

Person County Building Permit Application Process

Building Inspections will NOT issue a permit without approval from these departments!

1) Environmental Health Dept's (Well & Septic) Approval/Permits:

Contact: Kathy Comer: kcomer@personcountync.gov.

The main office number is: 336-597-1790.

2) Zoning's Approval/Permits:

- If the property is located within the City Limits of Roxboro, please contact Lauren Johnson lwjohnson@cityofroxboro.com or Gemeley Pool gpool@cityofroxboro.com about the City of Roxboro's zoning requirements. The office number is 336-322-6018.
- If the property is located outside of the City Limits of Roxboro, but still in Person County- then your County zoning contacts are:

Sarah Moore smoore@personcountync.gov &

Michie Brandon bmbrandon@personcountync.gov.

The office number is: 336-597-1750

Building Inspections Submittal Checklist:

Our Department email: inspections@personcountync.gov

The office number: 336-597-0570

- **General Information Sheet**
- **Completed Building Permit Application**
 - 1. ALL contractors' signatures:** (general contractor & all sub-contractors needed for that project) Note: Owner's Affidavit needed for Owners doing their own work & has to be submitted to the State.
 - 2. Duke Premise ID number:**(This is only required if your power company is Duke Progress Energy, you can call them at 1-800-452-2777 to get it. FYI: The Premise ID# is 10 numbers)
 - 3. Lien Agent Entry Number:** (Required for any project where the total job cost is over \$40,000.00. This is a NC Law, and permit applications will not be processed without it.)
- **Plans/ Drawings (if applicable)**
- **Scope of Work (if applicable)**

*updated 7/1/24 lw