



# City of Whiteville

## Inspections & Planning Department

317 S. Madison St.  
 Whiteville, NC 28472  
 Phone (910) 640-1380  
 Fax (910) 642-4407

### Business Checklist

(New or Relocating)

1. Address slip from the Columbus County 911 Addressing Center (910) 640-1518.
2. Zoning Permit – Planning Department (Fee \$75)
3. If eating establishment contact Waste Water Treatment Plant regarding grease trap (910) 642-5818.
4. If eating establishment contact Columbus County Environmental Health at (910) 640-6617.
5. Building Inspection – A building inspection will be required to issue a “Certificate of Occupancy”.
6. Fire Inspection – Contact Hal Lowder at (910) 642-8046 ext. 2004 to schedule.

FIRE Inspections	Fee
Scheduled Inspection: Public Schools, Churches, and Synagogues	Exempt
Scheduled Inspection: Less than <sup>8</sup> 5,000 Sq Ft	\$50.00
Scheduled Inspection: 5,000 to 10,000 <sup>9</sup> Sq Ft	\$75.00
Scheduled Inspection: Greater than 10,000 – 15,000 <sup>10</sup> Sq Ft	\$100.00
Scheduled Inspection: Greater than 15,000 <sup>11</sup> Sq Ft	\$150.00
Scheduled Inspection: Special Situation (i.e., Outside Storage, LP Bulk Storage, No Building)	\$50.00
Scheduled Inspection: Residential Occupancies (Multi-Family-Footprint greater than <sup>12</sup> 10,000 Sq Ft, this inspection only covers the common areas of the structure	\$75.00
Scheduled Inspection: Foster Care	\$50.00
Scheduled Inspection: Wasted Trip Fee	\$25.00
Civil Penalty Schedule: First Offense	\$100.00
Civil Penalty Schedule: Second Offense	\$300.00
Civil Penalty Schedule: Third and Subsequent Offenses	\$500.00

7. Water – set up account at City Hall (\$120 deposit, lease agreement, id & ss# required).

**Notes:**

- If the structure does NOT have power then a licensed electrician is needed to obtain an electrical reconnect permit (\$50) from the Inspection Department prior to an inspection.
- A sign permit is required from the Inspection/P&Z Department before erecting any signs.
  - Sign Fees: \$75 zoning sign permit
  - \$50 building sign permit (Up to 16 square feet)
  - In excess of 16 sq. ft. \$50 + an additional .50 per square foot





**The following items will need to be submitted with this form if applicable:**

1. Site plan on any changes to the structure exterior.
2. If any remodel, mechanical, electrical, or plumbing changes are needed permits may be required.
3. Sign plans and Sign Permit Application required for any signage.

**Project Information**

**Project Address:** \_\_\_\_\_

**Prior Occupancy Type:** \_\_\_\_\_

**Proposed Occupancy:** \_\_\_\_\_

**Business Owner Name:** \_\_\_\_\_

**Business Owner Phone #:** \_\_\_\_\_

**Business Owner Email:** \_\_\_\_\_

Description of changes to the Business (if applicable):

Interior: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exterior: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby affirm that I am the property owner, or authorized agent representing the property owner for the specific property for which this permit application is being made.

Date: \_\_\_\_\_

Printed Name of the Property Owner/Agent: \_\_\_\_\_

Signature of the Property Owner/Agent: \_\_\_\_\_

**Office Use Only**

Zoning Permit Approved/ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments (if any): \_\_\_\_\_

Fire Inspection Performed/Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments (If any): \_\_\_\_\_

Building Inspected/Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments (if any): \_\_\_\_\_