

The Permitting Process

Step 1: Complete all required applications, including applicable Zoning, Environmental Health, & Building applications and sewer letters from the City of Roxboro's Public Services Department. All applications are available on each respective department's web site for your convenience. Links have also been provided on this brochure.

Step 2: A Technician will process the application(s), which will be forwarded to each respective department for Land Use review and Environmental Health review. Water and Sewer reviews are forwarded to the City of Roxboro's Public Services Department.

Step 3: Environmental Health personnel will check the site to see if it is suitable for a septic system. EH personnel will consult with Permitting Technicians and issue permits accordingly. If applicable, a Sewer review will take place in lieu of EH. If approved, each respective department will issue either a septic tank improvement permit or approval for connection to water and sewer lines.

Step 4: A planner will review the site plans to determine if applicant can develop as requested. Planners will verify flood zones, addresses, surface drainage, easements, fill minimum lot size requirements, zoning and any other characteristics that may indicate whether a site may be developed as requested.

Step 5: After reviews are complete, the application(s) will be forwarded to the Building Inspections Dept. for final review. The Building Inspectors will review the construction plans, if any, for the site and approve for permitting. At the completion of the project, all Zoning and EH finals have to be performed (if applicable), and Building Inspections will conduct a final inspection and issue a Certificate of Occupancy/Compliance.

Frequently Asked Questions

- **Where do I go to get a land development permit in Person County?** Go to the Person County City of Roxboro Planning & Inspections Departments located at 325 S. Morgan Street in Roxboro or visit the website for all applications.
- **What information do I need to provide in order to be issued a land development permit in Person County or the City of Roxboro?** You will need a completed application, a plot plan and a copy of the deed.
- **How long does it take to process my permit once I've submitted all of the necessary information?** Amount of time varies depending on the nature of the application. Our goal is 10-14 days for residential permits and 18-24 days on commercial projects.
- **Once I receive my development permit, how long do I have until it expires?** You have six months after the date of issuance to begin work on the project. Once a building inspection has been done, you have one year until your next inspection or the permit is no longer valid.
- **Whom should I call if I have questions concerning my application, permit, or inspection?** Once your application is approved by all parties involved and ready for permitting, you will be notified by the Central Permitting Technician. If you have a specific question regarding an inspection, please call the inspections department and speak with an inspector. If you have a question on planning and zoning, please call the respective department for the City or the County.
- **What requires a Building Permit?** All structural, load-bearing work regardless of the estimated cost. Any single family dwelling that exceeds \$15,000 in costs. All commercial construction. All swimming pools, decks, patios, ramps, and most signs. An accessory building with any dimension greater than 12 feet requires a building permit.
- **What requires a zoning permit?** Unless otherwise stated in the ordinance, no building, structure (a sign is considered a structure) or any part thereof designed or intended to be used for other than farm or agricultural purposes, shall be erected or altered until a Zoning permit has been issued by the Zoning department.
- **Payment Options:** Check, cash, money order, or credit card.

CITY OF ROXBORO & PERSON COUNTY PLANNING & INSPECTIONS DEPARTMENTS

CENTRAL PERMITTING

Your link to One-Stop Development Permitting



325 S. Morgan Street
Suite A: Inspections Phone 336-597-0570
Suite B: County Planning Phone 336-597-1750
Suite C: Environmental Health 336-597-1790
Suite E: City of Roxboro Planning 336-322-6019
Roxboro, NC 27573

www.personcounty.net

www.cityofroxboro.com

ABOUT CENTRAL PERMITTING

The City of Roxboro and Person County Government have established a central permitting system that enables the consolidation of permitting functions for the Property Development Community. This system allows citizens to apply and obtain all required development permits (i.e. zoning [city & county], septic, well, and building) more quickly while conveniently being in a one stop location. It is our goal to improve customer service through a faster, simpler application process. Central Permitting Technicians are available from 8:30 a.m. to 5 p.m. to assist you throughout each stage of the process. All of the necessary applications will be available online and at the Planning & Inspections Department.

PLANNING & INSPECTIONS

DEPARTMENTS

The objectives of the Planning & Inspections Departments are:

- to help promote and coordinate the orderly growth and development of lands within the City of Roxboro and Person County
- aid in the orderly development of city and county government
- promote the public health, safety, and general welfare of the community through proper planning techniques and accurate enforcement of building codes and regulations set by the State of North Carolina, Person County, and the City of Roxboro.

The Planning & Inspections Departments provide a variety of services, including the review of residential and commercial projects, the enforcement of NC State Building Codes and the City of Roxboro's Minimum Housing ordinance, Person County Zoning Ordinances, and the City of Roxboro Zoning Ordinances.

PERMIT APPLICATIONS

The permitting process begins with the submittal of the general information sheet, EH applications, and land use application. The following is designed to assist you in determining which other applications you will need to submit at the permit desk.

- ❖ **Land Use** – A Land Use application ([Commercial](#) or [Residential](#)), along with the [General Information sheet](#), must accompany ALL other applications being submitted. The Land Use application describes the proposed development.
- ❖ **Development in a Flood Hazard Area** – If developing in a designated flood hazard area, this application must be submitted. Development includes, but is not limited to, new construction, subdivision, grading, fill/excavation, mobile home park, and alteration/repair of a septic system.
- ❖ **Septic System** – An [Improvement application](#) (from EH) must be completed if you plan to install a new septic system, repair an existing system, or if you wish to increase the flow or change the use of an existing septic system.
- ❖ **Construction Authorization (CA)** - When an Improvement Permit is issued, it is usually accompanied by a [Construction Authorization](#) that includes the information for the proposed system type, location, and construction requirements.
- ❖ **Well Permit**- A [well permit application](#) should be completed if a property is served by a private well.
- ❖ **Building Permit Application**- A building permit shall be obtained once authorization has been approved by EH, the city or county Planning Dept. and prior to the beginning of construction, alteration, or repairs, other than ordinary repairs, using the appropriate [building permit application](#).

HOW TO EXPEDITE THE PERMITTING PROCESS

- Visit each respective Department's website to download all applications and to view Person County and City of Roxboro ordinances in full text.
- Have all proper applications completed before beginning the development process.
- Have addresses and/or tax map ID number ready when inquiries are made.
- You can obtain tax assessor information and maps by visiting the Person County GIS website – www.personcounty.net
- Be familiar with the permitting process as described in this brochure.
- Below are links to all necessary applications:

[General Info Sheet \(Required for all permits\)](#)

County Planning & Zoning Applications

- [Residential Land Use Application](#)
- [Commercial Land Use Application](#)
- [Person Co. Stormwater Application](#)

City of Roxboro Planning & Development Applications

www.cityofroxboro.com

- [Residential Land Use Application](#)
- [Commercial Land Use Application](#)

Environmental Health Department Applications

- [Onsite Wastewater Program](#)
- [Well & Water Quality Program](#)

Building Inspections Applications

- [Building Permit Application](#)