does not have access to municipal or County water
5. **Public Utilities (County Water and Sewer)**
 - a. 911 address (obtained at Addressing/GIS)
 - b. Zoning Approval Letter (obtained at jurisdiction IF applicable)
 - c. Flood plain permit if located in flood zone (obtained at Planning and Zoning IF applicable)
6. **Building Inspections**
 - a. 911 address (obtained at Addressing/GIS)
 - b. Zoning Permit (obtained at jurisdiction IF applicable)
 - c. Septic tank approval (obtained at Environmental Health IF Applicable)
 - d. Operation permit
 - e. Well Permit (obtained at Environmental Health IF Applicable)
 - f. Construction Drawings (including general contractors name)
 - g. Building permit applications for each trade
 - h. Power company service name (if Progress Energy; need 8-digit premise #)
 - i. PIN card for construction site (from tax department)
 - j. IF located within a flood zone, you also need:
 - i. Flood plain permit (obtained at Planning and Zoning IF applicable)
 - ii. Pre evaluation Certificate (obtained at Planning and Zoning IF applicable)
 - k. IF property is >\$40,000, you also need:
 - i. NC LIEN
7. **Collections**
 - a. Proof of Ownership
 - b. 911 address (obtained at Addressing/GIS)
 - c. License
 - d. Social Security Card

**Schedule and fees are subject to change.*

Single Family Home
Schedule of Potential Fees

Environmental Health (only for wells and septic systems)

- a. \$200.00 application fee for new site evaluation or expansion of current system
- b. \$75.00 fee for Septic construction authorization (if lot percolates)

Building Inspections Department

- a. See fee schedule online at:

https://columbusco.org/sites/default/files/uploads/building-inspections/bi_fees.pdf

OR obtain copy at Building Inspections Department

Collections

Water Tap and meter fee*

- i. Cost* + 15%

**Change based on market value price*

- c. Deposit fee

- i. \$100.00 if OWNER
- ii. \$150.00 if RENTER or TENANT

- d. System Development fee – Water District V ONLY

- i. \$2,978.00 – per ¾” meter