

Steps for Obtaining a Building Permit for: New Houses (Stick-Built or Modular)

Step 1. Obtain a **Zoning Permit** based on where your property is located:

Outside City Limits – [Granville County Zoning](#) (919.603.1331)

City of Oxford – City of Oxford Zoning (919.603.1117)

City of Creedmoor – City of Creedmoor Zoning (919.764.1058)

Town of Butner – Town of Butner Zoning (919.575.3032)

Town of Stovall – Town of Stovall Zoning (919.693.4646)

Town of Stem – Town of Stem Zoning (zoning@stemnc.org)

Step 2. Obtain **Well and Septic Tank Permits**:

If your property contains a well and a septic system, you will need permits from the **Granville-Vance Health Department (919.693.2688)**.

IF YOUR PROPERTY IS ON CITY WATER AND SEWER, **SKIP THIS STEP.**

Step 3. Obtain a **Lien Agent Appointment**:

Effective for construction projects beginning on or after April 1, 2013, North Carolina law requires appointment of a lien agent.

Register the project by filing an Appointment of Lien Agent at www.LiensNC.com

Step 4. Obtain **Detailed Drawings or Plans** of your Construction Project:

These can be digital or 1 set of hardcopies, stapled along one edge.

Step 5. Fill out a **Building Permit Application** [Building Permit Application](#)

Email or bring in all documents (**Signed Zoning Permit, Health Department Permits, Lien Agent Appointment Info Sheet, and signed Building Permit Application, Detailed drawings/plans for your project**) to:

Kelley.hightower@granvillecounty.org or 122 Williamsboro St, Oxford, NC 27565

If you have any questions, you can call the Granville County Development Services Office at 919.603.1326 between 8:30 and 5:00 PM, M-F.