



## Planning/Zoning and Code Enforcement Department

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### PROCESS FOR PERMITS IN WARREN COUNTY

#### (WITH SUBDIVISION OF LAND/PROPERTY)

1. **SUBDIVISION** means all divisions of a tract or parcel of land into two or more lots, building site, or other divisions for the purpose of sale, lease, or building development (whether immediate or future) and includes all divisions of land involving the dedication of a new street or a change in existing streets.
  
2. **Is the subdivision minor (nine lots or less) or major (ten lots or more)??**
  - A. Minor subdivisions, for review and approval by the Planning and Zoning Administrator of the Planning/Zoning and Code Enforcement Department, the minor subdivision must meet all of the following per the County's Subdivision Ordinance:
    1. No new public or private streets, roads, or right-of-ways shall be created.
    2. No extension of water and sewer will be required.
    3. No more than nine (9) lots (the 10<sup>th</sup> lot triggers Type III Roads and this includes any remaining acreage) be established.
    4. No environmental issues exist that would require additional Warren County or State of North Carolina review and approval.
    5. For the expansion of pre-existing private streets, roads, right-of-ways or access easement to the 50' minimum requirement for new lots the Planning and Zoning Administrator to review and approve the proposed minor subdivision in keeping with the provisions of the Subdivision Ordinance.
    6. When a proposed minor subdivision does not meet the provisions of the Subdivision Ordinance, it shall be submitted by the Planning and Zoning Administrator to the Warren County Planning Board for review and consideration of approval.
  
  - B. Major subdivisions (ten lots or more) shall be required to follow all provisions of the County's Subdivision Ordinance including preliminary and final plat review by the Warren County Planning Board.

3. **Is the property assigned an address in the County's E-911 database?**
  - A. **Yes:** go to the County Environmental Health Department to obtain a perc test (soil test) for a septic system whether the site is for residential or commercial use.
  - B. **No:** apply for an address through the County Planning/Zoning and Code Enforcement Department then go to the County Environmental Health Department to obtain a perc test as noted above.
  - C. **NOTE: MOVING A MANUFACTURED HOME (MOBILE HOME) TO PROPERTY BEFORE HAVING AN ADDRESS ASSIGNED, HAVING THE PROPERTY TESTED FOR A SEPTIC SYSTEM, OBTAINING A ZONING/DEVELOPMENT PERMIT AND BUILDING PERMIT IS A VIOLATION OF COUNTY REGULATIONS.**
  
4. **Do I need water/sewer or well/septic?** If the property is within 500 feet of a County water line then the house/structure must be connected to the public water system. Otherwise, a well permit can be obtained through the County Department of Environmental Health – also where septic permits (perc tests) are obtained as noted above **(NOTE – approval for a septic system is not the final step before construction; applicants must obtain a zoning permit and a building permit).**
  
5. **Zoning permits?** No building, sign, structure or any part thereof, designed or intended to be used shall be erected or repaired until a zoning permit has been issued by the Zoning Administrator or his authorized representative. A fee shall be charged for the issuance of a zoning permit. **NOTE – Warrenton and Norlina have separate zoning authority for their corporate limits and one mile boundaries – Extraterritorial Jurisdictions – which require zoning permits for construction.**
  
6. **Building permit(s)?** ANY structure over 144 square feet (12' x 12') in size requires a building permit through the Planning/Zoning and Code Enforcement Department – the only exceptions are farm buildings as part of bona fide farms. Additional plan review may be required depending on the extent of the new construction. Sheds/accessory buildings under the noted 144 square feet (12' x 12') size do not require a building permit, but may require a zoning permit or electric permit if electric service is to be added.