

# WHEN DO I NEED A BUILDING PERMIT?

**Before you do any construction or change to your home or business, please check with the Town first.**

**Before you obtain a Building Permit, you MUST:**

- 1- Fill out a Building Permit Zoning Application with the Town.**
- 2- Once it is approved by the Zoning Administrator, take the Application to Hampton County Building Department and they will issue you an actual Building Permit. (The County may have additional requirements)**

Below is a list of most common things that require a permit before they are allowed to be placed on a lot of land in the Town:

New Home or Building Construction

Additions to a home or business

Carports and garages



Sheds



Pools Above Ground or In Ground



Fences

Roofs



Enclosing a garage or carport

Signs



## Additional Permit

### Requirements

**Land Clearing**

**Cutting Down Trees**

**Connections to Water and Sewer**

**Electrical /plumbing connections to sheds or other outdoor buildings**

**Driveways**

**\*\* List not all inclusive**

## Business License

### Required

Any Contractor or Person who will be doing any construction or work related to a permit required activity

**MUST** obtain a Business License before the Building Permit and work can be approved.