

WHO TO CONTACT

The County Departments that you will need to visit are:

Granville County Planning
122 Williamsboro Street
Oxford, N C 27565
(919) 603-1331 Phone
(919) 693-6794 Fax

Walk In Hours 8:30am – 11:00am 2:00pm – 4:00pm

Behind County Courthouse building, across the street from the Sheriff's Department.

Granville County Health Dept.
101 Hunt Street
Oxford, N C 27565
(919) 693-2688 Phone
Behind the N.C. National Guard Armory, off Linden Avenue (N.C. Hwy 96)

Granville County Inspections
122 Williamsboro Street
Oxford, N C 27565
(919) 603-1326 Phone
(919) 693-6794 Fax
Behind County Courthouse building, across the street from the Sheriff's Department.

CITIZENS GUIDE TO OBTAINING PERMITS

Applications for Property Development

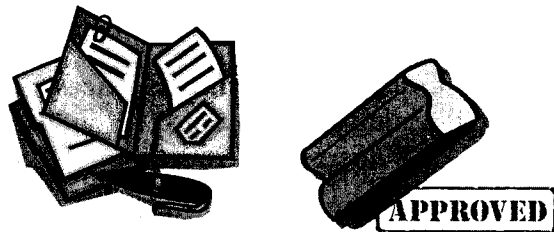


Granville County Development Services
(Planning & Inspections)
122 Williamsboro Street
P.O. Box 877
Oxford, N C 27565

HOW TO OBTAIN APPROVAL TO BUILD A HOME OR MOVE A MANUFACTURED HOME ON YOUR PROPERTY

Granville County has many ordinances, rules and regulations that deal with building a home or moving a manufactured home on property in the county. These rules and regulations are there to provide protection for you and your neighbors in the interest of protecting the public health, safety and general welfare. This document will guide you in the steps of obtaining approval. Also included are directions on the location of each department of the County that require approval.

These steps are only for those citizens who plan to place a home on property found outside a municipality and their Planning and Zoning Jurisdiction Area (Cities of Oxford and Creedmoor, Towns of Stovall and Stem) and Butner Planning and Zoning Area. Citizens who have property inside the boundaries of these jurisdictions will need to contact that jurisdiction for approval and not the Granville County Planning Department.



STEP BY STEP ON WHAT YOU NEED TO DO

You will need to follow the following steps in placing your future home:

Step One

Visit the Granville County Planning Department to obtain a Zoning Permit for your future home. An application form for a Zoning Permit is needed to be completed with a site plan showing your property information and the location of your proposed home on a standard scaled map.

The Planning Staff will review your application to see that housing density, building setbacks from roads or lot lines are complying with and the type of home is permitted in the zoning district that your property is located in. The Zoning Permit will be issued and a fee will be charged for the permit. Copy of the permit is provided for the Health Department and Inspections Department.

Step Two

Next, visit the Granville County Health Department to obtain a Septic Tank Improvement Permit or Recertification of an existing septic tank system for the on-site sewage treatment system for your new home. An application is used to provide information about your building plans and you will need to give the staff a copy of the Zoning Permit. The staff will visit your property, determine where a suitable

placement of a septic tank system is and prepare an improvement permit.

Step Three

With the Zoning and Septic Tank Improvement Permits, now visit the Granville County Inspections Department. Here is where you will obtain the necessary permits for your project. An application is used to provide information about what you are planning to do or build. (Example: new home, building plans, building permits, mobile home permits) You will need to give the staff a copy of the zoning permit and septic tank improvement permit or existing septic tank system recertification. The appropriate permit will be issued and as you proceed with your project you will need to contact the Inspections Department to arrange the necessary inspections.

No work or mobile home is to be placed onto the property until all permits have been obtained.